# Student Tutorial: Moodle Assignments

Best Practice: Before you log into Moodle you must have cookies enabled. If you are using **Internet Explorer** the default setting is for cookies to be disabled and the result is the server will not record your answers and you will get ZERO credit. It is generally safer to use the **Firefox** web browser because it **normall*y*** defaults to accepting cookies: * DO NOT USE **SAFARI** WEB BROWSER *
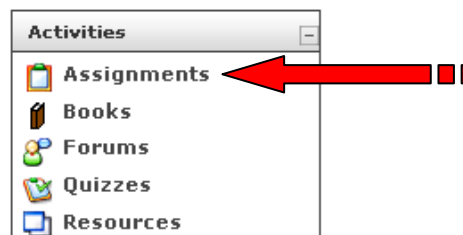

A. [Assignment Page](#)

B. [Offline Activity](#)

C. [Online Text](#)

D. [Upload a Single File](#)

E. [Advanced uploading of files](#)

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1. Log in to your Online Class:

2. On the left side of class room area look for the ==Activities== Module:
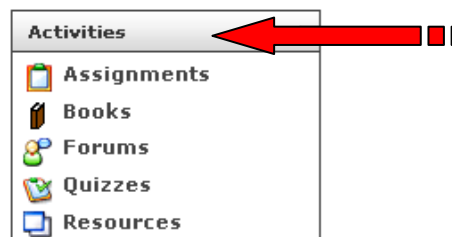
3. Click on ==Assignments==:

4. A new window will appear displaying **Assignments Index Page**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM		-
	Upload Formal Paper	Upload a single file	Friday, January 29, 04:50 PM		-
	Upload Draft, Peer-Review and Final Term Project	Advanced uploading of files	Saturday, February 20, 04:55 PM		-

- **Name**: In this section you find the titles of the assignments. The assignments are accessible by click on its title:

Name
Offline Assignment
Movie Review
Upload Formal Paper
Upload Draft, Peer-Review and Final Term Project

- **Assignment Type:** In this section you find what type of assignment you will be doing:

Assignment type
Offline activity
Online text
Upload a single file
Advanced uploading of files

- **Due Date:** In this section you find when the assignment is due:

  Due date

  Wednesday, January 20, 04:50 PM

  Monday, January 25, 04:50 PM

  Friday, January 29, 04:50 PM

  Saturday, February 20, 04:55 PM

- **Submitted:** After you have submitted your assignment this section will display date of submission for your assignment:

  Submitted

- **Grade:** This section will display the grade your Instructor has given your assignment once it has been graded:
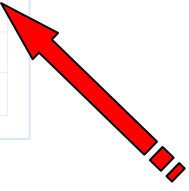
  Grade

- Late submitted assignments are displayed in RED on the **Assignments Index Page**. Assignments submitted on time are in **BLACK**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM	Saturday, February 13, 09:13 PM	-
	Upload Formal Paper	Upload a single file	Monday, March 1, 04:50 PM	Sunday, February 14, 10:54 PM	-
	Upload Draft, Peer-Review and Final Project	Advanced uploading of files	Saturday, February 20, 04:55 PM	Sunday, February 14, 11:11 PM	

- Example of **Assignment Grades**:

Topic	Name	Assignment type	Due date	Submitted	Grade
6	Assignment Type - Backpack Activity	Backpack activity	Wednesday, January 27, 2010, 04:30 AM	No attempts have been made on this assignment	-
14	Offline Assignment	Offline activity	Wednesday, January 20, 2010, 04:50 PM	View 1 submitted assignments	20.00
	Movie Review	Online text	Monday, January 25, 2010, 04:50 PM	View 1 submitted assignments	50.00
	Upload Formal Paper	Upload a single file	Monday, March 1, 2010, 04:50 PM	View 1 submitted assignments	100.00
	Upload Draft, Peer-Review and Final Project	Advanced uploading of files	Saturday, February 20, 2010, 04:55 PM	View 2 submitted assignments	100.00
	test backpack activity	Backpack activity	Tuesday, January 26, 2010, 08:00 PM	View 2 submitted assignments	-
	Test Advanced Upload	Advanced uploading of files	Tuesday, January 26, 2010, 08:10 PM	No attempts have been made on this assignment	-

5. **Assignments Index Page**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM		-
	Upload Formal Paper	Upload a single file	Friday, January 29, 04:50 PM		-
	Upload Draft, Peer-Review and Final Term Project	Advanced uploading of files	Saturday, February 20, 04:55 PM		-

6. How to do an <mark>**Offline Activity**</mark>: once you click on its title from the **Assignment Index Page** a new window will display the offline activity assignment. This type of assignment consists of an activity in which you might have to attend / do and obtain proof that you attended / did the activity: (*Note: Instruction for assignment can be found here*)

> Go to the LA Natural Science Museum and see the Second Skin exhibit. Bring to class a digital photo of you next to one of the exhibits.
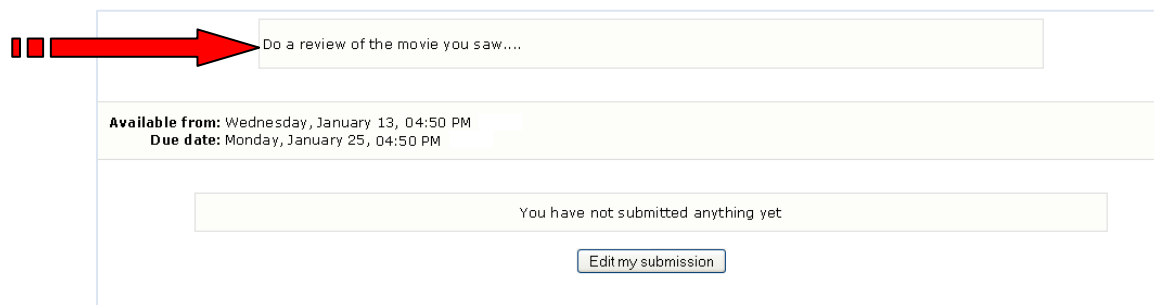
Available from: Wednesday, January 13, 04:50 PM
Due date: Wednesday, January 20, 04:50 PM

--- <mark>*End of Instruction for Offline Activity Assignment*</mark> ---

7. **Assignment Index Page**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM		-
	Upload Formal Paper	Upload a single file	Friday, January 29, 04:50 PM		-
	Upload Draft, Peer-Review and Final Term Project	Advanced uploading of files	Saturday, February 20, 04:55 PM		-

8. How to do an <mark>Online Text</mark> assignment: once you click on its title from the **Assignment Index Page** a new window will display the online text assignment. This type of assignment consists of typing your answer into a text editor: (*Note: Instruction for assignment can be found here*)
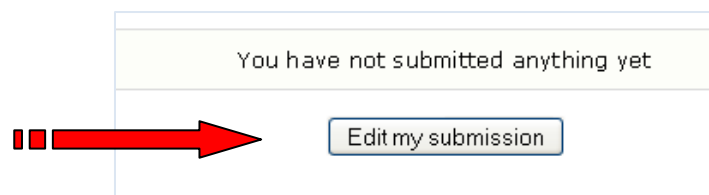
Do a review of the movie you saw....

Available from: Wednesday, January 13, 04:50 PM
   Due date: Monday, January 25, 04:50 PM

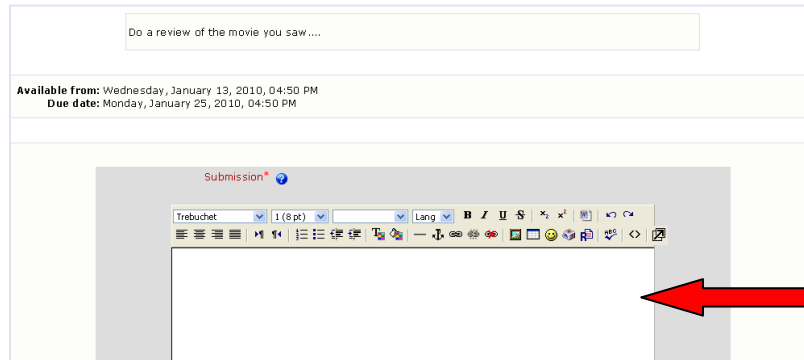You have not submitted anything yet

Edit my submission

- To submit your assignment click <mark>Edit My Submission</mark> button:

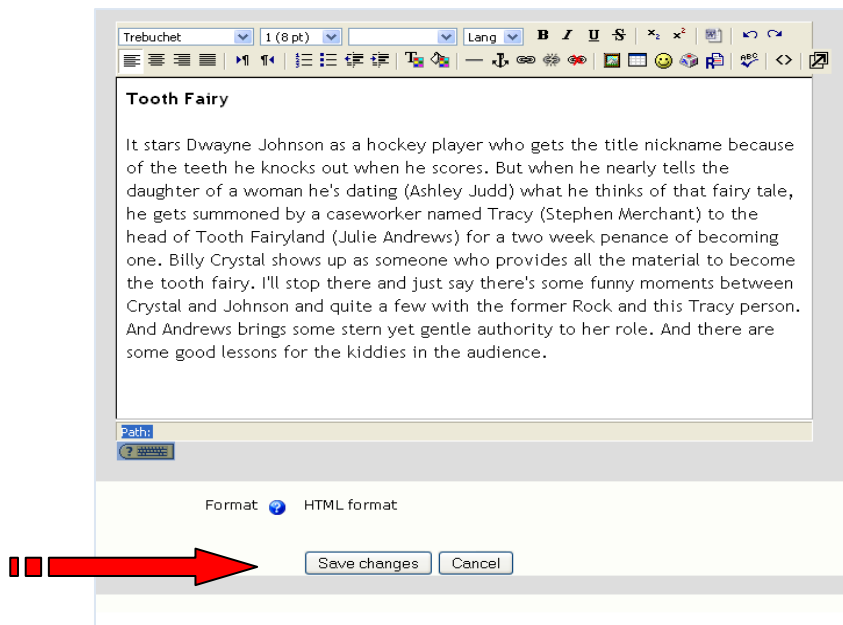You have not submitted anything yet

Edit my submission

- After you click **Edit My submission** button, a new window will appear with a text editor in which you can type in your assignment:

- After you have typed in your assignment click **Save Changes** to submit your assignment:

- After you click **Save Changes** button a new window will appear displaying your submitted assignment:

Do a review of the movie you saw....

Available from: Wednesday, January 13, 04:50 PM
Due date: Monday, January 25, 04:50 PM
Last edited: Saturday, February 13, 09:13 PM (140 words)

Your changes have been saved

Tooth Fairy

It stars Dwayne Johnson as a hockey player who gets the title nickname because of the teeth he knocks out when he scores. But when he nearly tells the daughter of a woman he's dating (Ashley Judd) what he thinks of that fairy tale, he gets summoned by a caseworker named Tracy (Stephen Merchant) to the head of Tooth Fairyland (Julie Andrews) for a two week penance of becoming one. Billy Crystal shows up as someone who provides all the material to become the tooth fairy. I'll stop there and just say there's some funny moments between Crystal and Johnson and quite a few with the former Rock and this Tracy person. And Andrews brings some stern yet gentle authority to her role. And there are some good lessons for the kiddies in the audience.
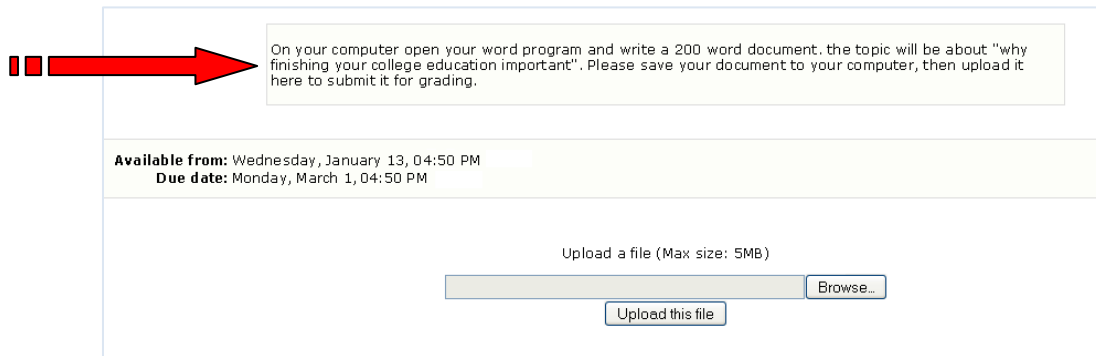
Edit my submission

If you need to make correction to your assignment click on Edit My Submission, make corrections and then click on save changes. Your corrected assignment will be displayed

--- *End of Instruction for Online Text Assignment* ---

9. **Assignment Index Page**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM		-
	Upload Formal Paper	Upload a single file	Friday, January 29, 04:50 PM		-
	Upload Draft, Peer-Review and Final Term Project	Advanced uploading of files	Saturday, February 20, 04:55 PM		-

10. How to Do an **Upload a Single File** assignment: once you click on its title from the **Assignment Index Page** a new window will display the **Upload a Single File** assignment: This type of assignment consist of you creating a file on your computer, saving it in your Computer (USB Drive, CD, Floppy Disk) and then uploading it to the submission area of the assignment page: (*Note: Instruction for assignment can be found here*)
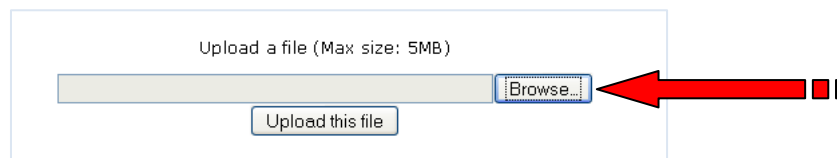
On your computer open your word program and write a 200 word document. the topic will be about "why finishing your college education important". Please save your document to your computer, then upload it here to submit it for grading.

Available from: Wednesday, January 13, 04:50 PM
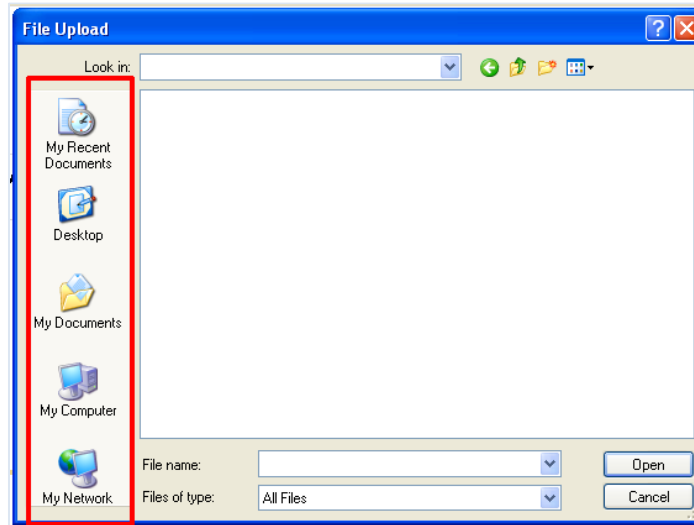**Due date:** Monday, March 1, 04:50 PM

Upload a file (Max size: 5MB)

[Browse…]

[Upload this file]

- To submit your assignment click the **Browse** button:

Upload a file (Max size: 5MB)

[Browse…]

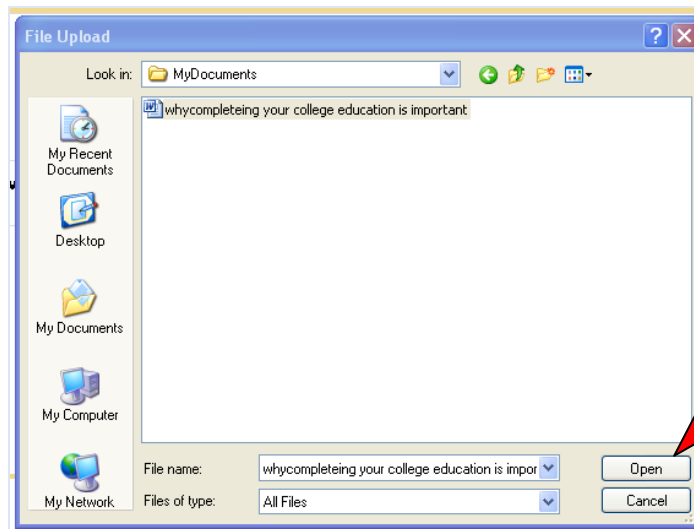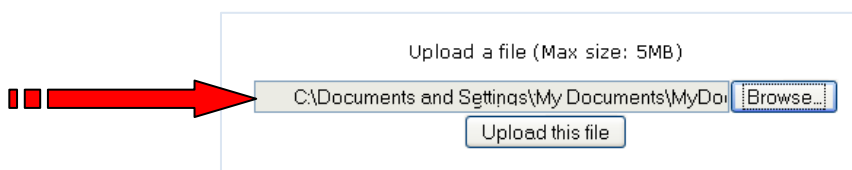[Upload this file]

- After you click the **Browse** button a window will appear. Find the location of your saved document. Use the **Icons** if needed to locate your file:
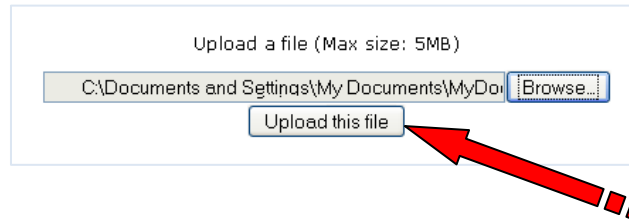
- After you have located your file, **click on the file**. Then click <mark>Open</mark> to continue:

- After you click **Open**, your file will appear in the **Upload a file area of the assignment page:**

- After your file appears in the **Upload a file area of the assignment page**, click <mark>Upload this file</mark> button to submit your assignment:

- After you have clicked **Upload this file button**, a new window appears indicating **File Uploaded Successfully**. Click <mark>Continue</mark> to return to the assignment area.
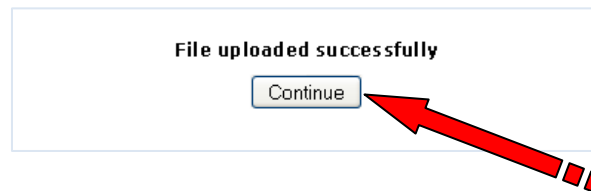
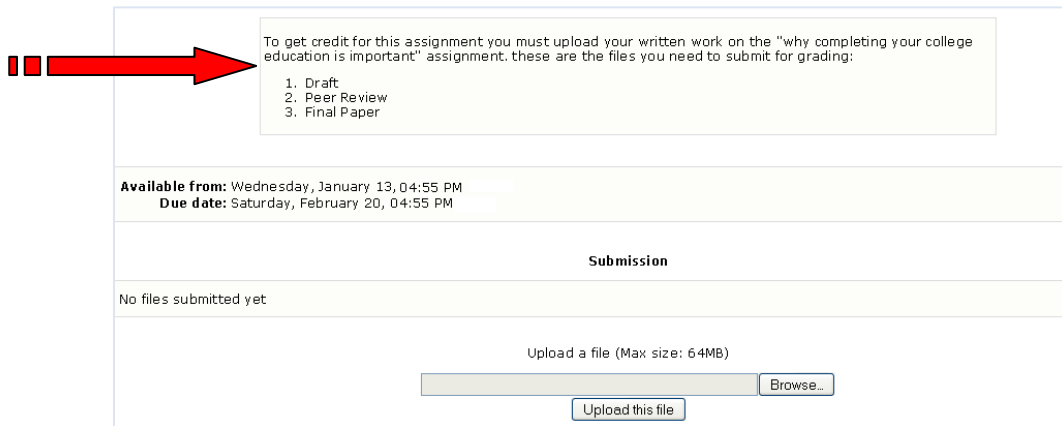- After you have clicked **Continue**, a new window appear displaying your submitted assignment:
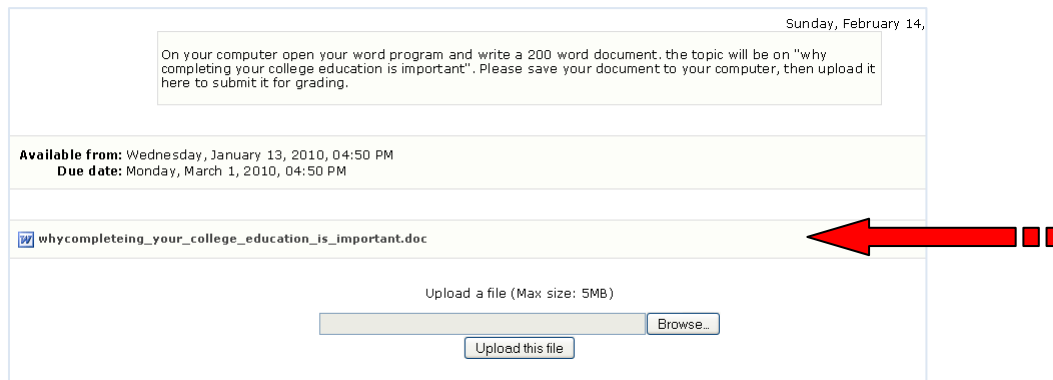
--- *<mark>End of Instruction for Upload a Single Filet Assignment</mark>* ---

11. **Assignment Index Page**:

Topic	Name	Assignment type	Due date	Submitted	Grade
	Offline Assignment	Offline activity	Wednesday, January 20, 04:50 PM		-
	Movie Review	Online text	Monday, January 25, 04:50 PM		-
	Upload Formal Paper	Upload a single file	Friday, January 29, 04:50 PM		-
	Upload Draft, Peer-Review and Final Term Project	Advanced uploading of files	Saturday, February 20, 04:55 PM		-

12. How to Do an ==Advanced uploading of files== assignment: once you click on its title from the **Assignment Index Page** a new window will display the **Advanced uploading of files** assignment: This type of assignment consist of you creating several files on your computer, saving them in your Computer (USB Drive, CD, Floppy Disk) and then uploading them to the submission area of the assignment page: (*Note: Instruction for assignment can be found here*)

To get credit for this assignment you must upload your written work on the "why completing your college education is important" assignment. these are the files you need to submit for grading:
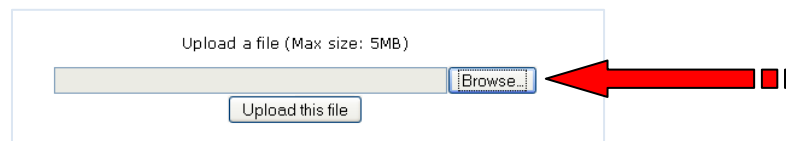
1. Draft
2. Peer Review
3. Final Paper

Available from: Wednesday, January 13, 04:55 PM
**Due date:** Saturday, February 20, 04:55 PM

Submission

No files submitted yet

Upload a file (Max size: 64MB)

[Browse...]
[Upload this file]

- To submit your assignments click the ==Browse== button. (*Repeat this step for each file*)
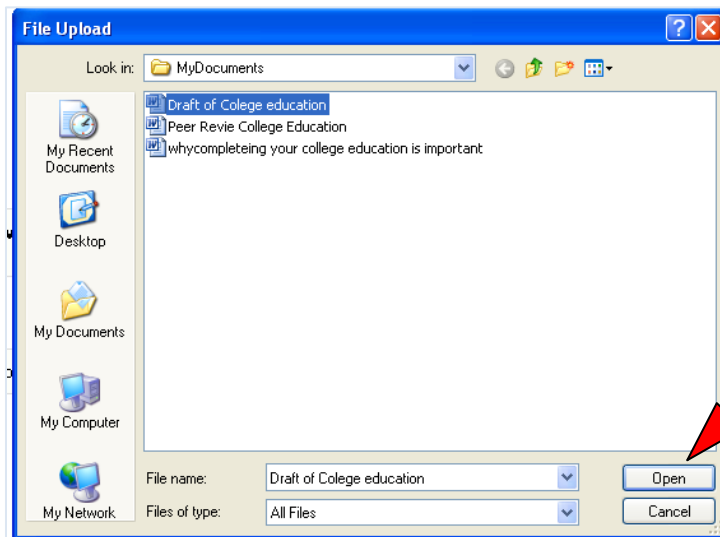
Upload a file (Max size: 5MB)

[Browse...]
[Upload this file]

- After you click the **Browse** button a window will appear. Find the location of your saved document. Use the ==Icons== if needed to locate your file: (*Repeat this step for each file*)
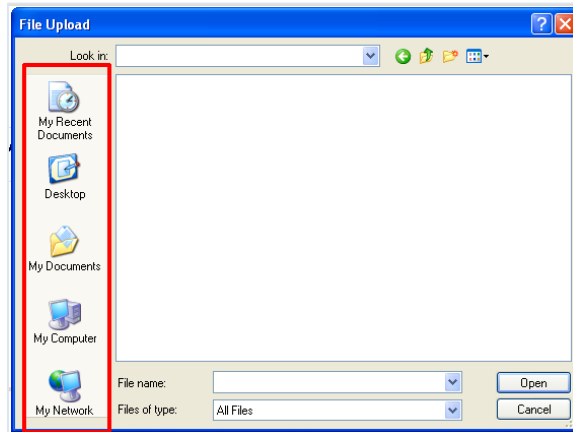
- After you have located your files, **click on the file**. Then click ==Open== to continue: (*Repeat this step for each file*)

- After you click **Open**, your file will appear in the **Upload a file area of the assignment page**: (*Repeat this step for each file*)
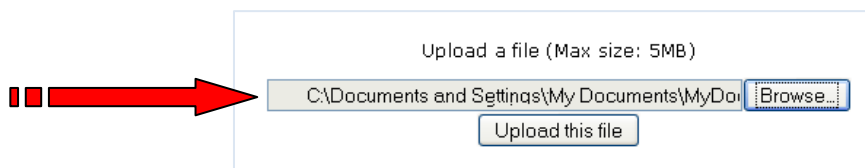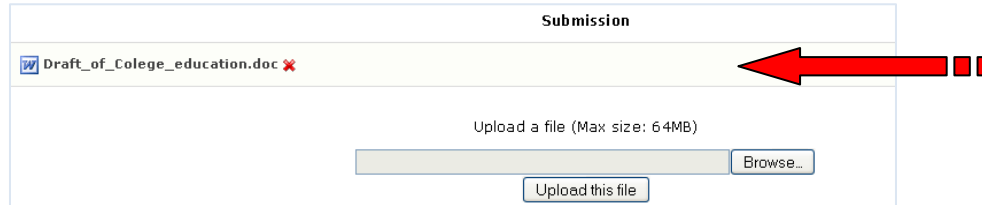
- After your file appears in the **Upload a file area of the assignment page**, click <mark>**Upload this file**</mark> button to submit your assignment: (***Repeat this step for each file***)

Upload a file (Max size: 5MB)

C:\Documents and Settings\My Documents\MyDoc | Browse…
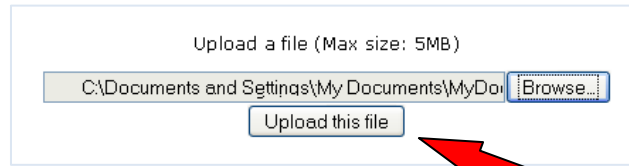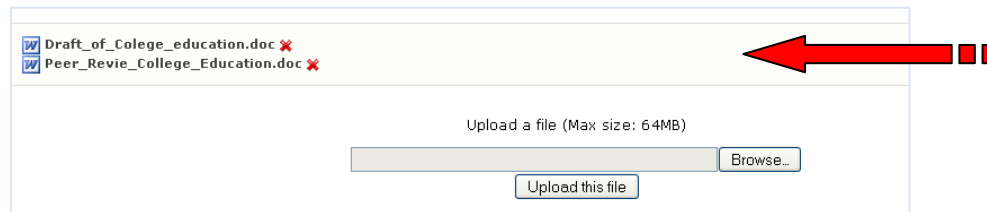
Upload this file

- After you have clicked on **Upload this file button**, a new window appear indicating **File Uploaded Successfully**, click <mark>**Continue**</mark> to return to the assignment page. (***Repeat this step for each file***)
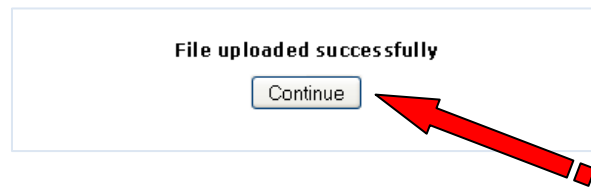
File uploaded successfully

Continue

- After you have clicked **Continue**, a new window appear displaying your submitted assignment:

Submission

W Draft_of_Colege_education.doc ✖

Upload a file (Max size: 64MB)

Browse…

Upload this file

- ***KEEP REPEATING FILE UPLOAD STEPS UNTIL ALL FILES ARE UPLOADED***:

W Draft_of_Colege_education.doc ✖
W Peer_Revie_College_Education.doc ✖

Upload a file (Max size: 64MB)

Browse…

Upload this file

- **Example:** all assignment files successfully submitted (Uploaded)

Sunday, February 14,

To get credit for this assignment you must upload your written work on the "why completing your college education is important" assignment. these are the files you need to submit for grading:

1. Draft
2. Peer Review
3. Final Paper

Available from: Wednesday, January 13, 2010, 04:55 PM
Due date: Saturday, February 20, 2010, 04:55 PM

Submission

Draft_of_Colege_education.doc ✖
Peer_Revie_College_Education.doc ✖
whycompleteing_your_college_education_is_important.doc ✖

--- ***End of Instruction for Advanced uploading of files Assignment*** ---

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