Submitting an Assessment Task in Moodle

The links to submit your assessment tasks via Turnitin are on the ASSESSMENTS page of your Moodle unit. There will be a separate submission link for each assessment task.

They are indicated by a blue 'document and arrow' icon, and look like this:

Click on the link for the assessment task you want to submit.

At the bottom of the next page that opens, you will find the *Submission Portal.*
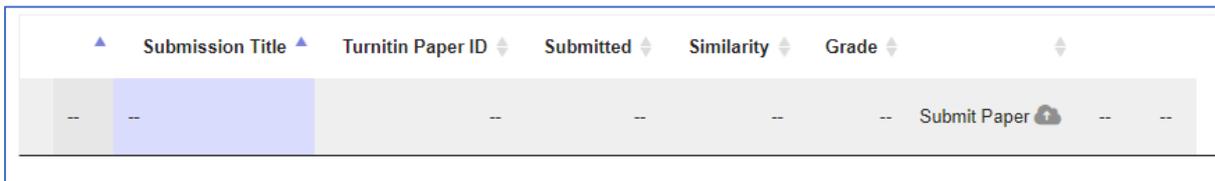
Click on the SUBMIT PAPER icon. (If your screen is small, you may need to scroll right to see it).

On the next page you need to:

- Give your submission a title (eg 2023475691 – Assessment task 1 – PS003)
- Drag and drop, or upload your assessment paper to the file box
- Read and confirm the Student Declaration, and click the checkbox

Then click ADD SUBMISSION.
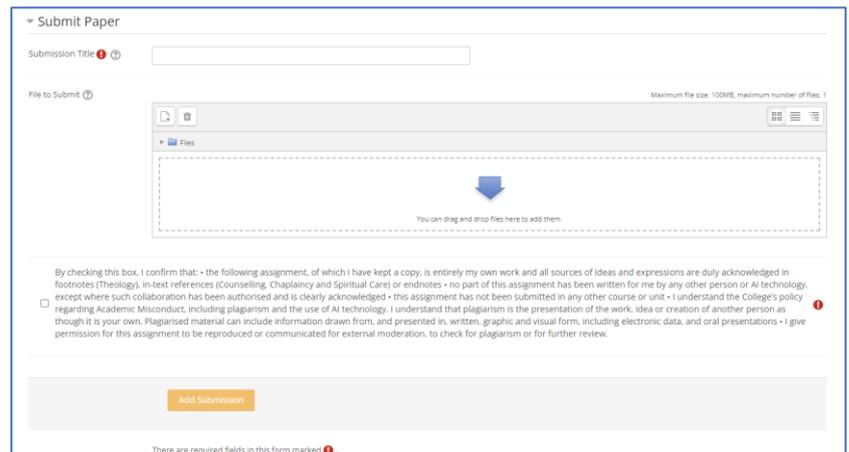
When the upload is successfully processed, you will see a Digital Receipt on your screen, and the *Submission Portal* information will have changed to reflect the details of your submission (including title, and date and time of submission.

You will then know that your assessment has been submitted.
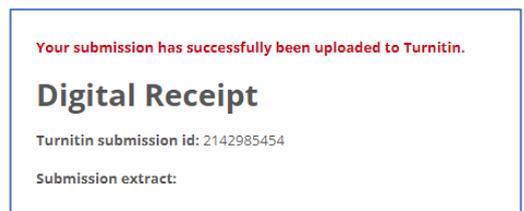
Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 2142985454

Submission extract:

You will also receive an email from Turnitin, confirming that your submission has been received.