Centre for Open, Distance and eLearning

Guide for Online Assignment Submission
on
Moodle Learning Management System

January 2017

The following is a quick guide on submitting an assignment on the UNAM Moodle Learning Management System.

Please note that this is a different system from the student portal which was previously used for online assignment submissions. This system also has a strict enforcement of DUE DATES, so make sure to submit your assignments ON TIME. Familiarize yourself with the assignment submission regulation in your assignment letters.
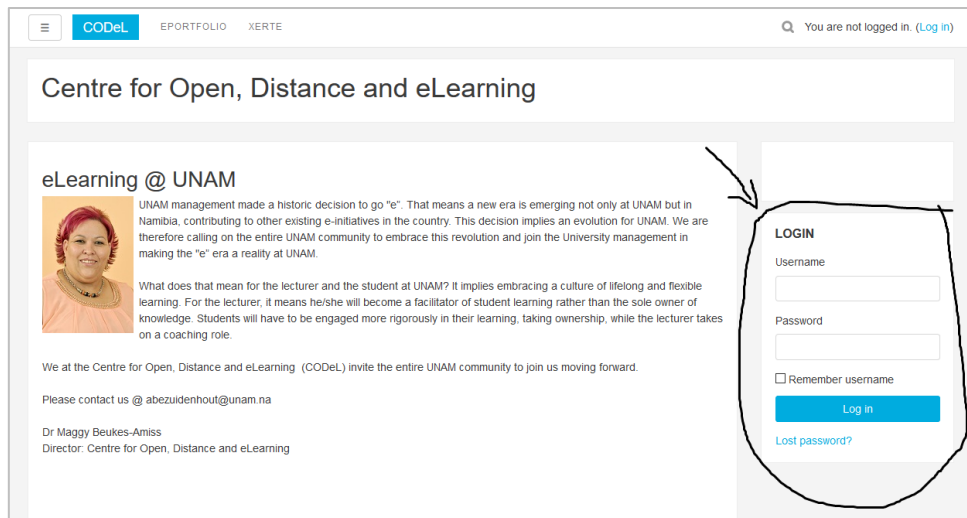
Assignment submission will also automatically go through an anti-plagiarism service called Urkund when you upload your assignment. Therefore familiarize yourself with the UNAM Plagiarism Policy available on both the portal and Moodle.

PLEASE NOTE:

> ✓ **Check the status of the submission at the end to be sure that your submission was done properly (See section 5 at the end of this guide). You would also receive an email notification of your submission.**
> ✓ **Submissions for multiple courses require you to repeat the steps for each course from section 2 to 5 described in this guide.**
> ✓ **As described in section 2 where you select your courses, be sure to choose the appropriate course for each of your assignment.**
> ✓ **Use the assignment submission template document provided on Moodle.**
> ✓ **The cover page for the assignment should be part of the assignment document itself, Do not upload a separate cover page as many have done previously on the portal, only the assignment document.**
> ✓ **Do not upload the questions booklet of the assignment, only the document with your answers. In your assignment document with your answers, do not include the questions either as it will affect the Urkund ant-plagiarism score.**

1) Login to Moodle

Access the Moodle Learning Management System at http://elearning.unam.edu.na (either copy this link into your browser or click the CTRL key on your keyboard, then click the link)
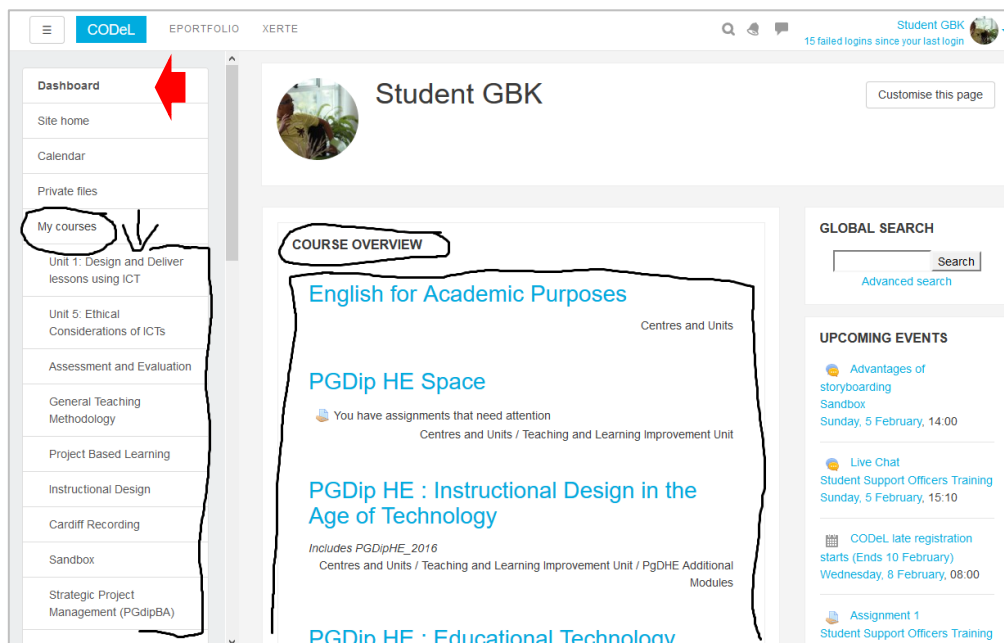

Use the login form indicated above.
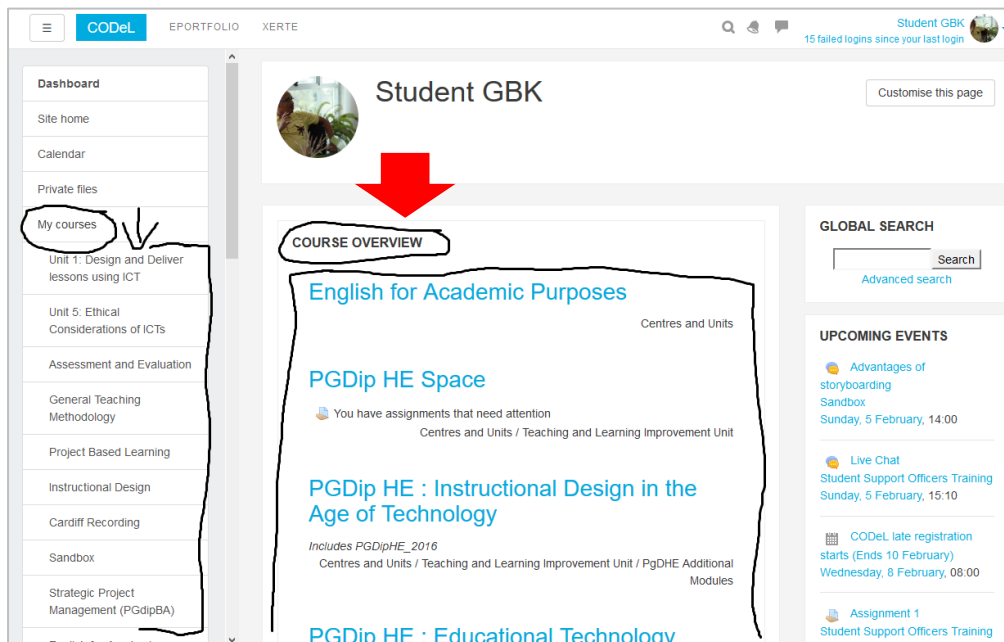
2) Select or Enter Your Course

You have two options for accessing the course for which you want to upload/submit the assignment.

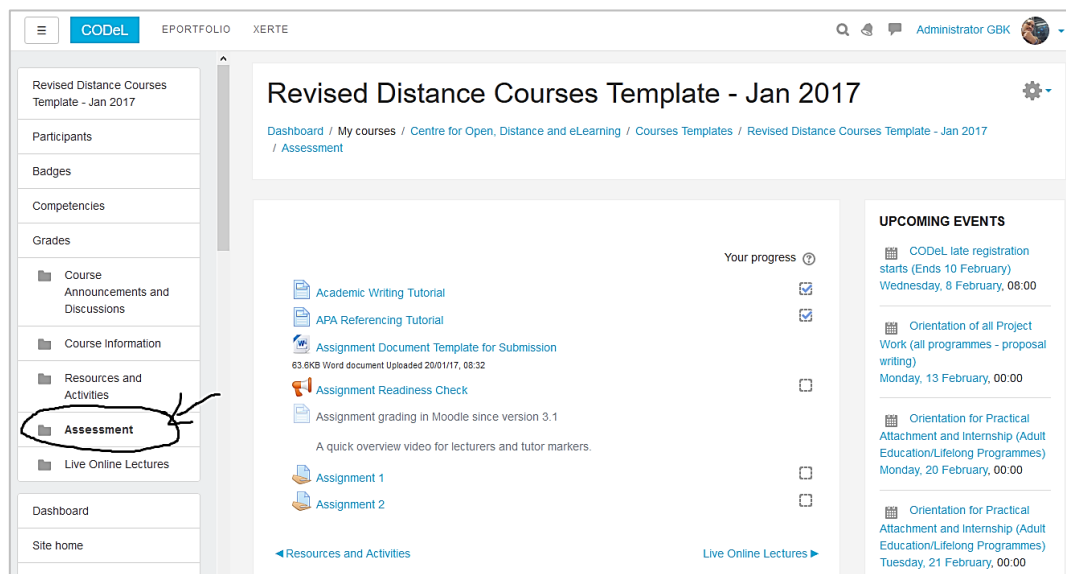**Option 1:** Access Courses from the "*My Courses*" menu on the **Dashboard** as below.

This option is the easiest visible and accessible from any place in Moodle.

Option 2: Access Courses from the **Course View**

Select the **Assessment** Section from the **Dashboard** as shown below to see the list of assignments and other supporting material with regard to submitting your assignment.

3) Select Assignment

You must then click on the name of the assignment you would like to submit (for an example Assignment 1 in the example above). Once you have selected the assignment, you will be shown all the necessary information about the selected assignment.

4) Uploading Your Assignment Document File

Step 1: The "*Add submission*" button is the one you must click to submit your assignment. Some instructions or additional information may appear at the place indicated with "{Instructions}" above, please do pay attention to these. Below is what you see after you have clicked on the "*Add submission*" button.

Step 2: Click on the icon labelled as "*To upload" as pointed at above* and then select your assignment document. The formats acceptable are Microsoft Word and PDF. You MUST also tick in the checkbox circled above to indicate that you accept the

statement that the assignment is your own work. This means you confirm that you have NOT plagiarized your assignment. Any additional instructions if available will be displayed in the area labelled as "{Instructions}".

Step 3: Click on the "*Browse*" button to select the assignment document file, where you will see the "File Upload" dialogue window as seen below. After you have selected the file from where you have saved it on your device (*see image below),* you would click the "*Upload this file*" button.

Step 4: Once the file is uploaded, click the "*Save changes*" button as shown below.

This completes submission of your assignment. **Do check the status of your submission as shown below to be sure your assignment has been uploaded properly.**

Please do check your unam email address as a notification will be send immediately when the assignment is marked.
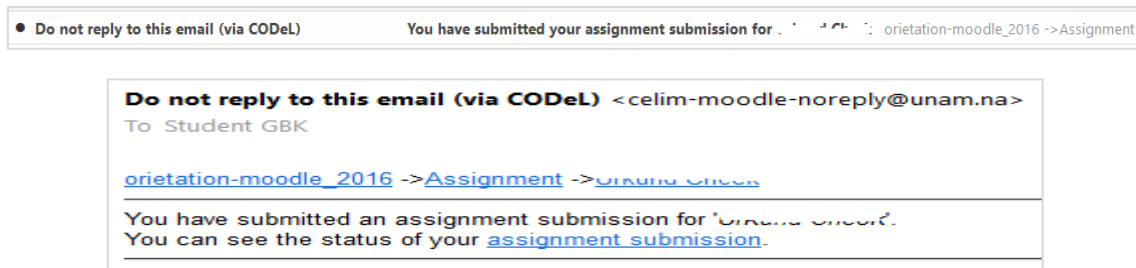
5) Check Assignment Submission Status

Once you have done submitting the assignment, you can review the status of the submission. When you click on the assignment activity, you would see the status as shown below.

The *submission status* should be "*Submitted for grading*" and the assignment document shown in *File submissions*. You can also see the due date and time remaining until the due date. An email notification will also be send to your inbox as show below.
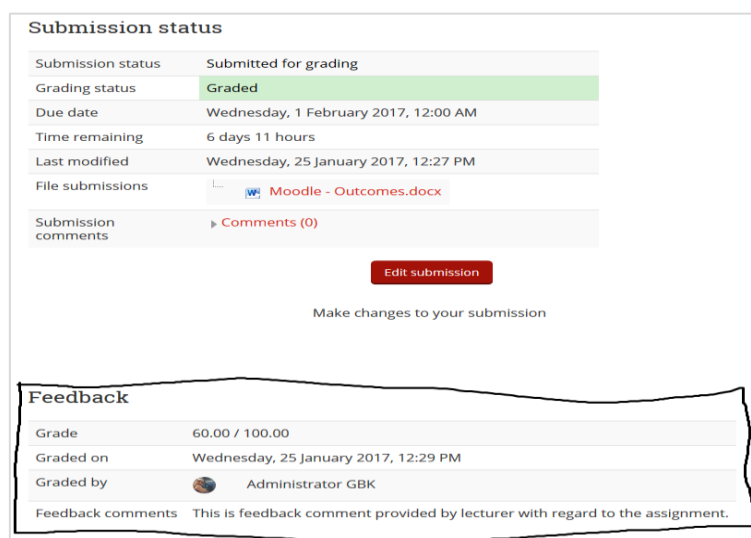

You can also send comment to your tutor marker by simply clicking on *Comments* if there is information regarding your assignment you feel should be communicated to your tutor marker.

If you have entered a comment, make sure to click on *Save comment*.

6) Check Assignment Feedback on Moodle

Feedback for the assignment would available online. Once the lecturer has done marking the assignment, you can view the feedback comment as seen below by going back to the assignment and click on the assignment.

If you have any further queries regarding assignment submission please contact us at open a ticket with your inquiry on our Online Support at web address http://elearning.unam.edu.na/support/.