How to Upload assignment on Moodle

1. Login to http://elearning.unifiji.ac.fj/moodle/
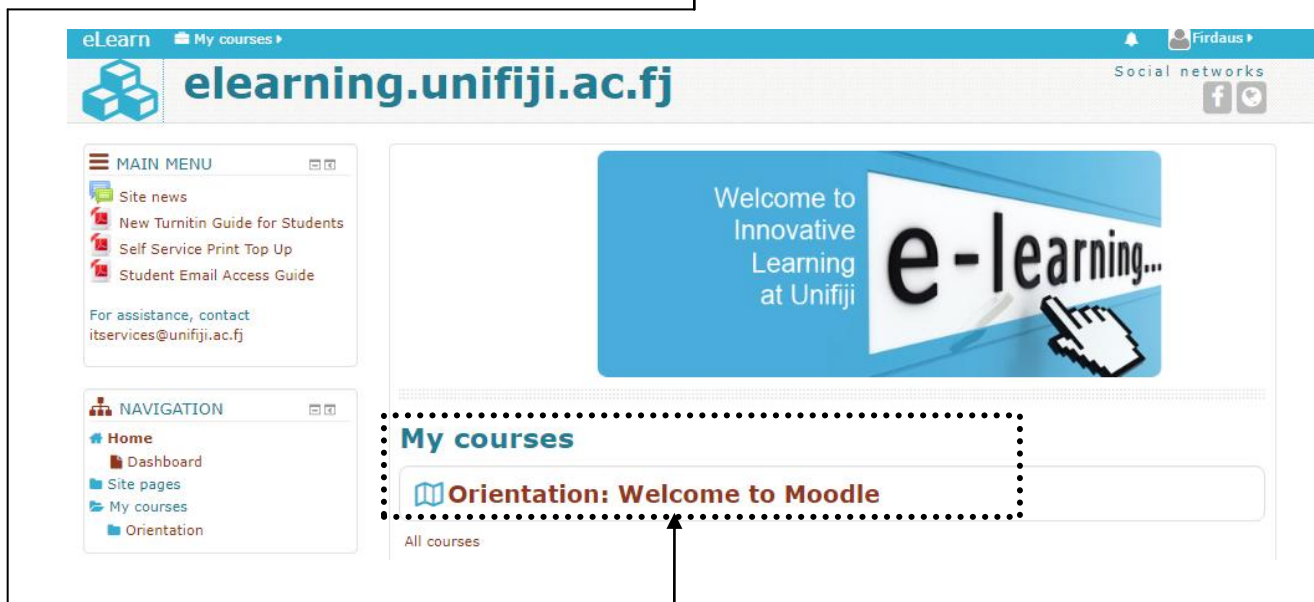
There is 2 ways to login
Option 1 – use the upper right hand corner to login
Option 2 – use the box on the bottom left hand corner

Option 1
Use this to login

Option 2
Use this to login

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

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

elearning.unifiji.ac.fj

Social networks

🏠 Home ＞ My ＞ Orientation   ✏ Turn editing on

Orientation: Welcome to Moodle

📧 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

Room: B113

Email: avinp@unifiji.ac.fj

Phone: 6640600 Ext 123, Mobile: 9245316

Lab Facilitator

Name: Avin Prasad

TIME TABLE

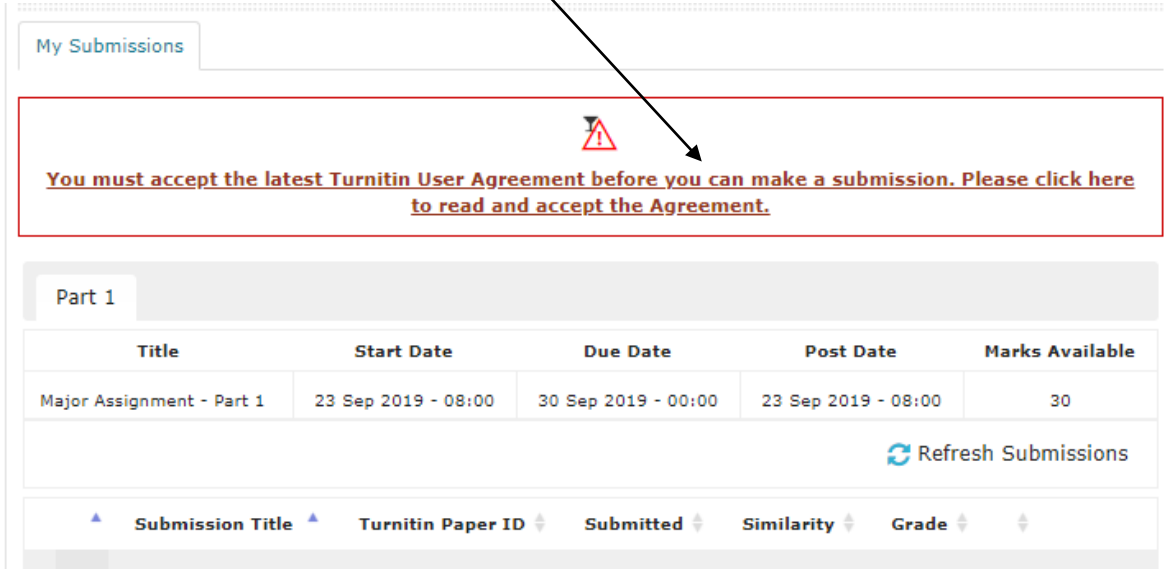| Time	Monday	Tuesday	Wednesday	Thursday	Friday	
9 am - 10 am				ITC 100 T E200 Group 2	ITC 100 T B101 Group 5	ITC
10 am - 11 am						
11 am - 12 pm	ITC 100 L B200/1			ITC 100 LAB C100 Group 2		ITC
12 pm - 1 pm						
1 pm - 2 pm			ITC 100 LAB C100 Group 1	ITC 100 LAB C001 Group 3		ITC
2 pm - 3 pm		ITC 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
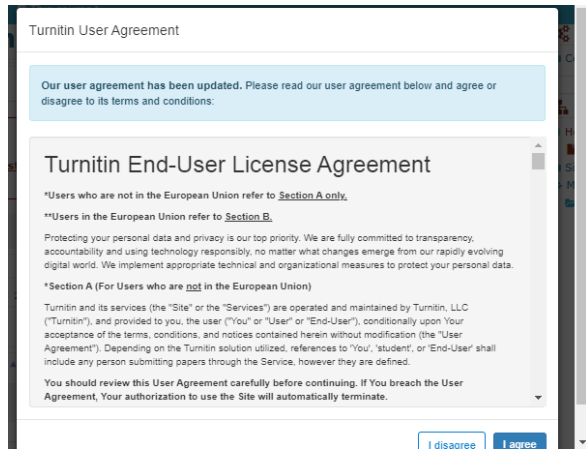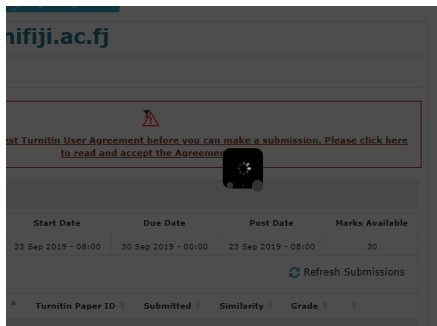- 📁 Question bank
- 🗀 Legacy course files

🌐 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
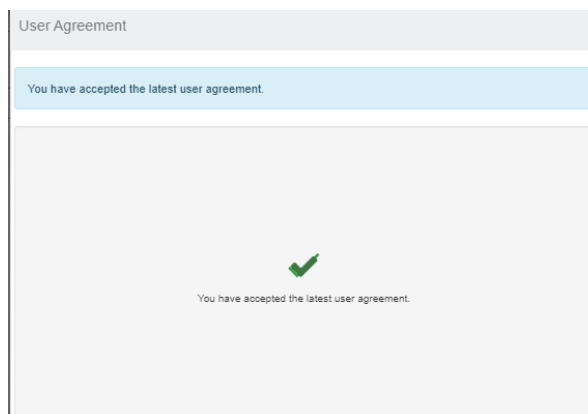

5. Upon clicking on the agreement , the below shall occur , please read through it and than click on "I agree"

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

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

4 November - 10 November

Week 18
Final Examination Week 2

Major Assignment

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

	Submission Title		Turnitin Paper ID	Submitted	Similarity	Grade				
--	--		--	--	--	--	Submit Paper	--	--	
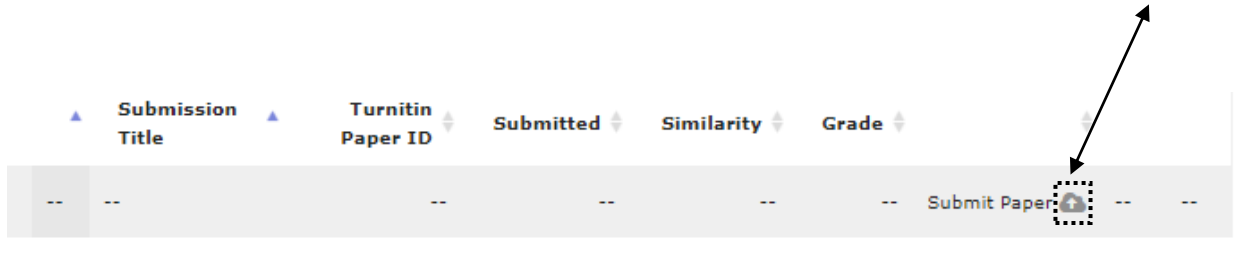
9. Upon clicking on the upload paper icon , the below windows will open

▾ Submit Paper

Submission Title* ⑦ [   ]

File to Submit ⑦   Maximum size for new files: 10MB, maximum attachments: 1

▸ 📁 Files

You can drag and drop files here to add them.

Add Submission

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.

▸ 📁 Files

You can drag and drop files here to add them.
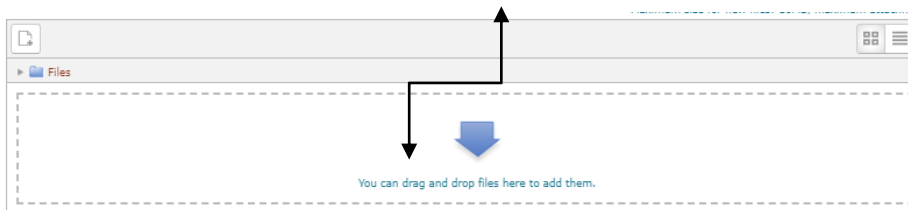
b. Option 2
    i. Click on the file option

▾ Submit Paper

Submission Title* ⓘ   You must include a title for this submission

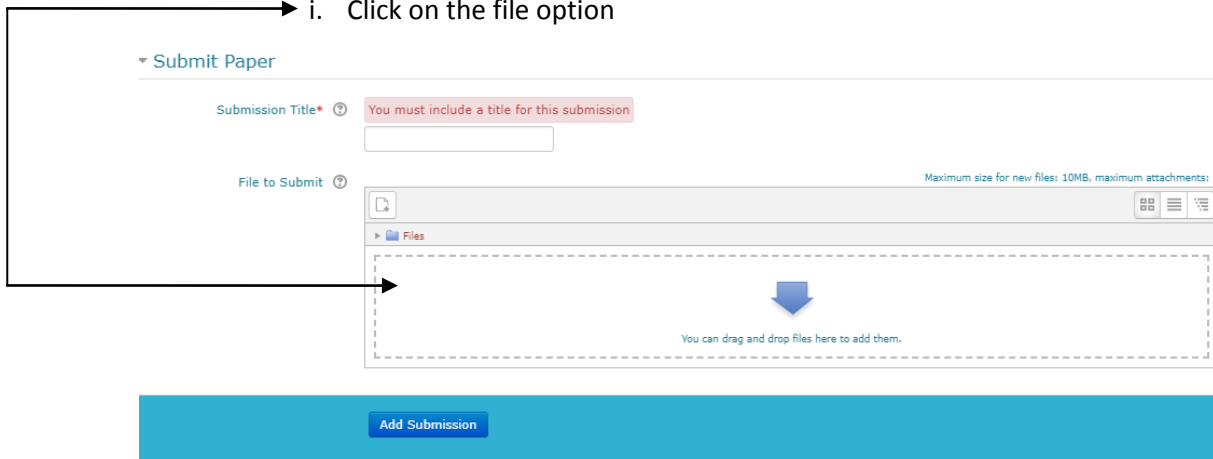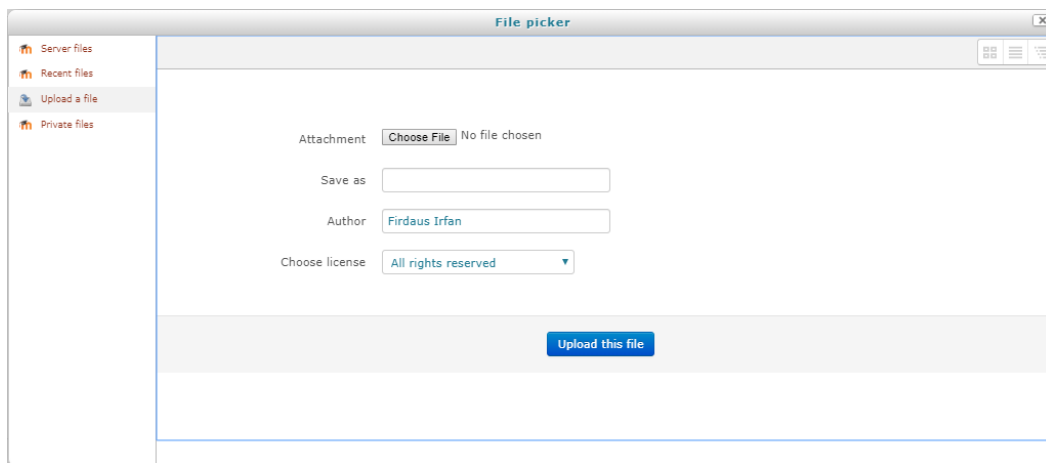File to Submit ⓘ   Maximum size for new files: 10MB, maximum attachments: 1

    ▸ 📁 Files

    You can drag and drop files here to add them.
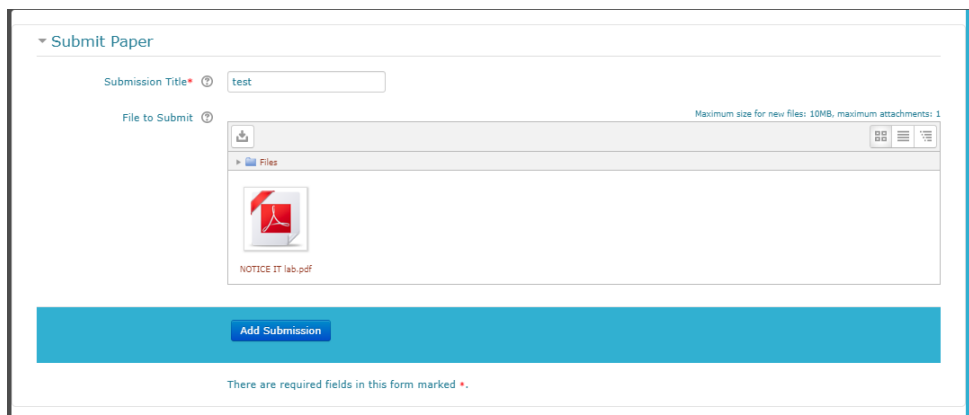
Add Submission

    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"

File picker   ✕

🏠 Server files
🏠 Recent files
📤 Upload a file
🏠 Private files

Attachment   Choose File No file chosen

Save as

Author   Firdaus Irfan

Choose license   All rights reserved ▾

Upload this 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

▾ Submit Paper

Submission Title* ⓘ   test

File to Submit ⓘ   Maximum size for new files: 10MB, maximum attachments: 1

    ▸ 📁 Files

    NOTICE IT lab.pdf

Add Submission

There are required fields in this form marked *.

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, 1st assignment uploaded on the 15th Sept , will take 24 hour process, than a resubmit was done on the same assignment on the 20th 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.