

7. GETTING ASSIGNMENTS UPLOADED TO MOODLE

This guide will show you how to prepare and upload your assignment to Moodle, and how to check your grades. This guide assumes that you know how to log in to Moodle, and that you know how to maintain your Laidlaw email account. If you have not yet done so, please read through the “Getting Started with Moodle” and “Getting Started with Email” guides available from Moodle; These guides can be found under ‘*Information / IT Support / IT Information*’ on the main menu, then under ‘*Using Moodle*’.

Please follow these instructions carefully.

If you have problems, help is available from IT Services, but first follow the instructions below and then be prepared to say which step you were not able to do.

7.1 Prepare your Assignment

You must submit your assignment in Microsoft Word format.

If your word processing app is not Microsoft Word, then you will need to make sure to save your assignment file in that format. Most word processing apps will do this, as it is a standard format. You will need to choose a “Save As...” or “Export” option.

While you are writing your assignment, be sure to **save your work regularly** to a purposeful folder or file location. It is best if you save your work to a cloud-based server, such as Dropbox, iCloud, OneDrive, or Google Drive, as they will automatically keep versions of your work if you need to refer to them. We recommend using the OneDrive cloud storage provided as a part of your student Office 365 account.

Assignment details such as due dates, word counts and marking criteria are given in your Course Assessment and Delivery Outline (CADO). This is available on your course page and with all other CADOs from the main Moodle menu “*Information / Course Outlines and CADOs*”.

To finalise your work before submitting it, please do the following:

1. Check that your assignment fulfils the grading criteria given in the CADO.
2. Check your assignment’s word count. In most word processing apps this is done from the “Tools” menu (it is in the “Review” ribbon in Word 2007). If your word count in the main body of the text (not including footnotes or the bibliography) is below or above 10% of the required word count of the assignment, you will

need to edit your work further. **Be sure to check the word count carefully, as sometimes word counts will include footnotes. Use the 'Help' feature of your word processor to ensure you have the correct word count that excludes footnotes.**

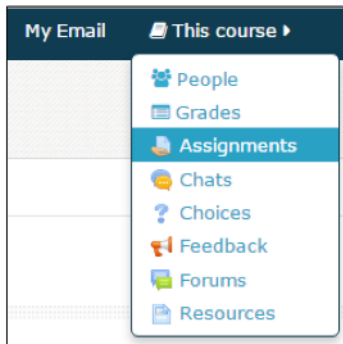
3. Once you are satisfied with your work, be sure to save it again and make a backup. You could do this by saving your file also to a memory stick. Another easy way to back up your file is to email it to yourself; that way there is a copy saved in whatever email system you use.

NOTE: Some assignments require you to insert images. Please do not insert images unless explicitly asked to do so, as images will increase the size of your file and may make it impossible to upload into Moodle. If you are asked to make use of images, please ensure that the images are optimised (compressed) before uploading your work into Moodle. Please ask for help (see last page of this guide) if you need it.

7.2 Upload your Assignment to Moodle

Uploading your file to Moodle will not take long!
Please follow steps A-G below.

- A. Login to Moodle, and go to the course you want to submit your assignment to.
- B. Click on the 'Assignments' option available from the "This course" menu. This will give a list of all the assignments in the course.
- C. Click on the assignment you want to submit.



Topic	Assignments	Due date	Submission	Grade
	Online Discussions grading guide and indicative mid-semester feedback	-	No submission	-
	Online Discussion Forum (20%)	-	No submission	-
	Worksheet One (10%)	Sunday, 13 September 2015, 11:55 PM	No submission	-
	Worksheet Two (10%)	Sunday, 27 September 2015, 11:55 PM	No submission	-
	Essay (30%)	Sunday, 1 November 2015, 11:55 PM	No submission	-
	Exam (30%)	-	No submission	-

- D. Read through the submission information on the assignment and any instructions that may be included.
- E. Click on the 'Add submission' button.

115 Biblical Theology (DL) S2 2015

Essay (30%)

Please refer to the Course Assessment and Delivery Outline for details.

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 1 November 2015, 11:55 PM
Time remaining	123 days 8 hours

Make changes to your submission.

Note: If an assignment has a grading table or rubric associated with it, then the rubric will be displayed with the other submission information, and could take up a lot of space. You will need to scroll down the page past the rubric to find the "Add submission" button.

F. You will now be directed to an upload window:

Dashboard ▾ My courses ▾ 111 Biblical Interpretation (HNS MNK CHC) S1 2018 ▾ Welcome ▾ 6

Exegetical Essay (30%) ▾ Edit submission

111 Biblical Interpretation (HNS MNK CHC) S1 2018

Exegetical Essay (30%) 1

[Return to: Welcome](#)

Please refer to the Course Assessment and Delivery Outline for details.

2

This assignment is my own work, except where I have acknowledged the use of the works of other people, or where collaboration has been authorised by the course teacher.
I have not sought prior knowledge of the contents of time-limited assignment questions (e.g. exams) and will not share details of such assignments with others.

File submissions

Maximum size for new files: 10MB, maximum attachments: 3

3

Files

4

You can drag and drop files here to add them.

There are required fields in this form marked !

[Return to: Welcome](#)

5

MY COURSES 7

111 Biblical Interpretation (HNS MNK CHC) S1 2018 Dashboard

[EPORFOLIO](#) Click here to access your Mahara ePortfolio account.

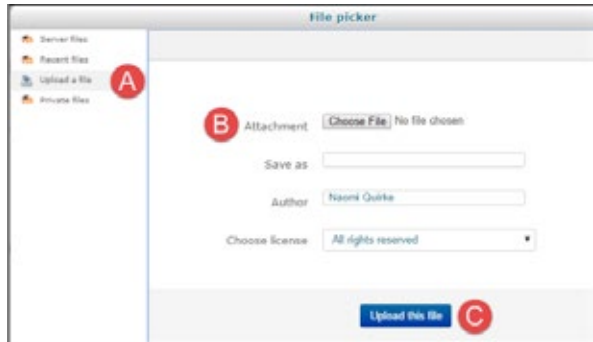
Here is the explanation of the parts:

1. Name of assignment
2. Plagiarism declaration statement. You must click this box to agree to the statement, otherwise your assignment will not be submitted.
3. Add button to get the dialogue box that will allow you to browse to a folder or file location to upload a file. Alternatively...
4. Instead of browsing to a file you can just drag and drop the file here to upload it.
5. You must save your changes by clicking the "Save changes" button in the blue-green dialog box. Otherwise all your file uploading will be cancelled. Please note that this dialog will appear at the bottom of your window, and may be overlaying the footer (7), and so difficult to see.

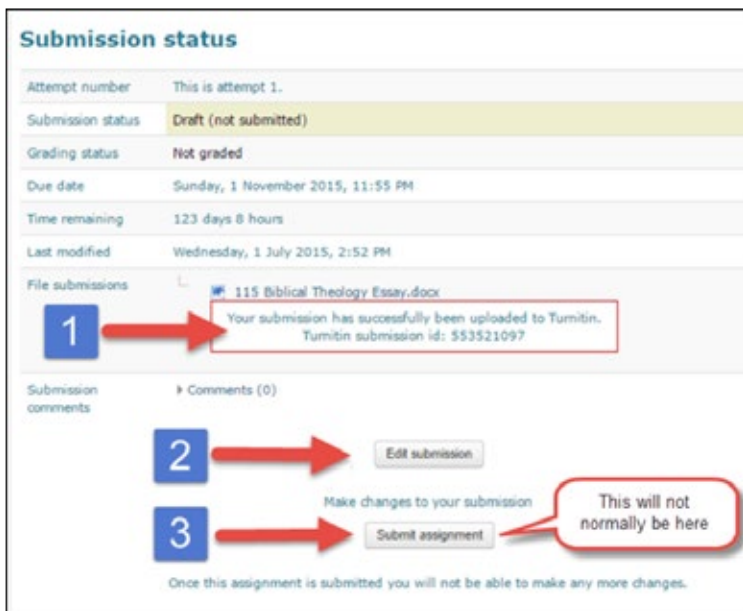
So note that uploading your file can be done in two ways, either dragging and dropping a file from your computer into the drag and drop area on the screen (number 4 in red) or uploading a file using the “Add” button (number 3 in the screen shot above).

This last will open a dialog box:

- a. Click the “Upload a file” button.
- b. Click the “Choose File” button. This will open a standard browsing dialog allowing you to choose a file from your local computer
- c. Click “Upload this file” to upload the file.



- G. Once you have saved the changes (number 5 in red in the screenshot earlier) your submission will be registered with Turnitin, the plagiarism checker. You will see a dialog similar to the one below, with information about your Turnitin submission (see number 1 in blue):



H. Note in image above that number 3 will not show unless the assignment is setup differently from normal. Your assignment will have an edit submission button (note number 2).

If you make changes (that is, edit your submission), you will need to edit the file offline, upload again, click acceptance again of the “Disclaimer of Plagiarism” statement again, and save again.

General comments

Once your submission has been saved, and as necessary, submitted, the submission status is displayed on the screen and an email receipt is generated and emailed to your student email address.

If an email doesn't arrive within 15 minutes or so, then please contact IT Services to determine the problem.

In no more than 30 minutes your Turnitin plagiarism score should appear next to your file submission link, at the same assignment submission point. You can click on the percentage box given under your file submission to view the Turnitin plagiarism report for your assignment. See the section below: [Interpreting a Turnitin.com report](#).

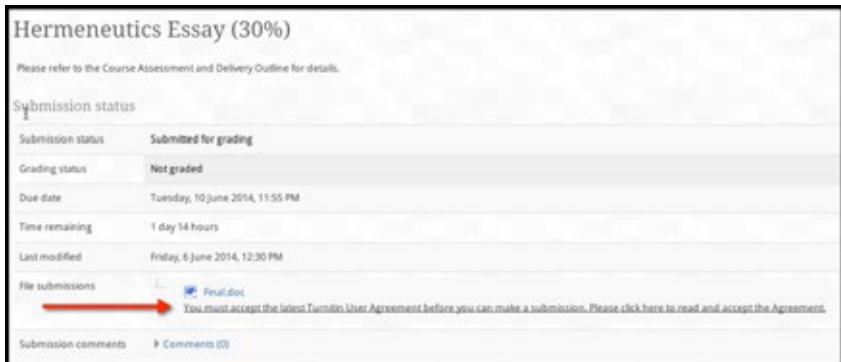
That's it! If you've followed the steps above, your assignment is ready for marking and grading – and after your assignment has been marked the grades will be available in the Moodle gradebook. See the section below “[Reviewing marked work and checking the gradebook](#)”.

7.3 First Time Use of Turnitin

Normally the first time you submit an assignment, or every time Turnitin changes their policies, you must accept their “Turnitin User Agreement.” It should pop up in a separate window, when you try to submit an assignment.

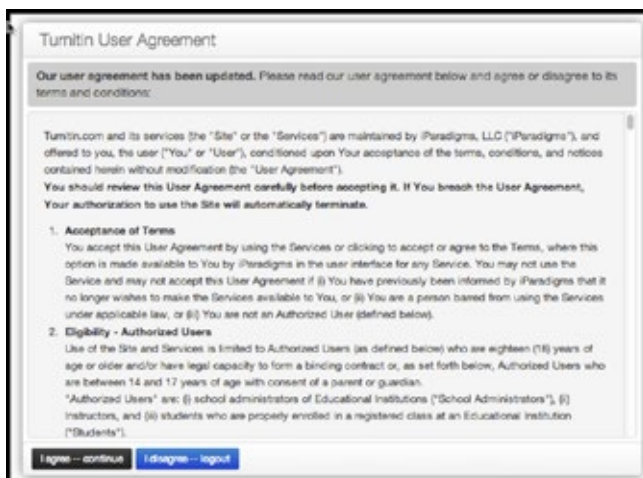
However, depending on your browser, and on the security settings you have applied, it may not pop up. You may get a link appear under your file submission.

See the screenshot below.



Click on the agreement link and observe whether you get any notifications of popups being stopped from your browser. Notifications may appear at the top of your screen under your browser menu, or the bottom of the screen in a notifications area. Please allow popups from Turnitin and Laidlaw Moodle.

When you have allowed popups, the following screen (or a very similar one) will pop up:

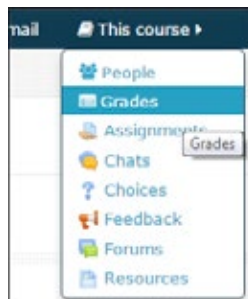


Once you have clicked on the ‘I agree’ statement, the windows will disappear and you will go back to your assignment.

7.4 Reviewing Marked Work and Checking the Gradebook

You will be notified by email to your student address once your assignment has been marked. This should be within three weeks of the submission date. You can check your grades at any stage during the course by following these steps.

1. Log in to Moodle, and go to the course you want to check your grades for.
2. On the “This course” menu, click the “Grades” link.
3. A table with your **provisional** grades to date will be shown. Clicking on the “Grade item” links will take you to a screen with your returned work, and a link to the Turnitin.com report.



Please note that grades stored in the Moodle gradebook are **always provisional**. There may be circumstances when final grades are revised.

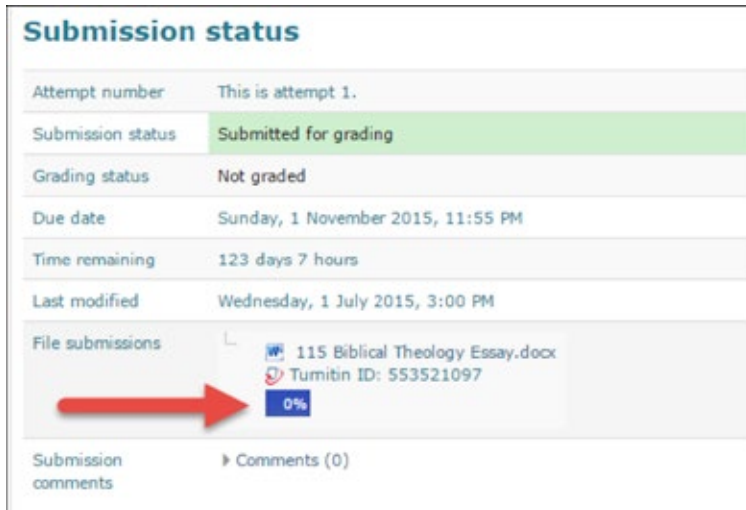
7.5 Interpreting a Turnitin.com Report




Turnitin.com is a plagiarism (copying) detection service. It compares your submitted work with Web pages, some online journal services, and submissions from other students. Each assignment uploaded to Moodle is sent to Turnitin.com for checking.

Please note that your assignment does not become public at any stage. While your work is included in future Turnitin.com comparisons, the content of your work is not available to any other institution without permission being specifically granted by administrators on a case by case basis, and has all identifying features stripped out of it.

Turnitin.com reports are available to your marker, and to you. A report may take anywhere up to 30 minutes to generate once your assignment has been submitted for marking, but after that it can be viewed from the submission link you used to upload your assignment.

The results of the Turnitin test are given as a percentage of similarity, being the percentage of your work that is similar to other work surveyed. You can view the similarity report by clicking on the box that contains the percentage. A new window or tab will open at the Turnitin site, containing your similarity report. We encourage you to view the report. In the detailed report, each similar section of words is marked up.



Submission status	
Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 1 November 2015, 11:55 PM
Time remaining	123 days 7 hours
Last modified	Wednesday, 1 July 2015, 3:00 PM
File submissions	 115 Biblical Theology Essay.docx  Turnitin ID: 553521097 
Submission comments	▶ Comments (0)

It is expected that an assignment will get more than a 0% Turnitin report. The percentage depends on several things.

1. Did you quote a lot from other people? This will increase your percentage. If the quotes are not extensive, and you properly referenced them, this is not a problem. However, it is best to keep quotes to a minimum.
2. Have you included a bibliography? Since bibliographies are always presented in a standard format, this, too will increase your Turnitin percentage.

Your marker will check the Turnitin report only if there is some concern about the integrity of your work. If your work has integrity, and you ensure that you are including only a few, carefully picked quotations, then you have nothing to fear from the Turnitin.com report!

7.6 What to do if things go wrong

I uploaded the wrong assignment by error!

You can edit your submission right up until the due date. The button that you clicked before to “Add submission” will change, once you’ve submitted something, to “Edit submission”. Clicking on edit submission will allow you to right-click on a document to get the information about it and delete it. After that, simply upload a new file, click acceptance of the originality submission statement, and then click “save changes”..

I won’t get it done by the due date!

You have a week to get the assignment in after the due date, but there will be daily grade penalties (see regulations for details). Just upload your assignment as normal to the assignment submission point. If you know that you won’t be able to get it done even by that date, then please contact the academic support team for help.

I have had an accident, or been sick, or had a bereavement and so couldn’t do my work

You can get an extension to your due date. There is an online application form under the assignment submission points on your course area. It is in the form of a questionnaire, and will also appear in the menu This course/Questionnaires. Please fill this out. You will receive email notification of whether your request has been accepted or not. Once you are granted an extension, the assignment will register with a different due date that will be set up for you personally. Then you may submit as normal. There will be no grade penalty.

I have failed an assignment and been told that I can resubmit it.

You will be given a new due date, and your assignment will be reset to allow you a second attempt. Your first attempt and any feedback files will be stored in the assignment submission point, so you can still access them, but you will be able to upload a new file to the same assignment submission point.

7.7 Getting Help

If you need assistance in using Moodle or Email then please contact IT Services.

1. By phone – 09 836 7816 or from on campus dial ext: 816.
2. By email – ithelpdesk@laidlaw.ac.nz
3. Or the online helpdesk – <http://helpdesk.laidlaw.ac.nz>
4. Or if you are still having problems in submitting an assignment, please email it as an attachment to assignments@laidlaw.ac.nz. Include your student ID number if you are unable to use your student Outlook email account for any reason, and the number and title of the course for which you are submitting, as well as the assignment name. This will, at least, enable you to submit your work with proof of time of submission. You will later be contacted to explore what difficulty you had in submitting your work.