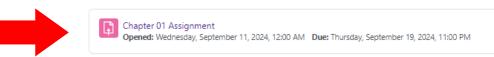
# MORTHWESTERN STATE

#### Submitting an Assignment—File Upload Submission

Log in to Moodle and go to your course.

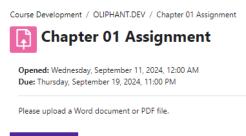
Find the assignment and click on the link.

Y Topic 3



The submission status shows important information about the assignment.

To add your file, click the Add submission button.



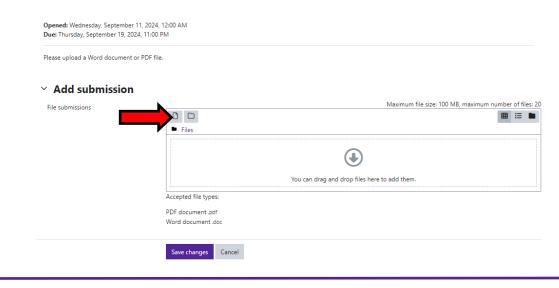
Add submission

#### **Submission status**

Attempt number	This is attempt 1.	
Submission status	No submissions have been made yet	
Grading status	Not graded	
Time remaining	7 days 6 hours remaining	
Last modified	-	
Submission comments	Comments (0)	

There are two ways to add a file in the file submission box.

- 1. Drag and drop your file into the designated area.
- 2. Use the Add button.



The file picker window will appear. Click on the Choose File button. Locate the file on your computer. Highlight and click on Open.

Once the file is loaded in the file picker, you should see the name of the file net to the Choose File button.

Attachment				
	Choose File	Moodle Experts.docx		

m Recent files	
🚵 Upload a file	
✤ Private files	Attachment Choose File No file chosen Save as
	Author Darth Vader
	Choose license 📀

Click on Upload this file.

Your file should now show in the file submission box.

### Click Save Changes.

Opened: Wednesday, September 11, 2024, 12:00 AM
Due: Thursday, September 19, 2024, 11:00 PM

Please upload a Word document or PDF file.

#### Y Add submission

File submissions	D D ≰ ► Files
	Moodle Expe
	Accepted file types: PDF document .pdf
	Word 2007 document .docx
	Word document .doc
	Save changes Cancel

The submission status page will show that your file has been submitted.

## **Submission status**

Attempt number	This is attempt 1.	
Submission status	Submitted for grading	
Grading status	Not graded	
Time remaining	Assignment was submitted 7 days 6 hours early	
Last modified	Thursday, September 12, 2024, 4:17 PM	
File submissions	Moodle Experts.docx September 12 2024, 4:17 PM	
Submission comments	Comments (0)	