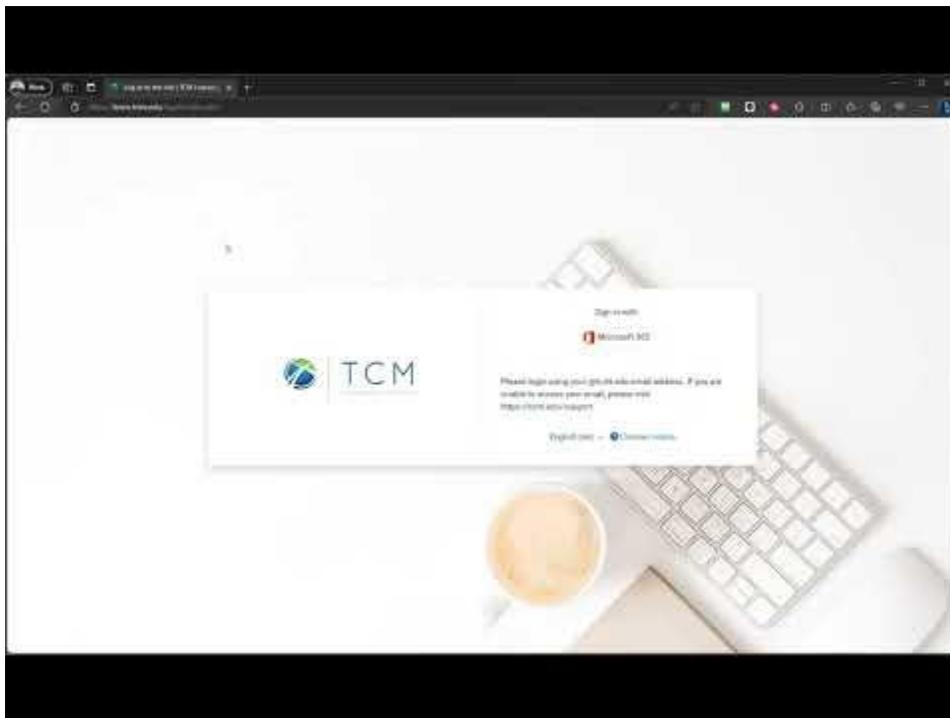


# How to submit assignments on Moodle

Please follow the guide below or check the official Moodle documentation for using the assignment activity: [How students submit assignments](#) (text)

## Step 1: Login to Moodle

- Navigate to [learn.tcmi.edu](http://learn.tcmi.edu) in your web browser.
- Choose to sign in with **Microsoft 365**.



## Step 2: Access Your Course

- From the **Moodle Dashboard**, find and click on the name of your course under **“My courses”** or find it on the homepage.

## Step 3: Find the Assignment

- Once you are in the course, scroll through the page or use the navigation menu to find the week or topic where your assignment is located.

- Click on the assignment name.

#### **Step 4: Submission Page**

- Click the **“Add submission”** button to go to the submission page.
- If the **“Add submission”** button is not available, check the assignment due date and submission settings.
- On the submission page, look for the **“File submissions”** section.
- Click on the **“Add”** icon (it might look like a paper with a plus symbol).  
**Alternatively, you may drag and drop the file in the submission area.**
- Choose the file you wish to upload from your computer and click **“Open”**.  
Optionally, you can add a note or message for your instructor in the **“Comments”** section.
- Click on the **“Save changes”** button.



#### **Step 5: Confirming Submission**

- Ensure your file has been uploaded successfully by checking the submission status on the assignment page.

## **Step 6: Review and Edit (if applicable)**

- If you need to edit your submission or upload additional files, click on the **“Edit submission”** button.
- Make the necessary changes or add more files.
- Click on the **“Save changes”** button again.

## **Important Notes:**

- Make sure to check the assignment deadline and ensure you submit your work before it.
- Review all submission instructions and files before finalizing your submission.
- Keep a backup of all files submitted on Moodle for future reference.