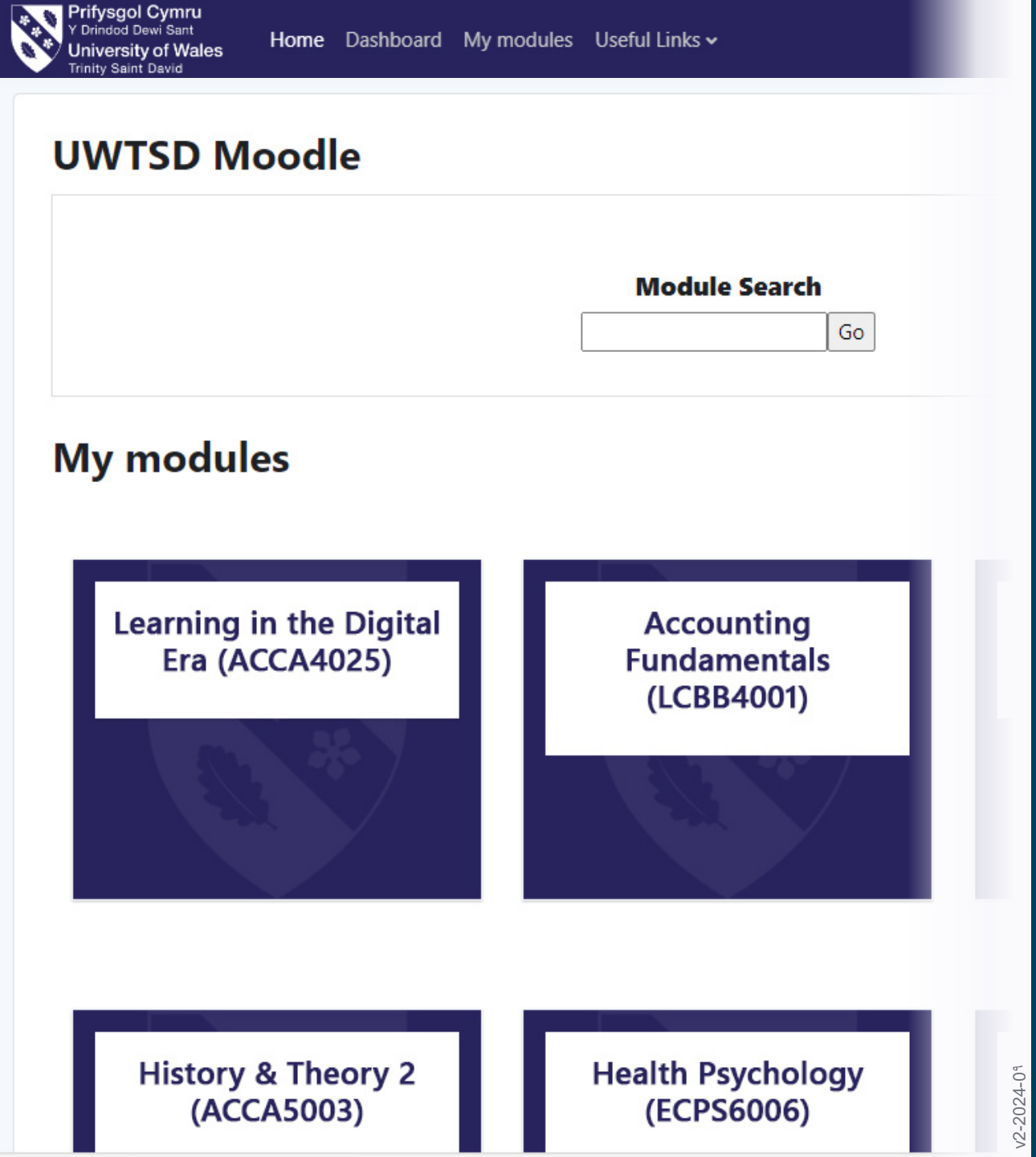


University of Wales
Trinity Saint David
BIRMINGHAM

Moodle

Submitting A File For Assessment

IICL BIRMINGHAM

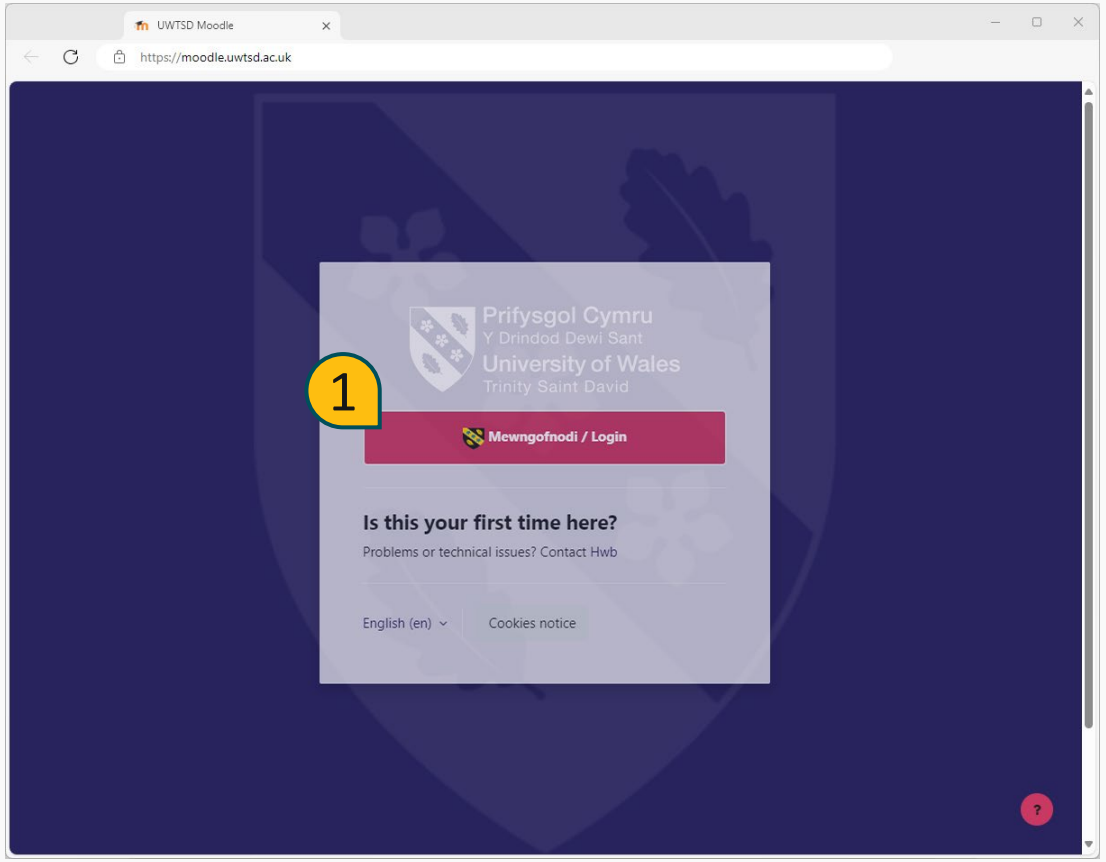
Please note:

It is recommended to access Moodle on a laptop or desktop computer. Using your phone is more difficult.

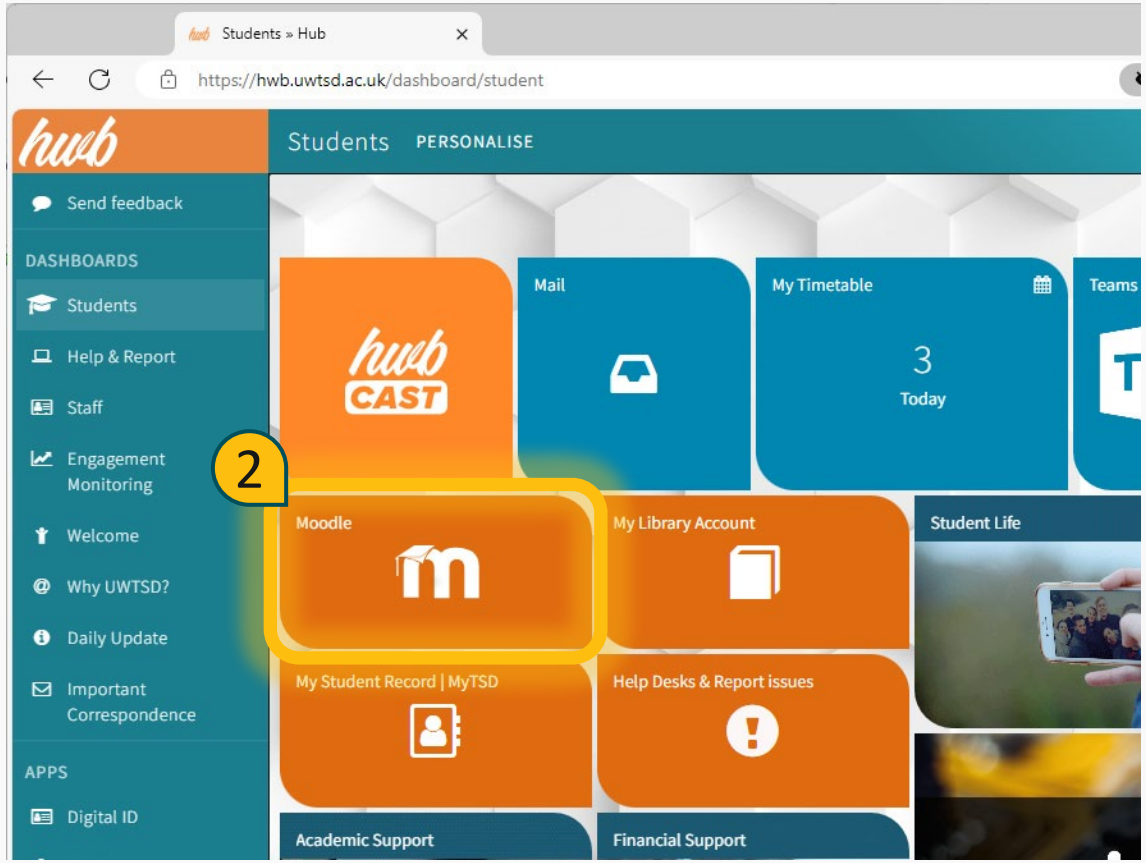
v2-2024-09

Log Into Moodle

1. Go to moodle.uwtsd.ac.uk and log in using your UWTSD account.

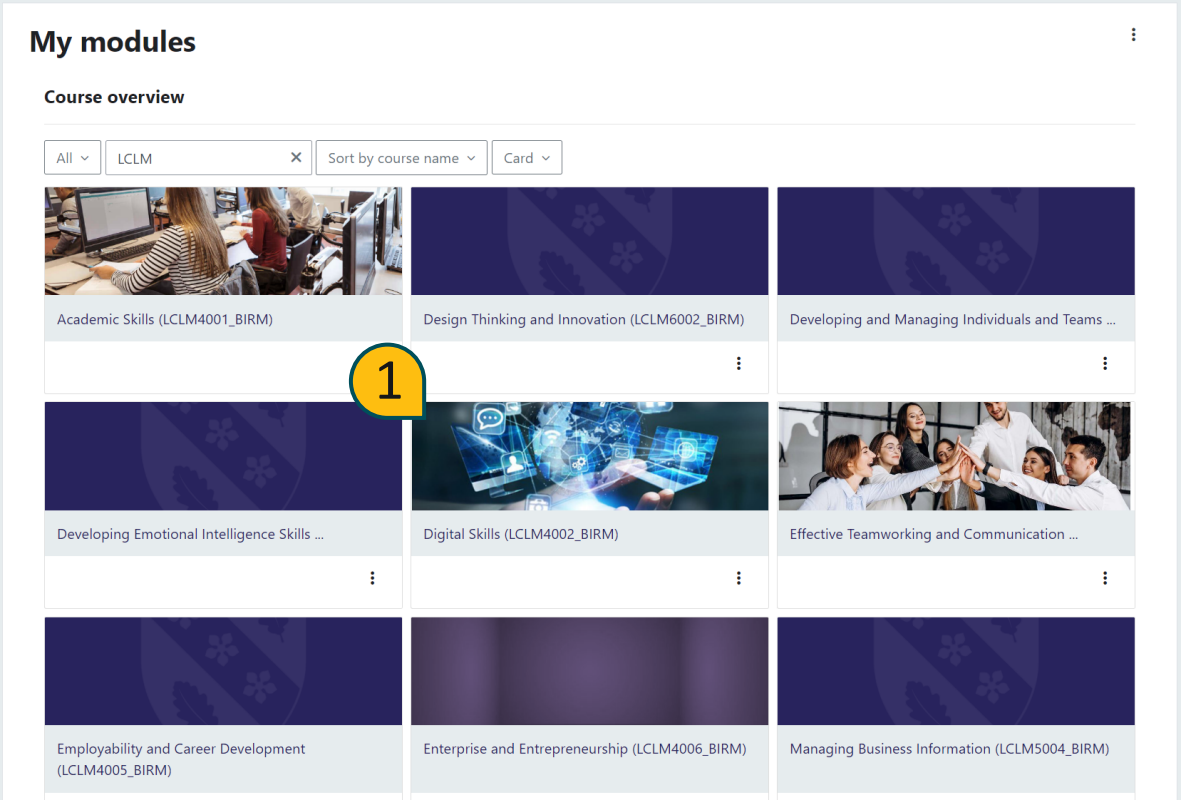


2. *You can also access Moodle by going to the UWTSD Hwb.*



Find Your Submission Link

1. Select the Module you need to submit the work for.

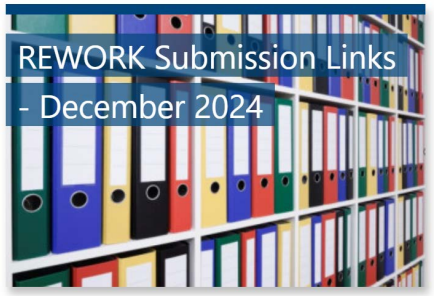


In the module page:

2. Click on the **Submission Links** tile*.

2

* for **RESIT** and/or **REWORK**
Click appropriate **Submission Link** tile

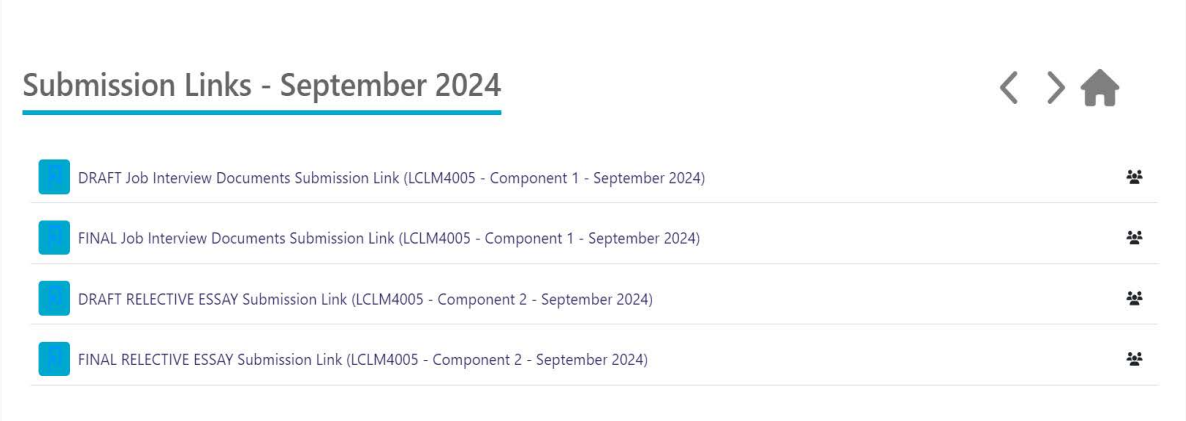


Start Your Submission

1. **Click on the link for the assignment** you want to submit.

   IMPORTANT - ONLY ASSIGNMENT SUBMITTED TO THE FINAL LINK WILL BE MARKED

1



2. If this is your first Moodle submission, you may see a request to **accept the Turnitin User Agreement** before you can submit.

   Click on the request to accept the User Agreement and continue your submission. Note: *After accepting, you may need to refresh the Moodle page in order to continue.*

2

Submit Paper

1. Click on the **Submit Paper** link with the cloud icon.

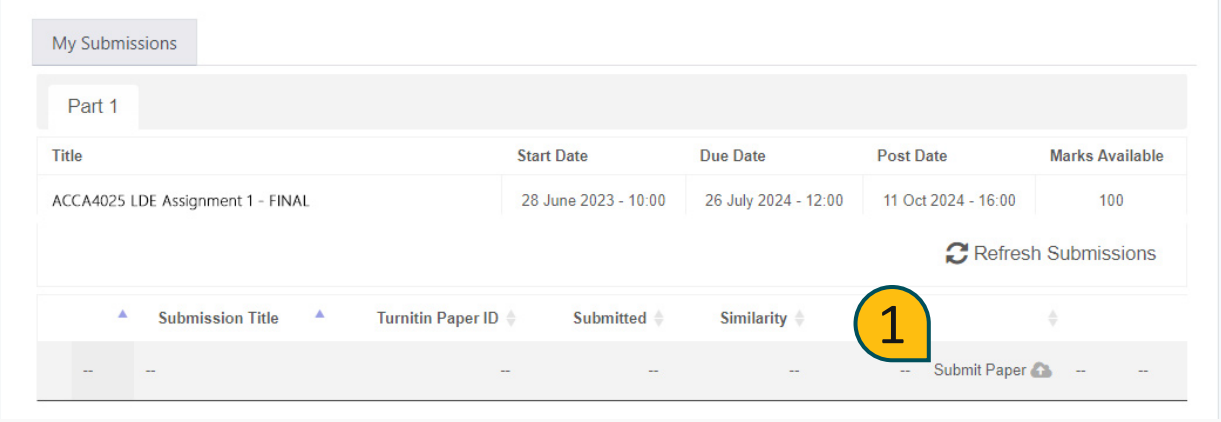
2. The **Submit Paper** window will appear.

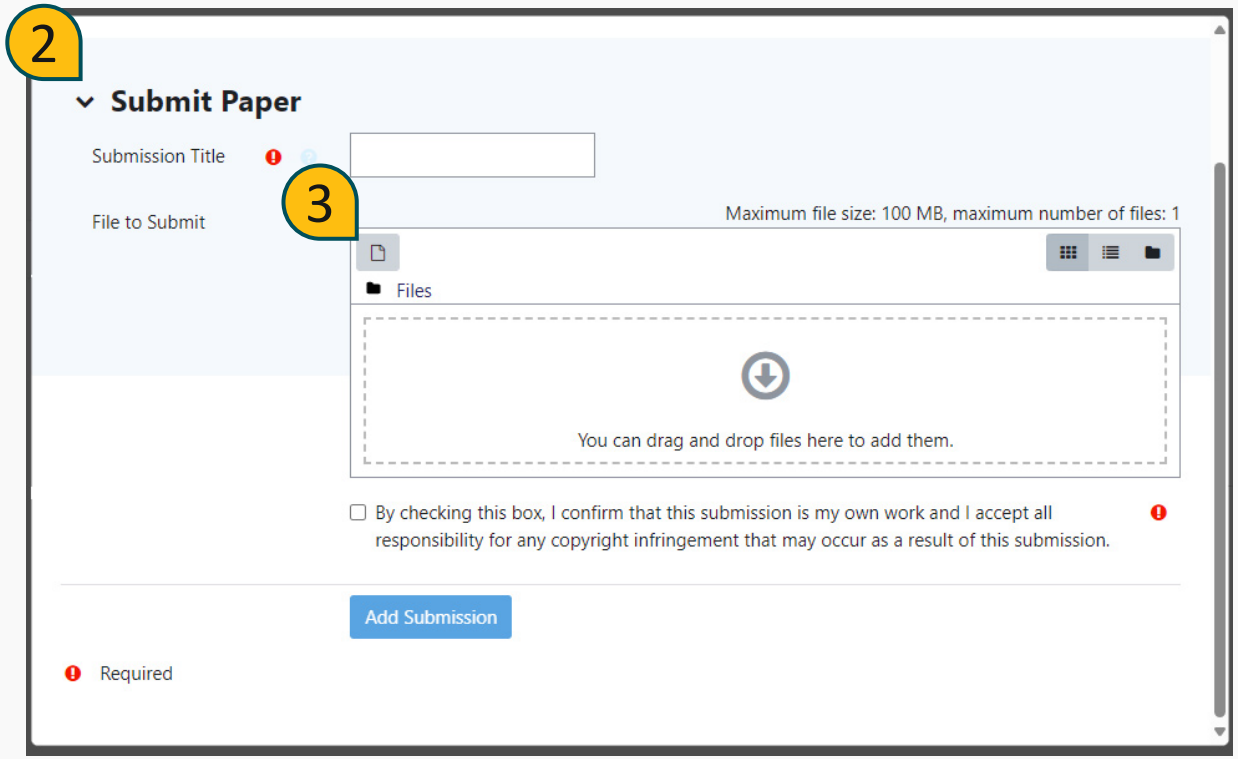
3. Click the **File Icon** to open the File Picker.

The next steps show 2 ways to use the File Picker:

- OneDrive
- Upload A File

You can choose which way works best for you.

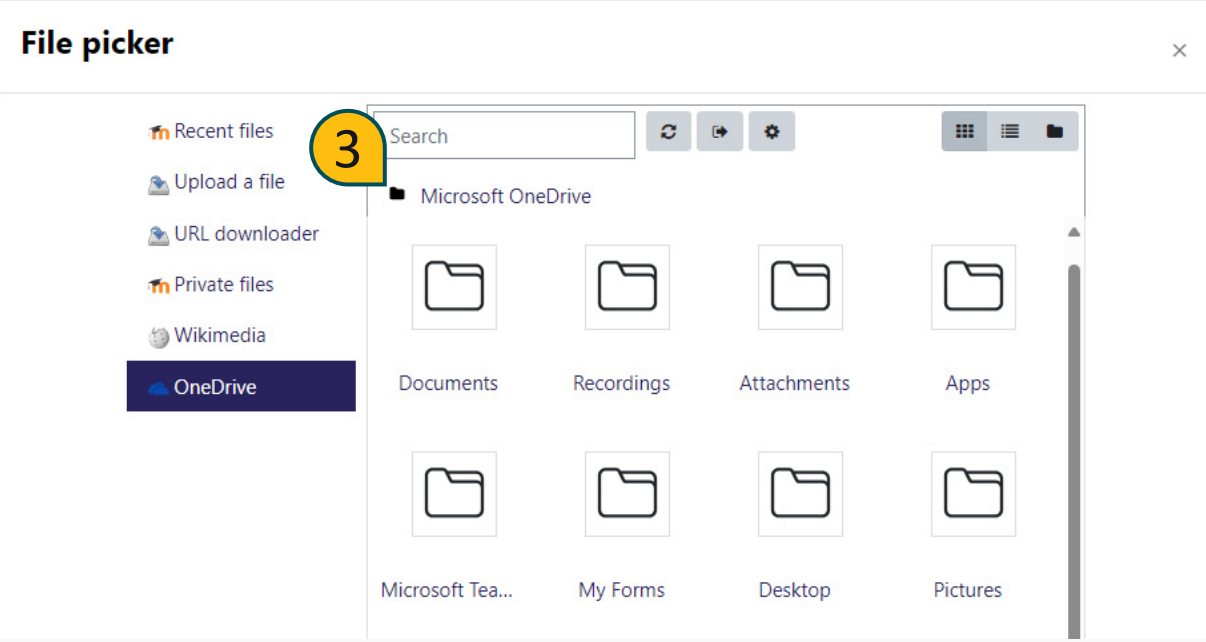




File Picker: OneDrive (Part 1)

1. Select **OneDrive**.
2. You may need to log into OneDrive with your UWTSD credentials (or your personal details if using a personal OneDrive account).

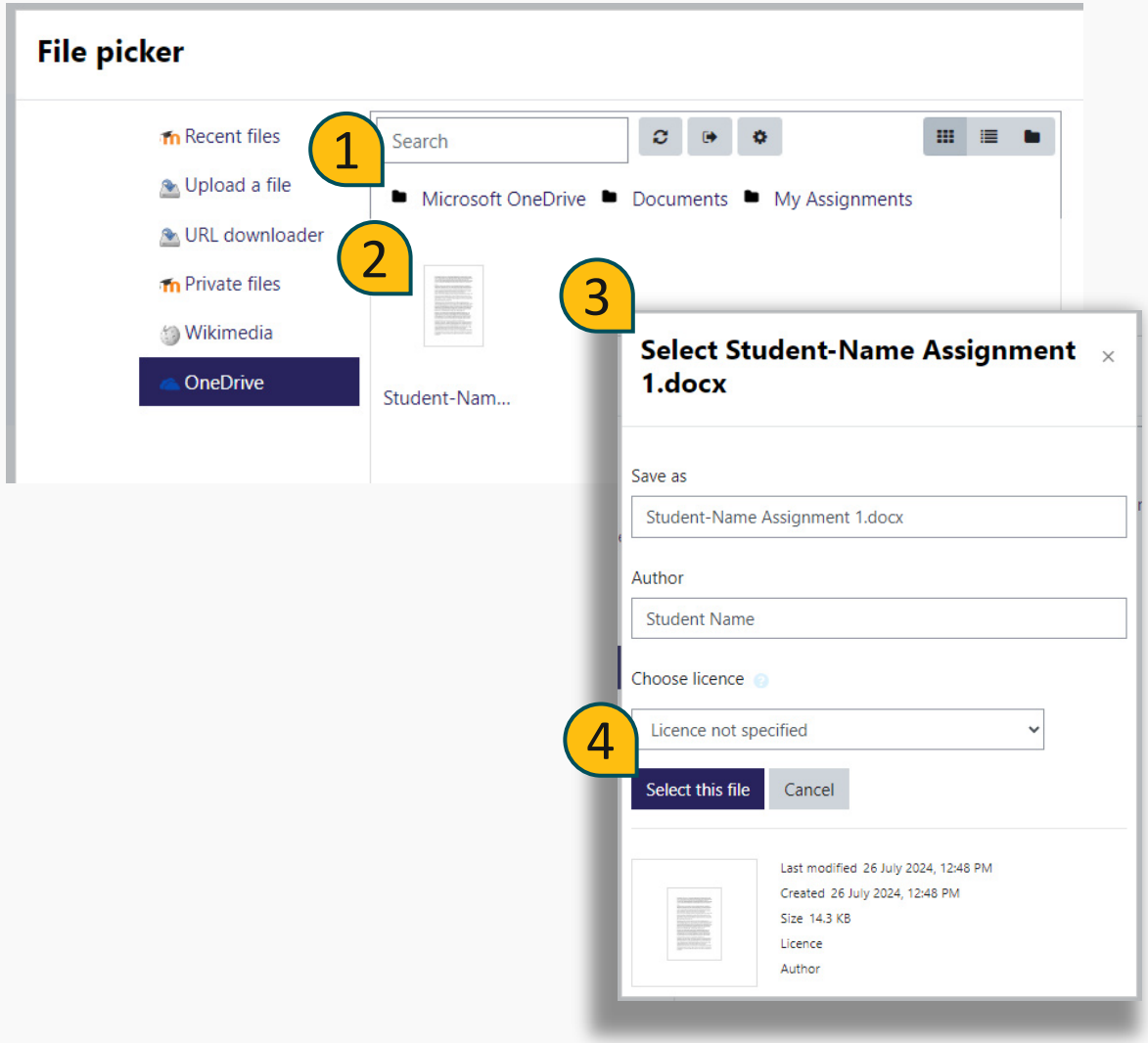
3. Your **OneDrive folders** will appear.



File Picker: OneDrive (Part 2)

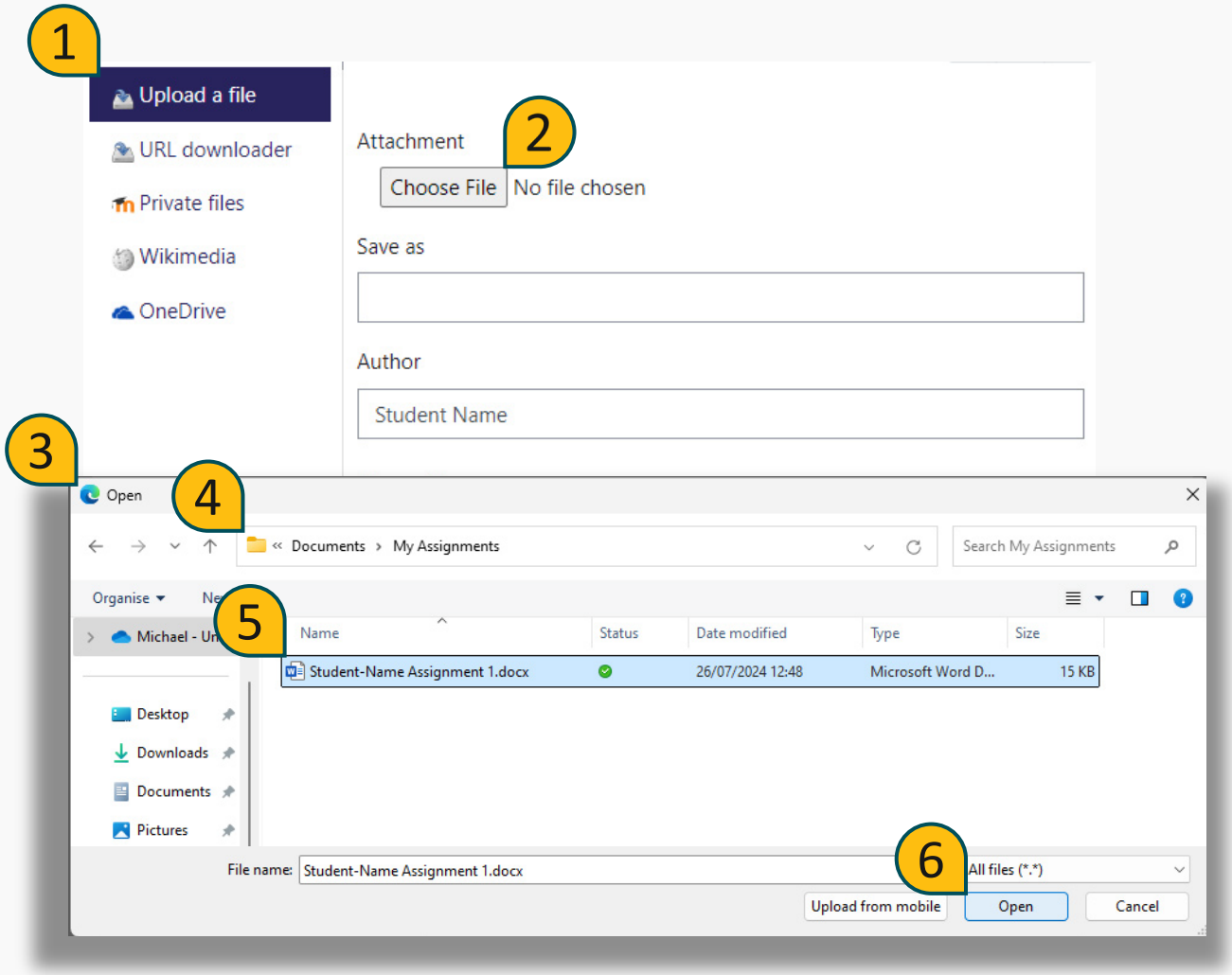
1. **Navigate to the folder** with the file you want to submit.
2. **Click on the file** you want to submit.
3. A window will pop up with details of the file.
4. Click **Select this file**.

You can skip the following Upload a File steps. Please go to the [Add Submission]() page.



File Picker: Upload A File (Part 1)

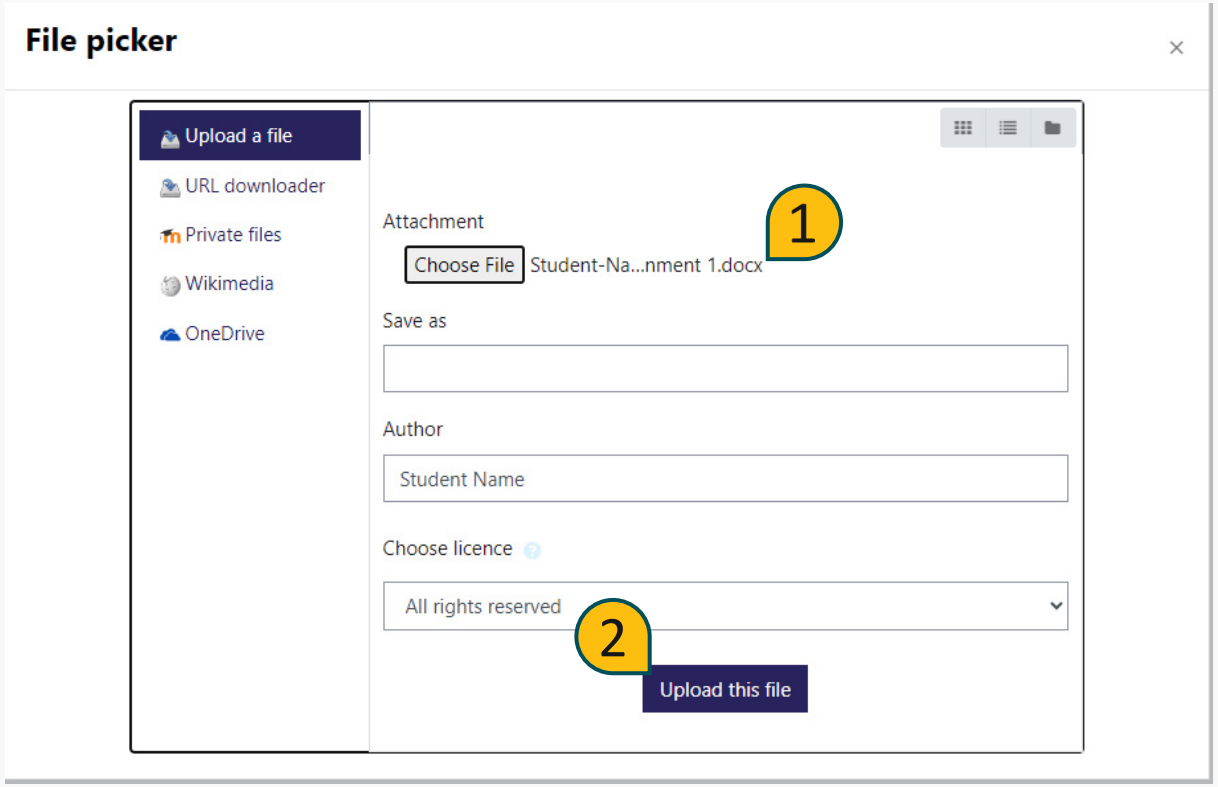
1. Select **Upload a file**.
2. Click **Choose File**.
3. A **File Explorer** window will appear.
4. **Navigate to the folder** with the file you want to submit.
5. **Click on the file** you want to submit.
6. Click **Open**.



File Picker: Upload A File (Part 2)

1. The file you selected is now listed next to the Choose File button.

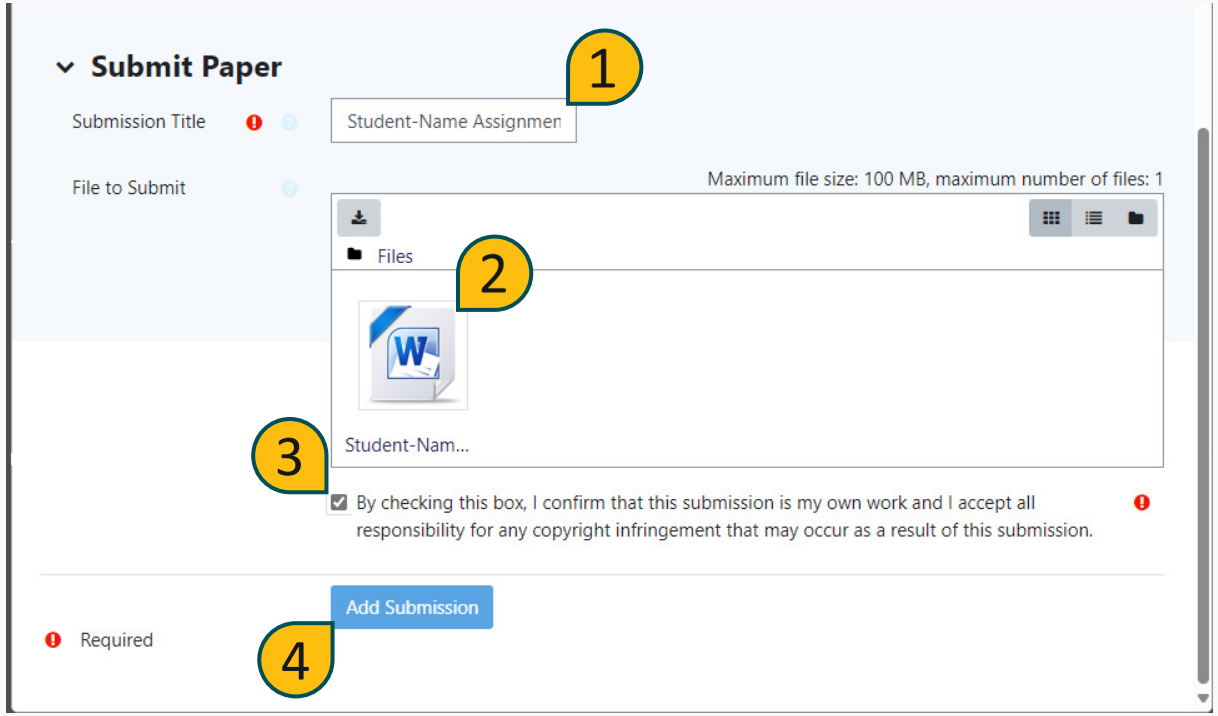
2. Click **Upload this file.**

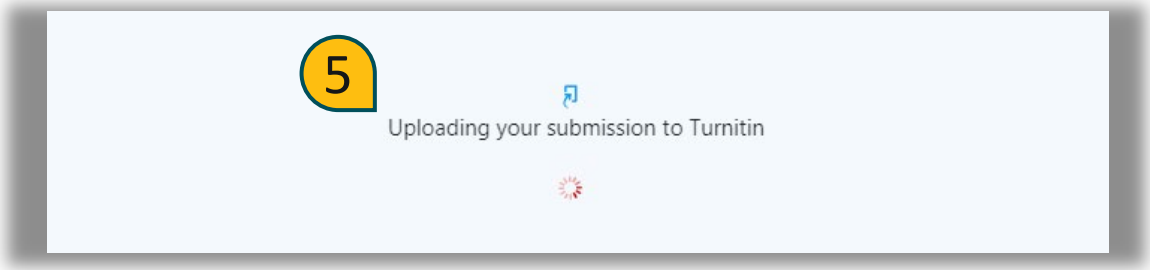


Submit Paper: Add Submission

After selecting your file with the File Picker, you return to the Submit Paper window.

1. Give your submission a name in the **Submission Title** box.
2. The file you selected is visible in the **File to Submit** box.
3. **Check the box** to confirm responsibility for your submission.
4. Click **Add Submission** to submit your assignment.
5. A window will appear to say **your submission is uploading**.

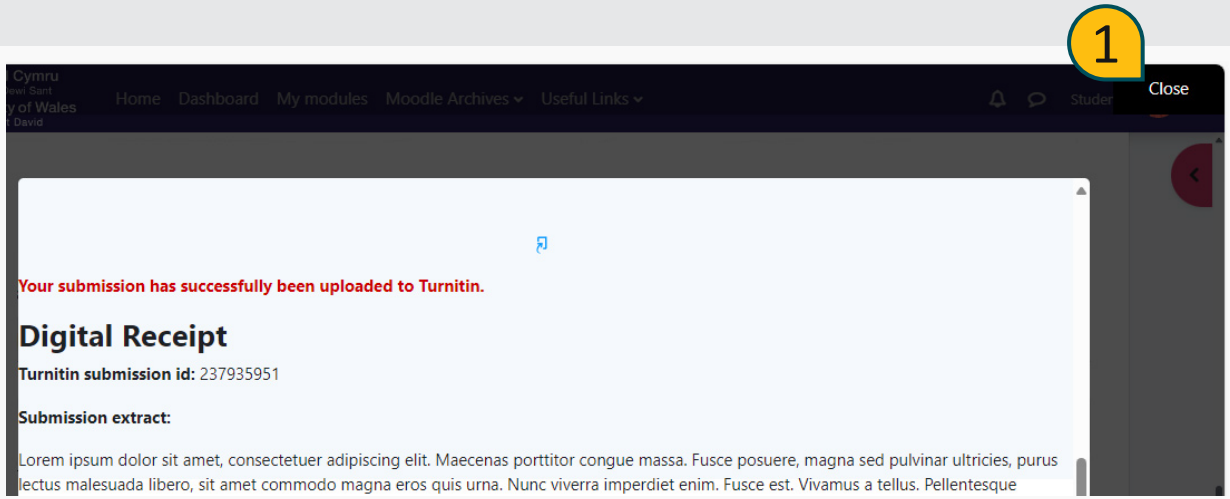




Submission Complete

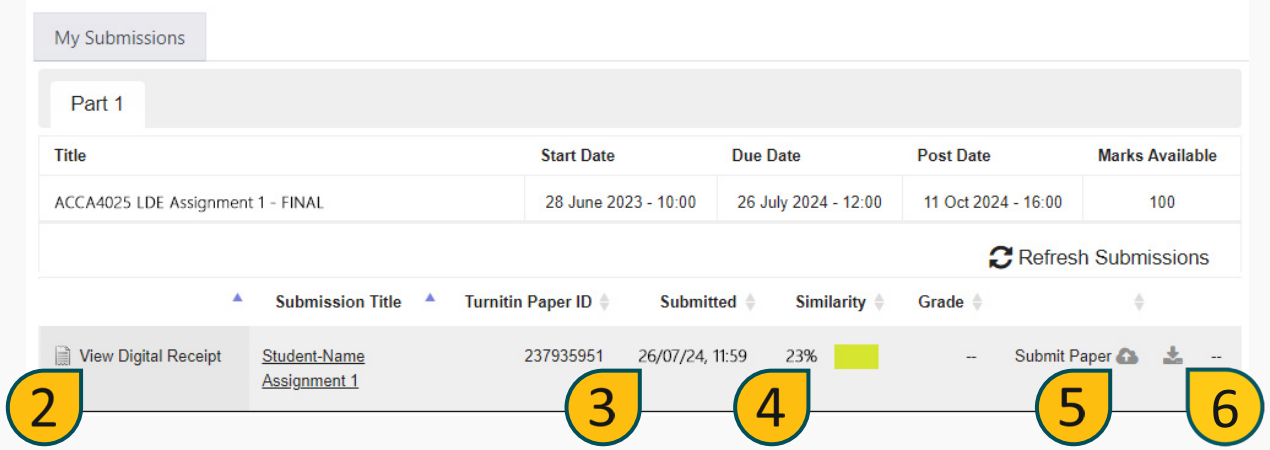
After uploading, a window will appear to confirm your submission has been successfully uploaded to Turnitin.

1. To **close the confirmation window**, click in the darkened area around it, or on the Close button.



In **My Submissions** you will see:

2. A link to view your Digital Receipt.
3. Your submission date and time.
4. Your similarity index *(You may need to wait for this to become available).*
5. A button to download your submission.



Important Notes

- Moodle only accepts **one file** to be uploaded for Turnitin assessments.
  If your work is currently in more than one file, you will need to incorporate it into one single file.
- **You cannot ZIP files** for Turnitin.
- Turnitin accepts the following files formats: Open Document Text (.odt), PDF (.pdf), PowerPoint (.pptx .ppt), Rich Text Format (.rtf), Text (.txt), Excel (.xlsx .xls), Word (.docx .doc)
- Your **similarity index** will appear within a couple of hours of your submission.
- You **cannot delete** an assessment which has been uploaded.