

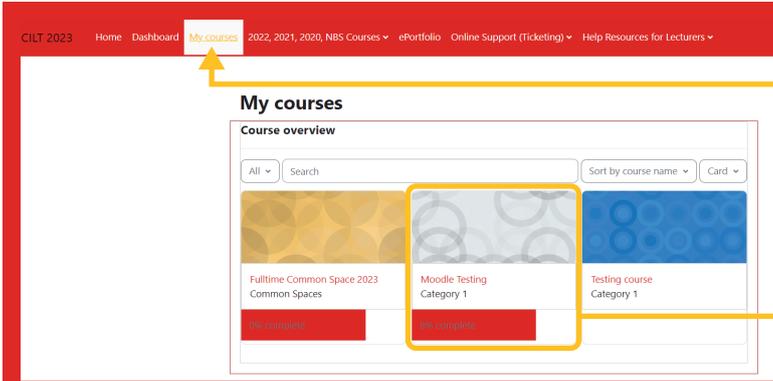
# Guide:

## How to submit a Assignment submission

### Dear student:

The following is a quick guide for submitting an assignment on the UNAM Moodle Learning Management System. This system 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 Turnitin when you upload your assignment. Therefore, familiarize yourself with the UNAM Plagiarism Policy available on both the portal and Moodle.

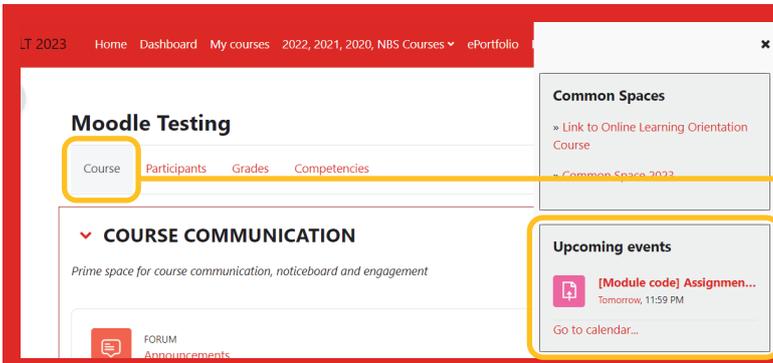
**STEP 1:** Click on “My courses” and then click on the module name you want to make a submission



Click on My courses

Select the course to which you would like to submit

**STEP 2:** Locate the upcoming events block then click on the Assignment name to add your submission.



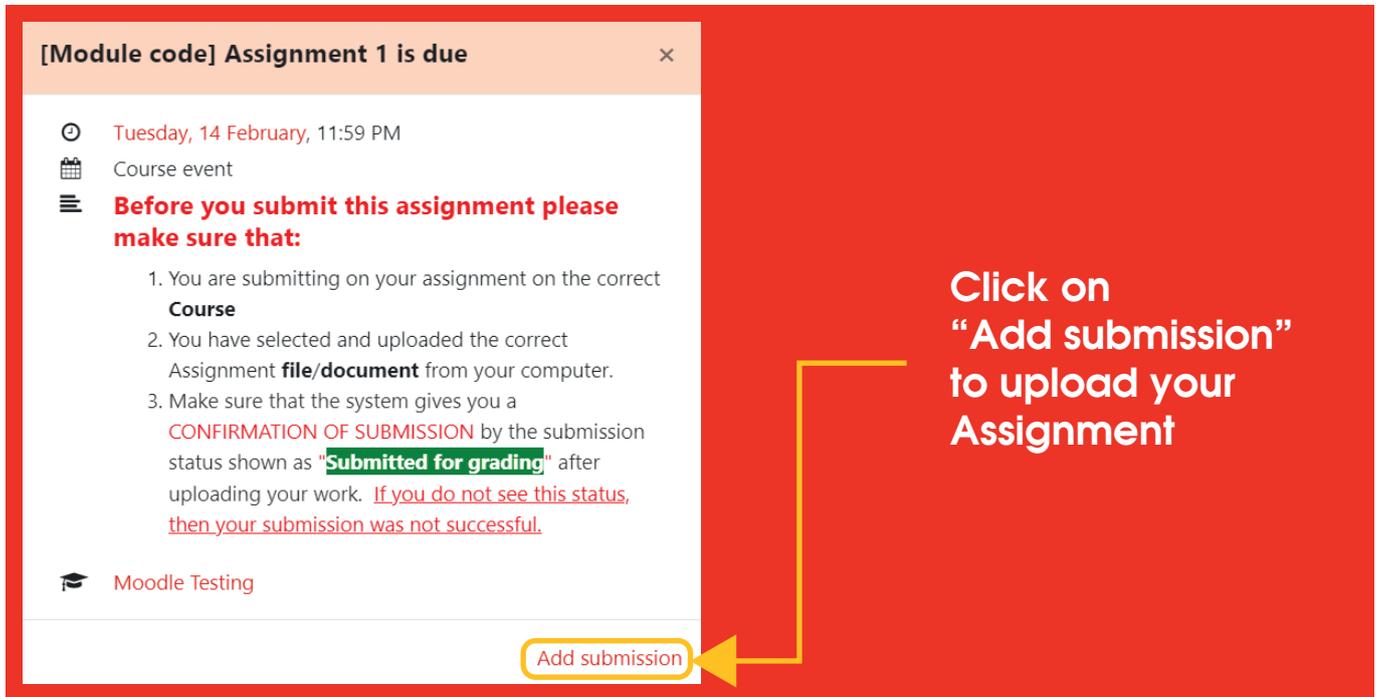
Click on Course

Click on the assignment in the “Upcoming event”

# Guide:

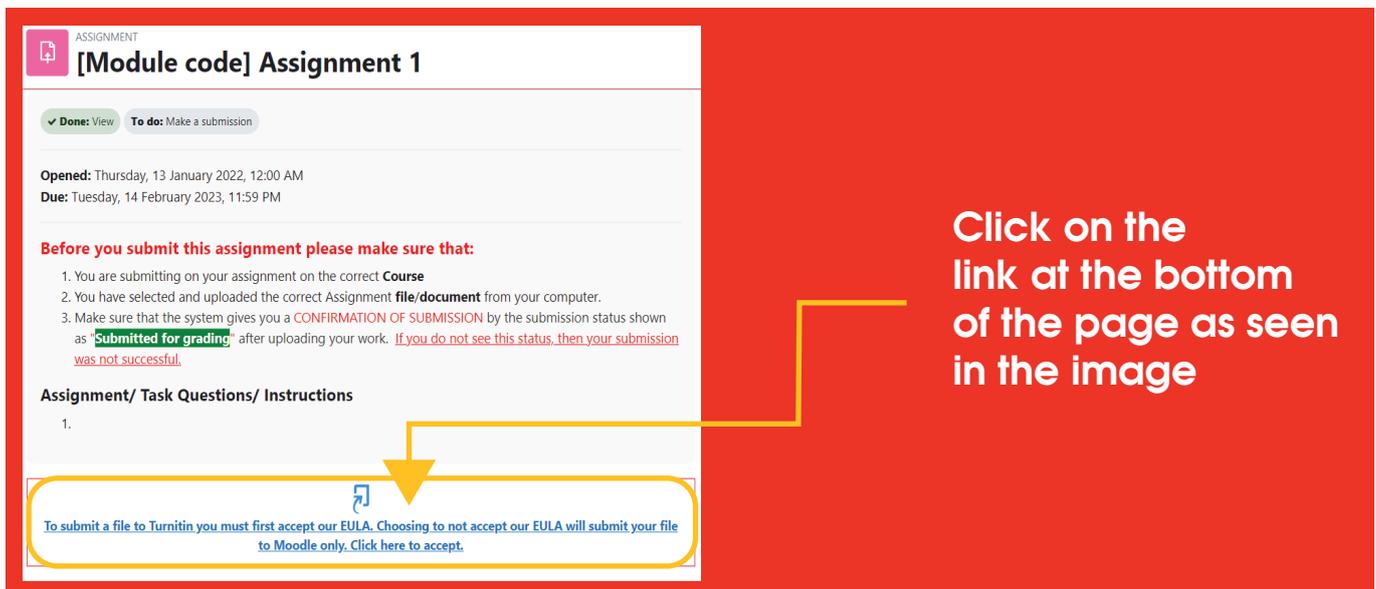
## How to submit a Assignment submission

**Step 3:** Click on “Add submission” to upload your Assignment



**Click on “Add submission” to upload your Assignment**

**Step 4:** Click on the link as shown below to accept the End User License Agreement.

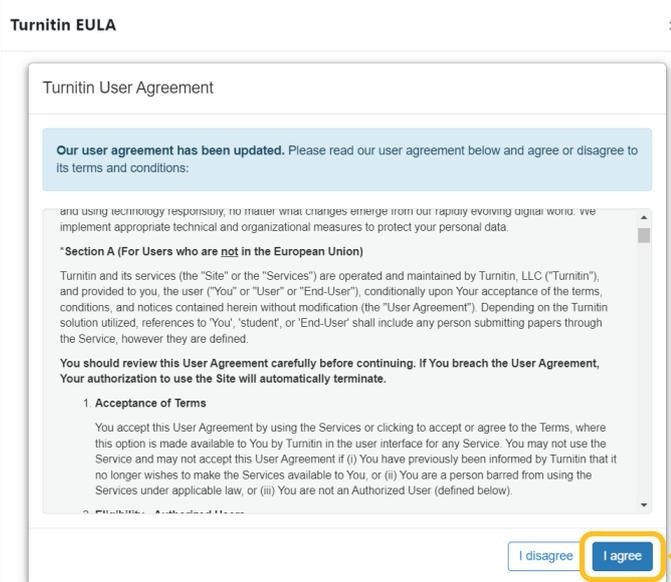


**Click on the link at the bottom of the page as seen in the image**

# Guide:

## How to submit a Assignment submission

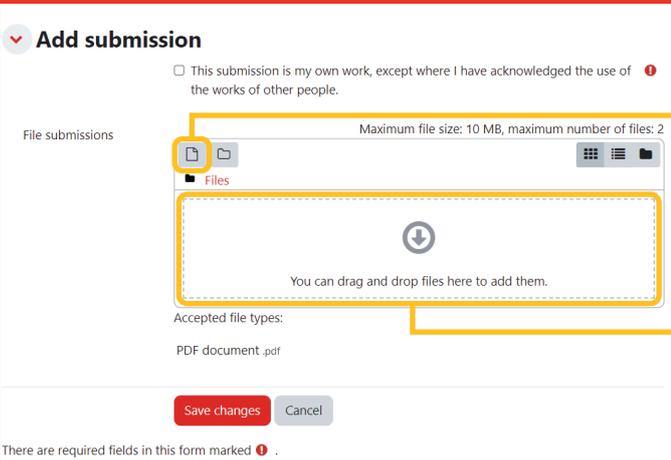
**Step 5:** Click on "I agree" to accept the Turnitin user Agreement



The screenshot shows the Turnitin EULA dialog box. At the bottom, there are two buttons: "I disagree" and "I agree". A yellow arrow points to the "I agree" button.

**Click on "I agree" accept the Turnitin User Agreement**

**Step 6:** You have 2 options: you can either drag and drop your file inside the below box or use the file picker



The screenshot shows the "Add submission" dialog box. It features a file picker icon and a dashed box for file uploads. A yellow arrow points to the file picker icon, and another yellow arrow points to the dashed box.

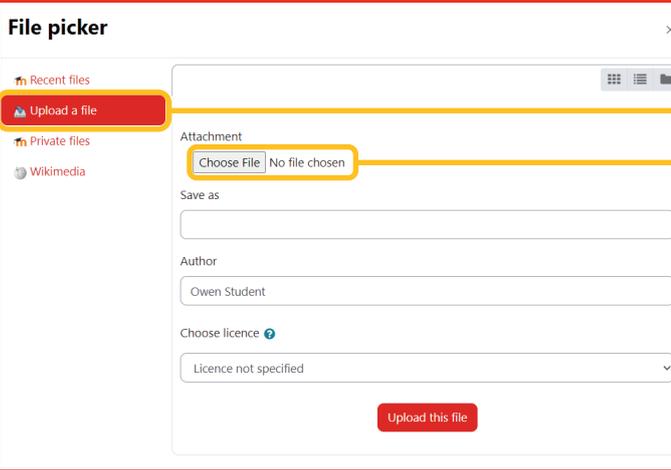
**Option 1: click on the file picker icon to select your file**

**Option 2: Drag and drop the file in the box displayed**

# Guide:

## How to submit a Assignment submission

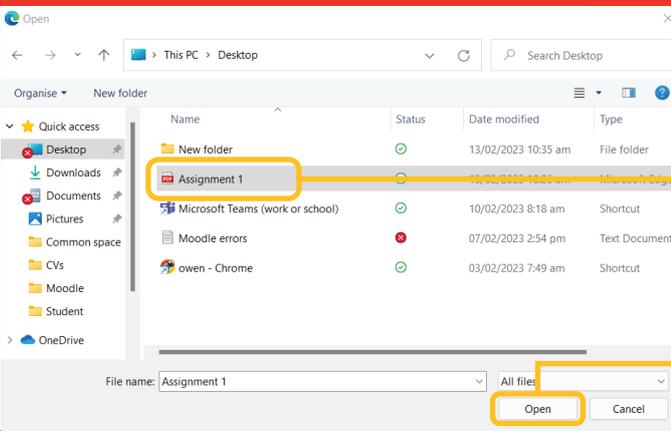
**Step 7: (Option 1)** Click on “Upload a file” and then click on “Choose a file” to select your Assignment.



Click on  
“Upload a file”

Click on  
“Choose a file”  
to select your  
Assignment.

**Step 8:** A new window will open. This window will allow you to locate and select your Assignment on your device. Click on the file name then click Open



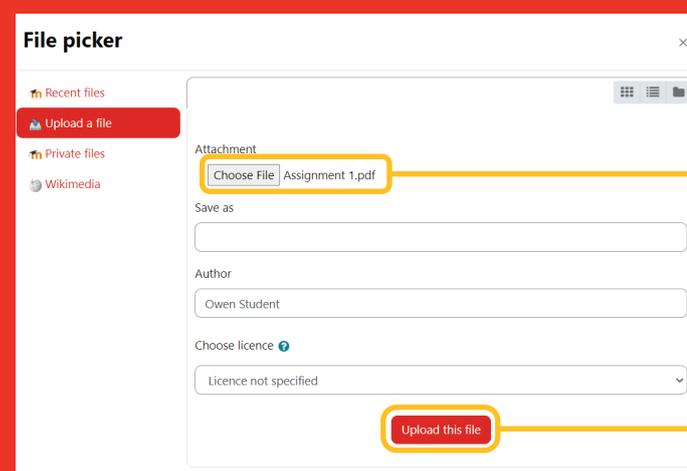
Locate and select  
your Assignment  
on your device.

Click on the  
file name then  
click “Open”.

# Guide:

## How to submit a Assignment submission

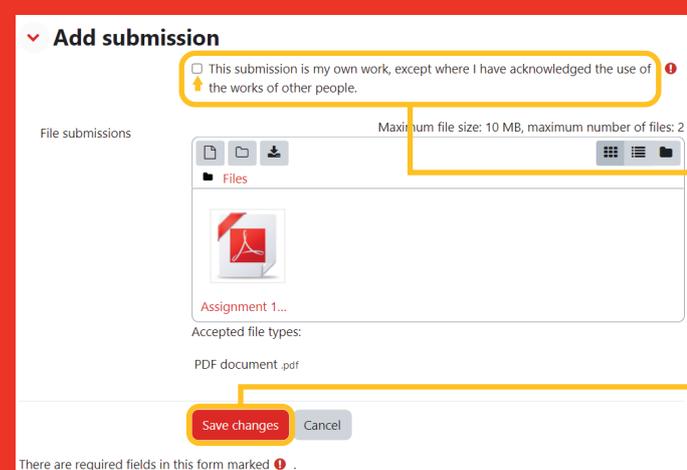
**Step 9:** Your File name will be displayed as shown below. Click “Upload this file” to upload your Assignment



**Make sure the file name is displayed**

**Click “Upload this file” to upload your Assignment**

**Step 10:** Click on the checkbox to acknowledge your work, then click “Save changes”.  
Note: if you don't tick the checkbox your Assignment will not be submitted



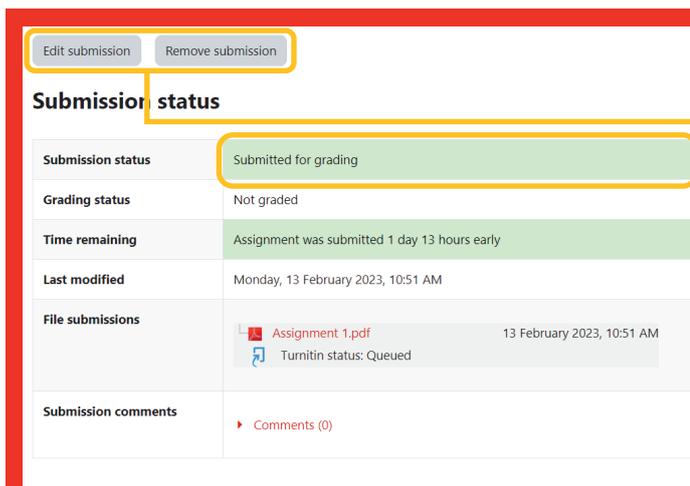
**Make sure to click the checkbox to acknowledge your work**

**Click “Save changes”.**

# Guide:

## How to submit a Assignment submission

**Step 11:** Submission status. It MUST say “Submitted for grading”, highlighted in green. If it does not display “Submitted for grading” as below, your submission was NOT successful. Please try again. In case you want to make changes to your assignment, you can click on edit/remove submission as shown below



The screenshot shows a submission status page with the following details:

Submission status					
Submission status	Submitted for grading				
Grading status	Not graded				
Time remaining	Assignment was submitted 1 day 13 hours early				
Last modified	Monday, 13 February 2023, 10:51 AM				
File submissions	<table border="1"><tr><td>Assignment 1.pdf</td><td>13 February 2023, 10:51 AM</td></tr><tr><td>Turnitin status: Queued</td><td></td></tr></table>	Assignment 1.pdf	13 February 2023, 10:51 AM	Turnitin status: Queued	
Assignment 1.pdf	13 February 2023, 10:51 AM				
Turnitin status: Queued					
Submission comments	Comments (0)				

Annotations in the image include: a yellow box around the 'Edit submission' and 'Remove submission' buttons; a yellow box around the 'Submitted for grading' status; and yellow lines pointing from the 'Submitted for grading' status to the explanatory text on the right.

Click on edit/  
remove to make  
changes to  
submission

It MUST say  
“Submitted for  
grading”,  
highlighted in  
green.

When you notice the “Submitted for grading” status, it means your submission was successful. Congratulations!

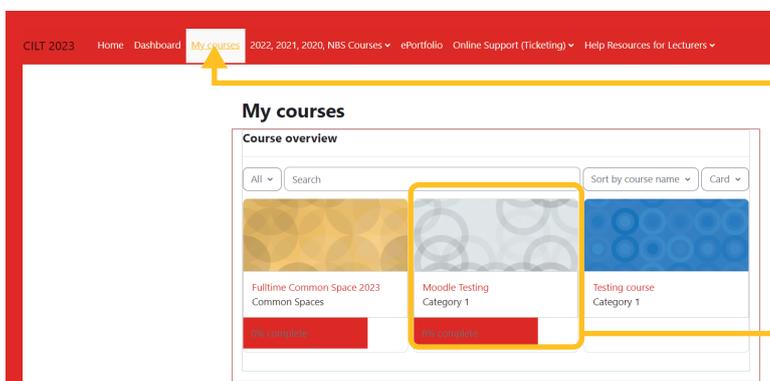
If you have any further queries regarding assignment submission, please contact us with your inquiry on our Online Support at web address:

<https://elearning.unam.edu.na/support/>

### Alternatively

In case you do not see anything on the upcoming events block (**Step 2 above**)

**Step 1:** Click on “My courses” and then click on the course name.



The screenshot shows the 'My courses' page with the following details:

Navigation: CILT 2023, Home, Dashboard, My courses (highlighted), 2022, 2021, 2020, NBS Courses, ePortfolio, Online Support (Ticketing), Help Resources for Lecturers

### My courses

Course overview

All Search Sort by course name Card

Fulltime Common Space 2023 Common Spaces	Moodle Testing Category 1	Testing course Category 1
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Annotations in the image include: a yellow arrow pointing to the 'My courses' link in the navigation; a yellow box around the 'Moodle Testing Category 1' course card; and yellow lines pointing from the 'Moodle Testing Category 1' course card to the explanatory text on the right.

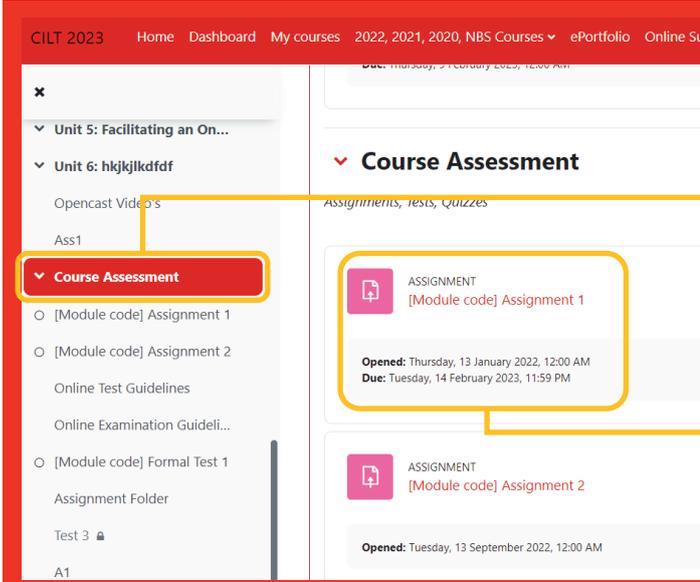
Click on My courses

Select the course to  
which you would  
like to submit

# Guide:

## How to submit a Assignment submission

**Step 2:** Locate Course Assessment, then click on the correct Assignment number to upload your Assignment.  
(e.g Assignment 1 file should be upload on Assignment 1 Submission box).



The screenshot shows a user interface for a course. On the left, a navigation menu is visible with several units and a 'Course Assessment' section highlighted in red. The main content area displays a 'Course Assessment' section with two assignments listed. The first assignment, '[Module code] Assignment 1', is highlighted with a yellow box. A yellow line points from this box to the text 'Locate Course Assessment' on the right. Another yellow line points from the 'Assignment 1' box to the text 'Click on the correct Assignment number to upload your Assignment' on the right.

**Locate Course Assessment**

**Click on the correct Assignment number to upload your Assignment**

**Next Step:** Continue from Step 4 above.