

Information for students

Uploading your document into Moodle assignment area:

Important points of note before you start:

1: File format - Your file should be saved as a **‘.rft’ (Rich text format)** file. This format is available on all computers (including Mac). To do this:

Save as	➡	Save as type	➡	Rich text format	➡	Save
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2: File name - You must name your file appropriately to enable identification

Firstname>Surname>ModuleName

To upload your file into Moodle

1) Below this message you will see a **‘Browse bar’**, click on this and choose a file in the same way you would upload an email (**Browse** your documents, **choose** and file, select then **Open**)

2) Click **‘Upload this file’** (you will see this button, just below)

You will now see your document in the Moodle page. Once you are sure this is the correct document:

3) Click on **‘Send for Marking’**, you will see this just below the large notice that states **‘Final submission for assignment marking’**

4) A notice will come up asking you to make sure this is the correct document. **When you are sure this is the correct document**, click **YES** (you cannot change your document once you have clicked this, so please be sure you are sending the correct document and not a draft)

You will now see your document in the Moodle page, this indicates it has arrived and is safe.

If you have any questions at all or have any problems, please contact me and I will be happy to help you.

Good luck and well done for completing your assignment 😊