

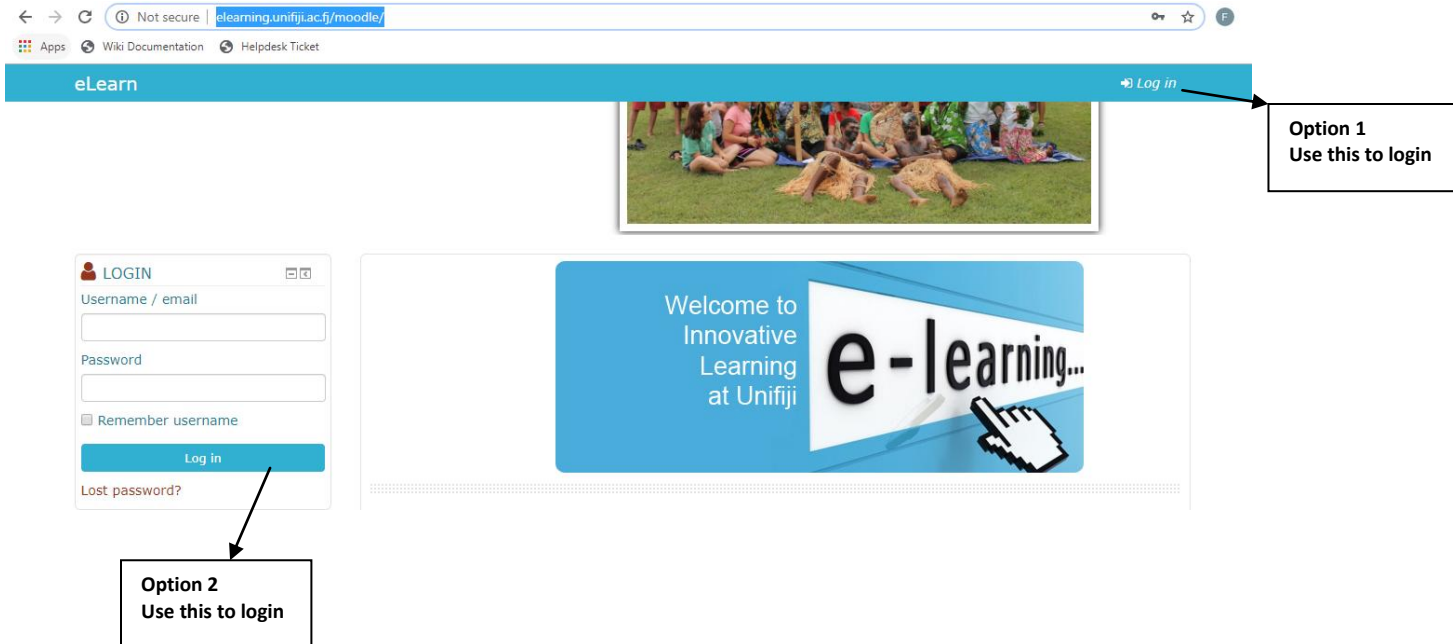
# How to Upload assignment on Moodle

1. Login to <http://elearning.unifiji.ac.fj/moodle/>

There is 2 ways to login

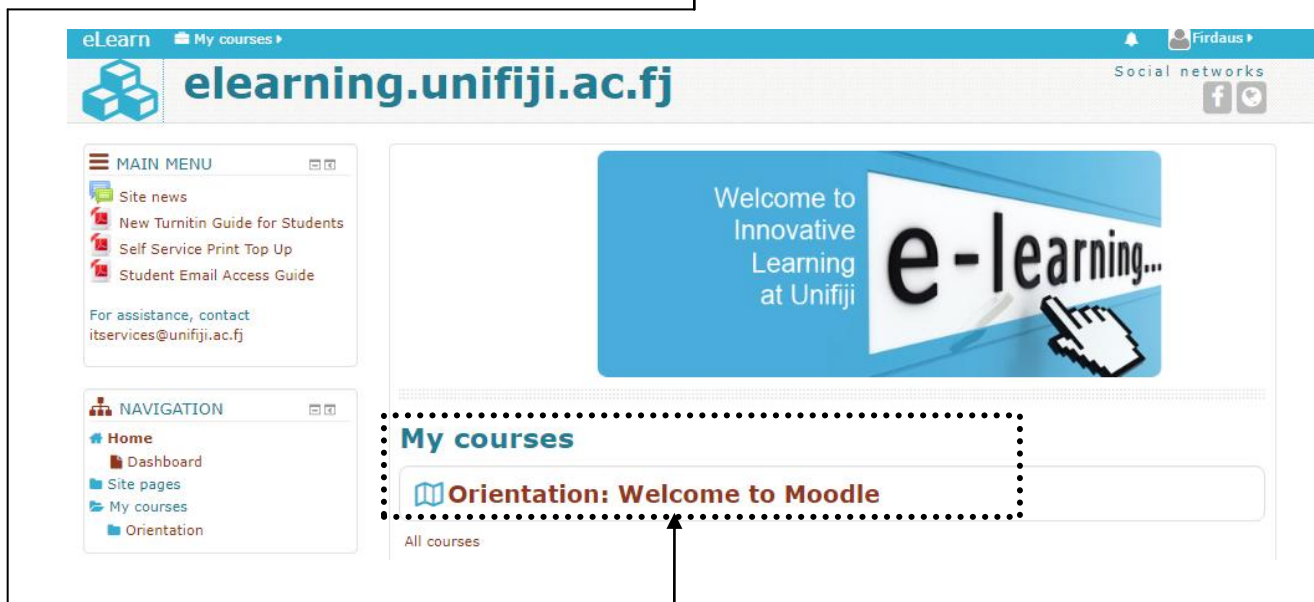
Option 1 – use the upper right hand corner to login

Option 2 – use the box on the bottom left hand corner



The screenshot shows the Moodle login page. At the top right, there is a "Log in" link. A callout box labeled "Option 1 Use this to login" points to this link. On the left side, there is a "LOGIN" form with fields for "Username / email", "Password", and a "Remember username" checkbox. A "Log in" button is at the bottom of the form. A callout box labeled "Option 2 Use this to login" points to the "Log in" button. The page also features a banner image of people sitting on the grass and a large "e-learning..." graphic.

2. Once you login into Moodle the courses outline will show. Please click on the course , you intend to upload the assignment to



The screenshot shows the Moodle course outline page. The top navigation bar includes "eLearn" and "My courses". The main content area features a "My courses" section with a course titled "Orientation: Welcome to Moodle". A callout box with a dotted border points to this course. The page also includes a "MAIN MENU" with links to "Site news", "New Turnitin Guide for Students", "Self Service Print Top Up", and "Student Email Access Guide". A "NAVIGATION" menu is visible on the left side.

- Once you click on the course, another screen will appear showing assessment content. Please refer below

eLearn
My courses > This course >
Social networks

elearning.unifiji.ac.fj

[Home](#) > [My](#) > [Orientation](#)

Turn editing on

## Orientation: Welcome to Moodle

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**Announcements**

**Orientation: Welcome to Moodle**

This course provides a brief introduction to the usage of Moodle, its key features & attributes, assignment upload and plagiarism checking via Turnitin. Through specific examples, taken from real scenarios, the unit explains how to use Moodle, download notes, post forum and upload assignments together with plagiarism checking via Turnitin.

**ASSESSMENTS**

Lab Test 1 - Week 4 - 5%

Short Test 1 - Week 7 - 15%

Lab Test 2 - Week 10 - 5%

Lab Test 3 - Week 13 - 10%

Short Test 2 - Week 15 - 15%

Final Examination - Week 17 & 18 - 50%

**ASSOCIATED STAFFS**

**Course Coordinator & Lecturer**

Name: Avin Prasad

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Phone: 6640600 Ext 123, Mobile: 9245316

**Lab Facilitator**

Name: Avin Prasad

**TIME TABLE**

Time	Monday	Tuesday	Wednesday	Thursday	Friday	
9 am - 10 am				ITC 100 T E200 Group 2	ITC 100 T B101 Group 5	ITC
10 am - 11 am						
11 am - 12 pm	ITC 100 L B200/1			ITC 100 LAB C100 Group 2		ITC
12 pm - 1 pm						
1 pm - 2 pm			ITC 100 LAB C100 Group 1	ITC 100 LAB C001 Group 3		ITC
2 pm - 3 pm		ITC 100 L B200/1				
3 pm - 4 pm			ITC 100 T E100 Group 2	ITC 100 T E100 Group 3		
4 pm - 5 pm				ITC 100 T B101		

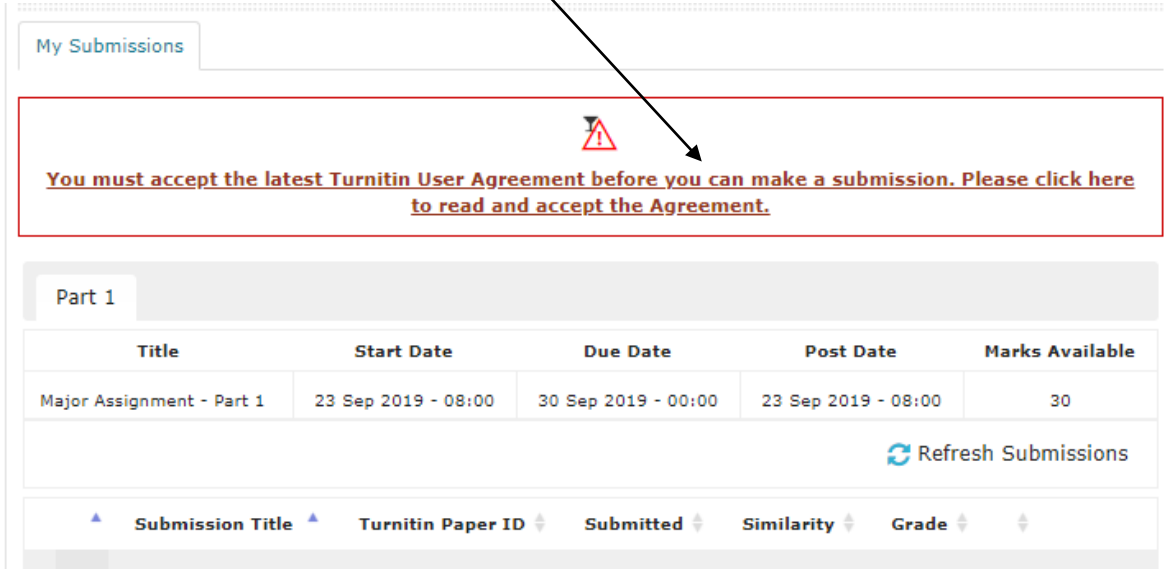
**ADMINISTRATION**

- Course administration
- Edit settings
- Turn editing on
- Users
- Filters
- Reports
- Gradebook setup
- Badges
- Backup
- Question bank
- Legacy course files

**NAVIGATION**

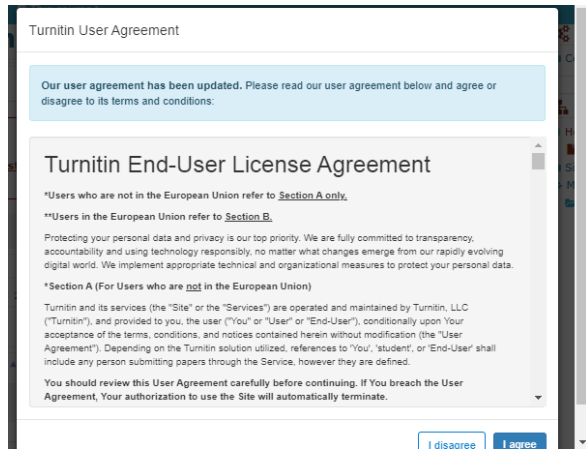
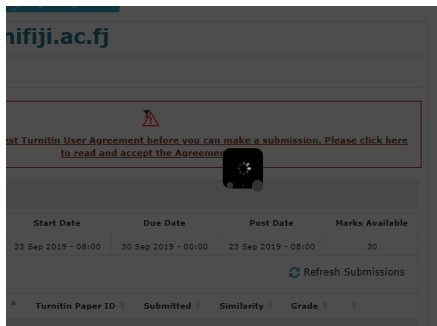
- Home
- Dashboard
- Site pages
- My courses
  - Orientation**
    - Participants
    - Badges
    - Competencies
    - Grades
    - General
    - 8 July - 14 July
    - 15 July - 21 July
    - 22 July - 28 July
    - 29 July - 4 August
    - 5 August - 11 August
    - 12 August - 18 August
    - 19 August - 25 August
    - 26 August - 1 September
    - 2 September - 8 September
    - 9 September - 15 September
    - 16 September - 22 September
    - 23 September - 29 September
    - 30 September - 6 October
    - 7 October - 13 October
    - 14 October - 20 October
    - 21 October - 27 October
    - 28 October - 3 November

4. If you are first time users, the Turnitin agreement will appear. Please refer below



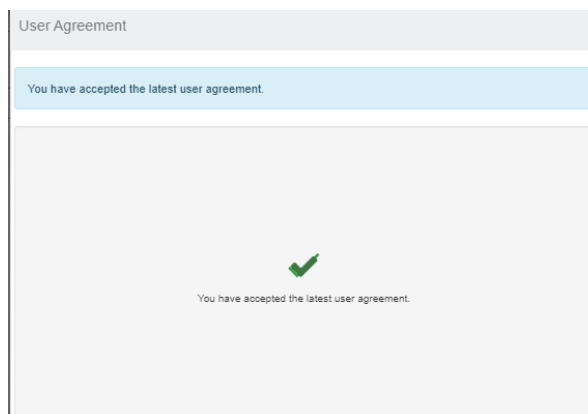
The screenshot shows the 'My Submissions' section of the Turnitin interface. A red-bordered box highlights a warning message: "You must accept the latest Turnitin User Agreement before you can make a submission. Please click here to read and accept the Agreement." An arrow points from the text above to this message. Below the message is a table for 'Part 1' with columns: Title, Start Date, Due Date, Post Date, and Marks Available. The table contains one row for 'Major Assignment - Part 1' with dates from 23 Sep 2019 to 30 Sep 2019 and 30 marks available. A 'Refresh Submissions' button is located below the table. At the bottom, there are sorting options for Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade.

5. Upon clicking on the agreement , the below shall occur , please read through it and than click on “I agree”



The screenshot shows the 'Turnitin User Agreement' page. At the top, it states: "Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions." Below this is the 'Turnitin End-User License Agreement' section. It includes a notice about users in the European Union and a detailed agreement text. At the bottom right, there are two buttons: 'I disagree' and 'I agree'.

6. Upon clicking on “I agree” the below screen shall appear

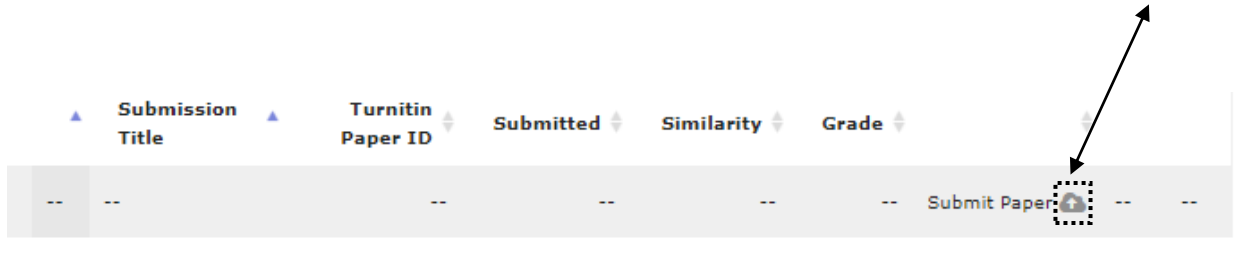


The screenshot shows a confirmation screen titled 'User Agreement'. A blue banner at the top says: "You have accepted the latest user agreement." Below this, there is a large green checkmark and the text: "You have accepted the latest user agreement."

7. Please go through the content and look for the assessment , you intent to upload and click on it



8. Upon clicking on the link the below window will open , please click on submit paper upload icon

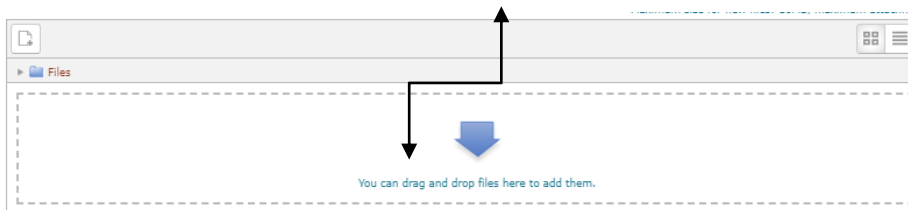


9. Upon clicking on the upload paper icon , the below windows will open

The screenshot shows a form titled **Submit Paper**. It contains a text input field for **Submission Title** and a **File to Submit** section. The **File to Submit** section includes a file upload icon, a file browser window showing a 'Files' folder, and a dashed rectangular area with a blue downward arrow and the text **You can drag and drop files here to add them.** Below the file upload area is a blue button labeled **Add Submission**. At the bottom of the form, there is a note: **There are required fields in this form marked \***.

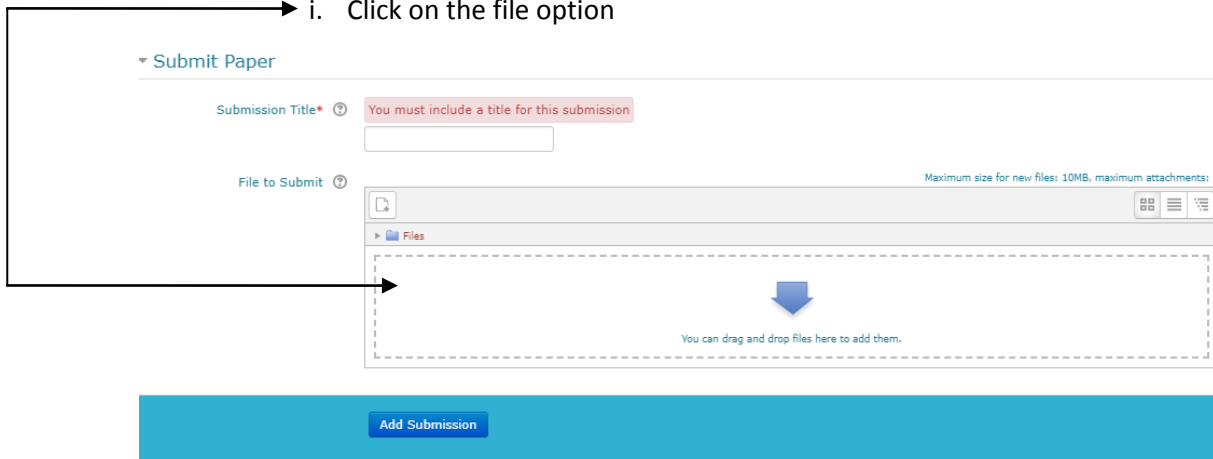
10. For uploading file, there is 2 options please refer below :

- a. Option 1  
i. Drag and drop on the space provided.



b. Option 2

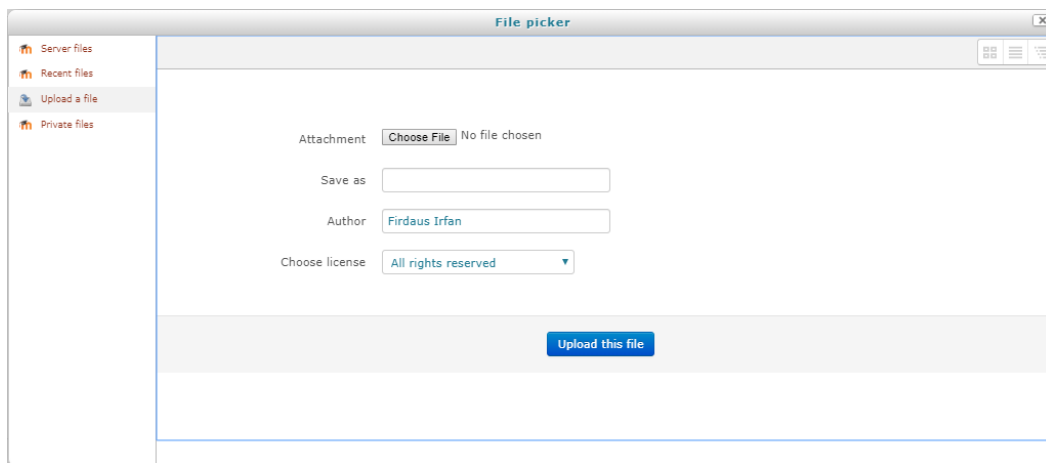
i. Click on the file option



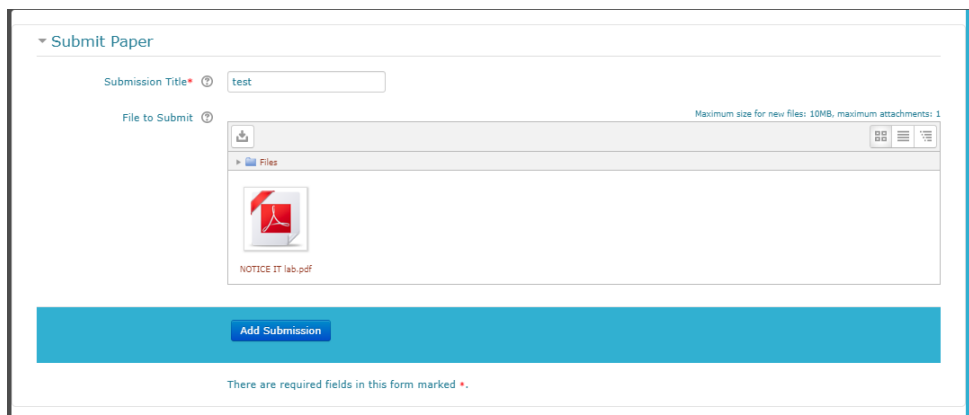
ii. Another screen will open (please refer below )

iii. Click on choose file, you can search the path and select the file, you wish to upload.


iv. After selecting the file , please click on "upload the file"



11. Once file is uploaded, something to similar the below screen shall appear, click on **submission**. This might take few minutes , depending on the item size and internet connection



### **Important Notes:**

1. Files are recommended to be below 2MB. However 10MB is the maximum limit.
2. The bigger the file, the more time it will take to upload.
3. The URL for Moodle is <http://elearning.unifiji.ac.fj/moodle/>
4. If you need to re-submit one assessment again, there is no need to delete the current assessment in the Moodle. Once you upload the correct assessment than the previous one will be deleted by the system.
5. However please take note that there is 24 hour process for plagiarism checking.
6. Each assignment upload will take **24 hours plagiarism** checking process regardless how many times the upload is being done. **For eg, 1<sup>st</sup> assignment uploaded on the 15<sup>th</sup> Sept , will take 24 hour process, than a resubmit was done on the same assignment on the 20<sup>th</sup> Sept , the 24 hour process will take place again.**
7. The icon  will **NOT appear** if the **submission date is over**. For this you need to liaise directly with your lecturer.