

# Student Online Assessment Submission Guidance

## TOP TIPS

### Don't leave it till the last minute

Check the instructions from your tutor – what are they expecting you to upload?

- ✓ Check the file size requirement
- ✓ Check the file format requirement
- ✓ Check the deadline information
- ✓ Check the file naming convention specified

Before uploading check that you have followed the guidance on [academic integrity](#).

Assessors will review your work for any signs of plagiarism.

If you're overseas check the [World Clock](#) to make sure you understand fully when the deadline (in UK BST time) falls in your local time.

If you need to convert your file to PDF format, see the [guidance on converting files to PDF](#).

If your assessment requires images (e.g. photographs or scanned written documents) to be included in a PDF file, [see the guidance available](#).

If your assessment includes many images and the file size is getting too large, [see the guidance on compressing images](#).

**Seriously, don't leave it till the last minute!**

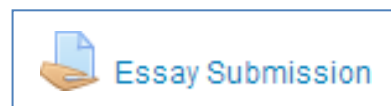
## INSTRUCTIONS

### 1. LOG IN TO MOODLE AND SELECT YOUR COURSE

- Open a web browser and find Moodle at <https://moodle.bath.ac.uk>
- Find the Moodle course for your unit – either from your course list or by searching for the SAMIS code in the Search Courses box.

### 2. FIND THE ASSESSMENT SUBMISSION POINT

- Submission points are usually indicated by the hand and paper icon, alongside the title of the assessment activity in question.
- Click on this to enter the assessment submission area.
- **Note:** you may not see the submission point before you can submit. If you are in any doubt, please contact your teacher or Unit Convenor *before* you are due to submit your work



### 3. READ THE INSTRUCTIONS CAREFULLY

- Your lecturer will have added instructions and guidance on what they expect you to submit. Double check you have met expectations. Include your name and student ID number on the document. Seek clarification if necessary, from your lecturer, before submitting.

## 4. SUBMIT YOUR ASSESSMENT DOCUMENTS

- When ready to submit your file click on the **Add submission** button.

### Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Thursday, 30 April 2020, 4:00 PM
Time remaining	24 days 1 hour
Last modified	-
Submission comments	▶ <a href="#">Comments (0)</a>

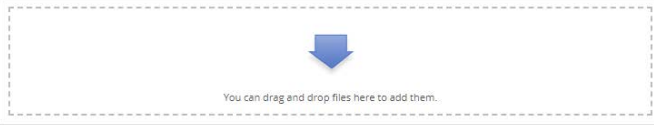
Add submission

You have not made a submission yet

- On the following page drag and drop your file(s) into the **File submissions** space.

By submitting this assessment, I confirm that I agree to the University's Academic Integrity Statement for Remote Assessment.

**File submissions** Maximum size for new files: 50MB, maximum attachments: 1



Accepted file types:  
PDF document .pdf

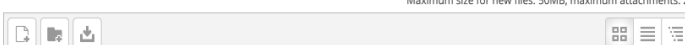
Save changes
Cancel

There are required fields in this form marked \*

Please ensure you have given your file a short and sensible name and followed any naming convention given by your Unit Convenor. You should only use alphanumeric characters (a-z, 0-9) and you should avoid invalid characters like ( ), \* , ? , / ! and extra full stops, hyphens or underscores. We suggest using capital letters rather than underscores or spaces between words in a file name (eg: `FamilyNameFirstNameStudentID UnitCode.pdf`).

- You will also have to read and agree to the submission statement by ticking the box next to it.
- If drag and drop doesn't work for you, there is another way to upload files.
  - Click on the icon to upload a file. This will open the File picker.

**File submissions** Maximum size for new files: 50MB, maximum attachments: 20




- Click on the **Upload a file** link on the left-hand side.
- Click on **Browse** to open the file explorer window on your computer.
- Find your file, select by clicking on it and then click on the **Open** button. Be careful to choose the correct file.
- Click on **Upload this file**. Your file will now upload, and the File picker window will disappear. Repeat these steps for any additional files.
- To complete the process, click on **Save Changes**.

## 5. CHECK YOUR FILE HAS SUBMITTED

- Once you have finished uploading your file(s) the submission page will display a **Submission status**. You should see:
  - Submitted for grading status
  - Last modified (this is the date/time you submitted)
  - File submissions displayed (you'll see a link to the file(s) you uploaded)

**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Due date	Thursday, 30 April 2020, 4:00 PM
Time remaining	24 days 1 hour
Last modified	Monday, 6 April 2020, 2:24 PM
File submissions	 <a href="#">Test assignment51.pdf</a>
Submission comments	▶ <a href="#">Comments (0)</a>

[Edit submission](#)

- You can click the link to open the file(s) to check you have uploaded correctly.
- If you have made an upload error, you may delete your file by clicking on **Edit submission**. Click the file and you can then delete and start again. **Remember Moodle will record the date and time of your last submission and will highlight if you have met the deadline – so don't edit your submission after the deadline or it will register as late.**
- You do not need to worry if there is an error with the Urkund report, this does not affect your file submission to Moodle.

Edit Test assignment51.pdf

[Download](#)
[Delete](#)


Name

Author

Choose license

Path

[Update](#)
[Cancel](#)



Last modified 6 April 2020, 2:24 PM  
 Created 6 April 2020, 2:23 PM  
 Size 62.9KB

- If you need to delete your file(s) but are unable to do so (e.g. if you have uploaded the wrong file), please contact your lecturer.

### Support

- ❖ If you have an obvious technical problem, contact the [IT Helpdesk](#). (You can get help with: Logging in, accessing files, converting files compressing files).