

How to upload an assignment in Moodle

USER GUIDE

Library and Learning Resource Centre

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ACCESS TO THE SUBMISSION LINK

1. Log in to your Moodle account using your login credentials (username and password).
2. From the Moodle homepage, select the course in which you need to submit your assignment.
3. Within the course, locate the link created by your instructor for submitting assignments or theses, and click on it.

The screenshot shows a Moodle course interface. On the left, there is a sidebar with 'Announcements' and four collapsed sections labeled 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. The 'Topic 1' section is expanded, showing a red icon with a speech bubble and the text 'Forum Announcements'. Below this, the 'Topic 1' section is expanded, showing an assignment icon with a plus sign and the text 'Assignment [Εργασία / Assignment](#)'. Below the assignment, the text 'Opened: Tuesday, 10 February 2026, 12:00 AM' and 'Due: Tuesday, 17 February 2026, 12:00 AM' is visible. On the right side of the page, there are three circular icons: a blue one with a white arrow, a red one with a white question mark, and a green one with a white exclamation mark. The top navigation bar includes 'Course', 'Participants', and 'Grades'.

ADD ASSIGNMENT

1. Click the “Add Submission” button to open the submission page.
2. On the new page, you can upload your assignment file from your computer.

The screenshot shows a course interface with a sidebar and a main content area. The sidebar on the left is titled "Course Menu" and contains a list of topics: General, Topic 1 (selected, showing "Epygia / Assignment"), Topic 2, Topic 3, and Topic 4. The main content area shows a page titled "Epygia / Assignment" with the following details: "Opened: Tuesday, 10 February 2026, 12:00 AM" and "Due: Tuesday, 17 February 2026, 12:00 AM". Below this is a blue "Add submission" button. The "Submission status" section shows: "Submission status" (No submissions have been made yet), "Grading status" (Not graded), and "Time remaining" (6 days 11 hours remaining).

Course Menu

General

Announcements

Topic 1

Epygia / Assignment

Topic 2

Topic 3

Topic 4

libtest / Epygia / Assignment

Epygia / Assignment

Opened: Tuesday, 10 February 2026, 12:00 AM

Due: Tuesday, 17 February 2026, 12:00 AM

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 11 hours remaining

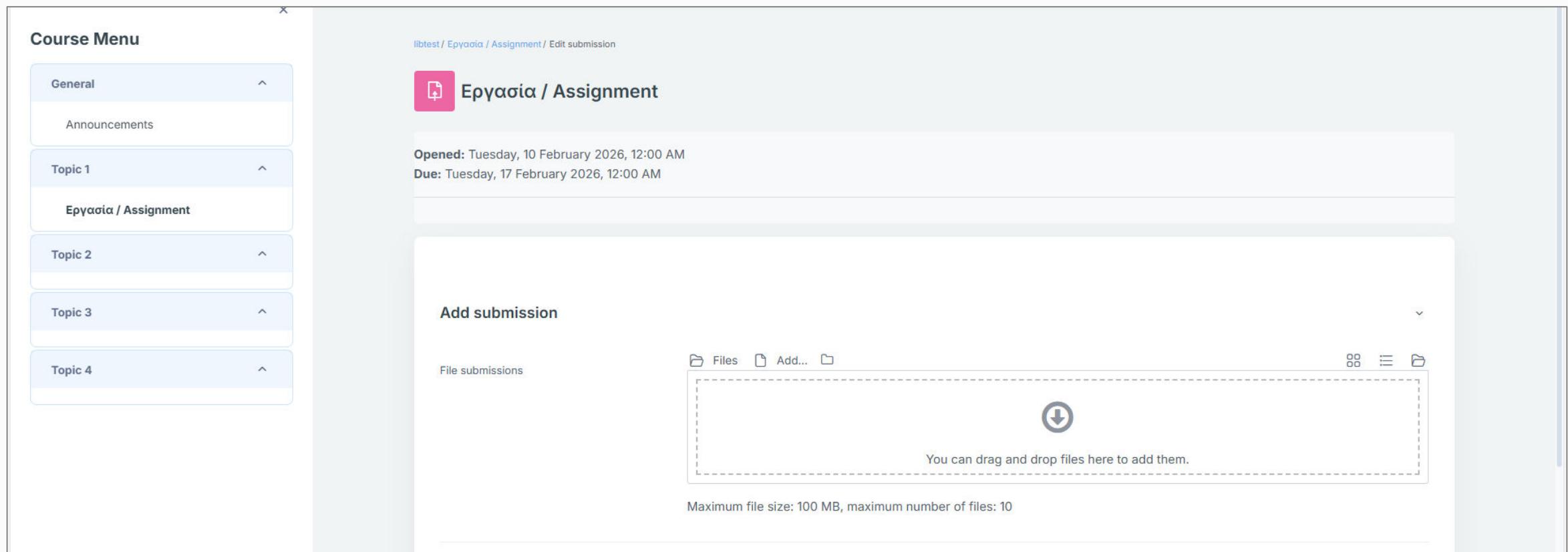
1. To proceed to the submission page, a message will appear informing you that to submit your assignment to Turnitin, you must accept the End-User License Agreement (EULA).
2. Click (1) the link “[Click here to read and accept the agreement](#)” and then (2) “[I agree](#)” to accept the terms.

The image shows a screenshot of a Moodle-based assignment submission interface for Turnitin. On the left, the assignment details are visible, including the submission deadline (Tuesday, 10 February 2026, 12:00 AM) and the due date (Tuesday, 17 February 2026, 12:00 AM). A red box highlights a message at the bottom of the submission area: "To submit a file to Turnitin you must first accept our EULA. Choosing to not accept our EULA will submit your file to Moodle only. Please click here to read and accept the Agreement." A large black arrow labeled "1" points down to this message. On the right, a modal window titled "Turnitin EULA" is displayed, showing the "Turnitin User Agreement". The agreement text discusses the purpose of Turnitin's services and the responsibilities of the user. At the bottom of the modal, there are two buttons: "I disagree" and "I agree".

FILE SUBMISSION

You have the option to upload your assignment in two ways:

- **1st method:** Drag your file into the box titled “**You can drag & drop files here to add them.**”
- **2nd method:** Add your file by clicking on the **add icon**.

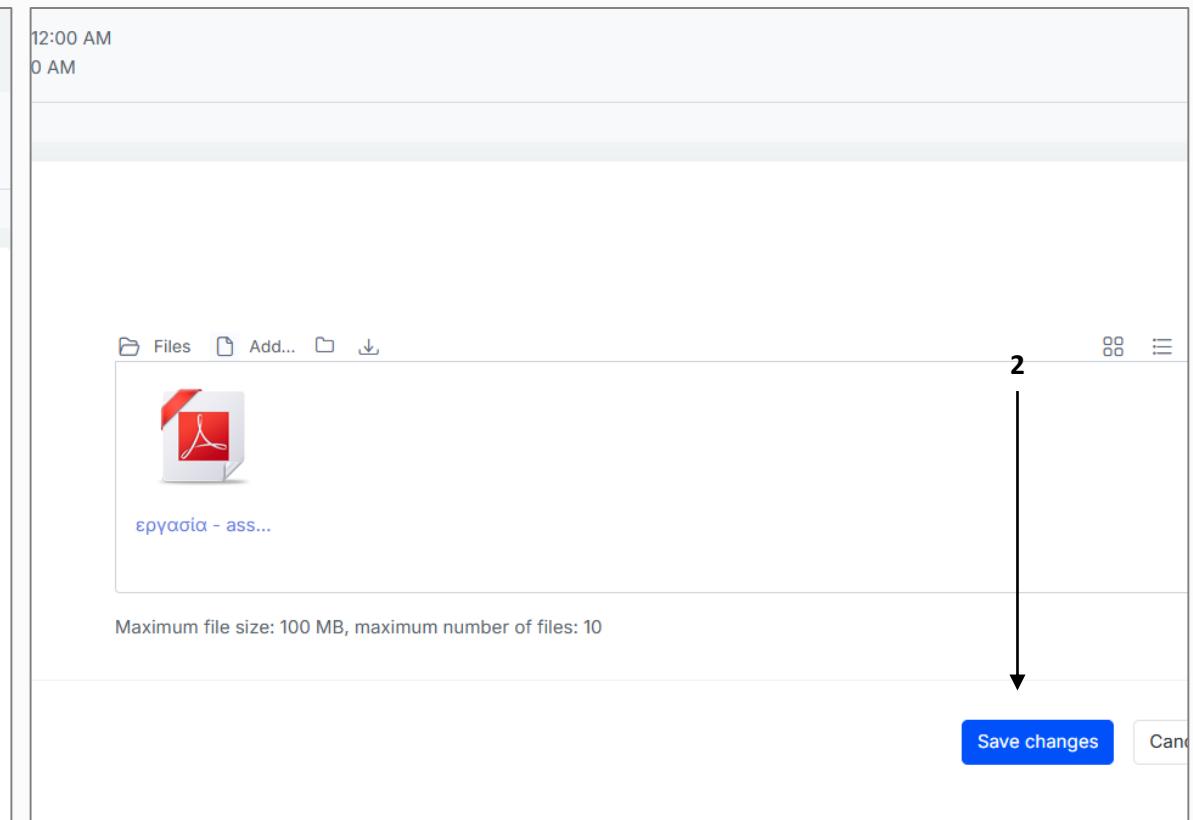
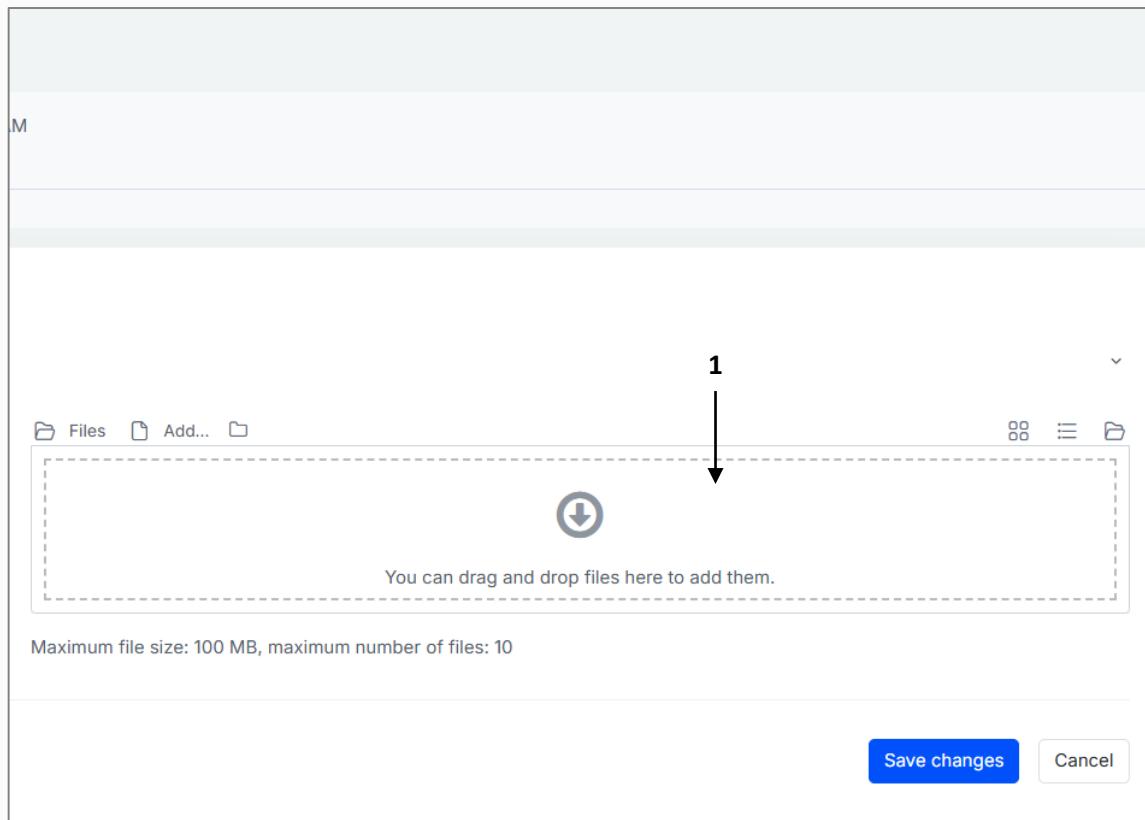


The screenshot shows a course submission interface. On the left is a Course Menu with sections: General (Announcements), Topic 1 (Epygia / Assignment), Topic 2, Topic 3, and Topic 4. The main area is titled "Epygia / Assignment" and shows submission details: Opened: Tuesday, 10 February 2026, 12:00 AM and Due: Tuesday, 17 February 2026, 12:00 AM. Below this is a "Add submission" section with a "File submissions" button and a large dashed box for file upload. The box contains a downward arrow icon and the text "You can drag and drop files here to add them." At the bottom, it specifies "Maximum file size: 100 MB, maximum number of files: 10".

FILE SUBMISSION

1st method:

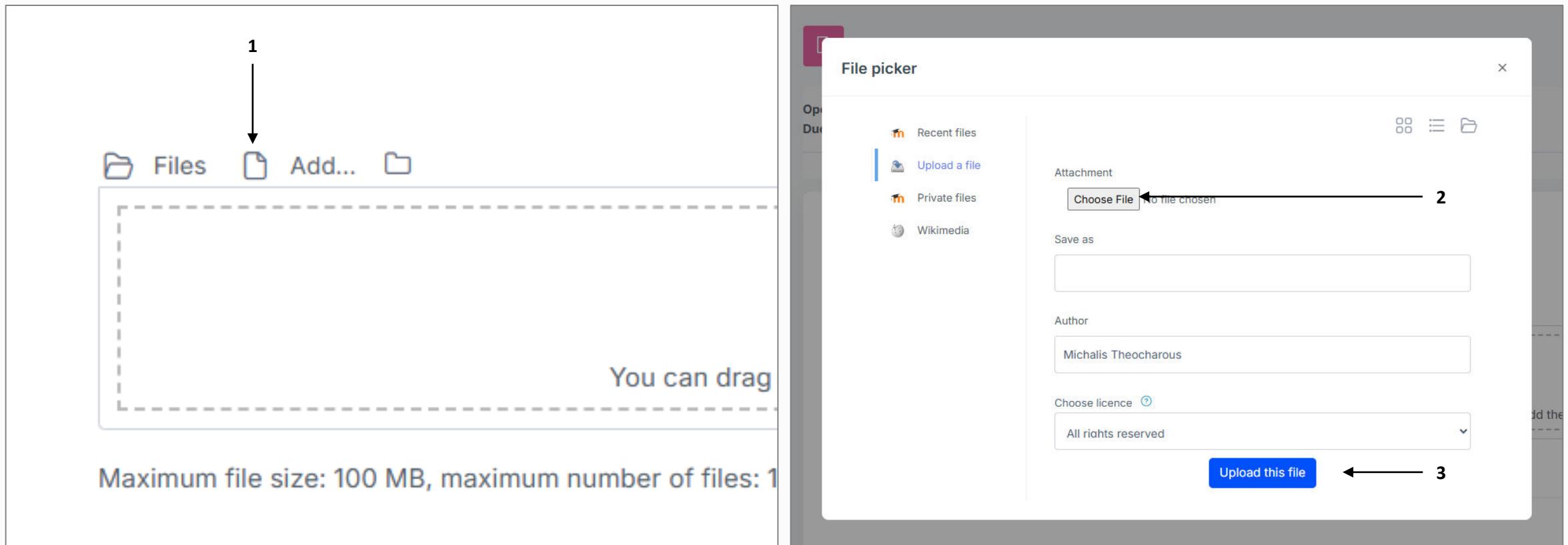
1. Drag your file into the area with the message “You can drag & drop files here to add them.”
2. Click “Save changes.”



FILE SUBMISSION

2nd method:

1. Click the add icon.
2. In the window that appears, first select “Choose file” and locate your assignment file.
3. Next, click “Upload this file”, as highlighted in the image.



FILE SUBMISSION

1. After uploading the file,
2. select “Save changes” to complete the submission.

Announcements

- Topic 1 ^
Εργασία / Assignment
- Topic 2 ^
- Topic 3 ^
- Topic 4 ^

Opened: Tuesday, 10 February 2026, 12:00 AM
Due: Tuesday, 17 February 2026, 12:00 AM

Add submission

File submissions

Files Add... ▼

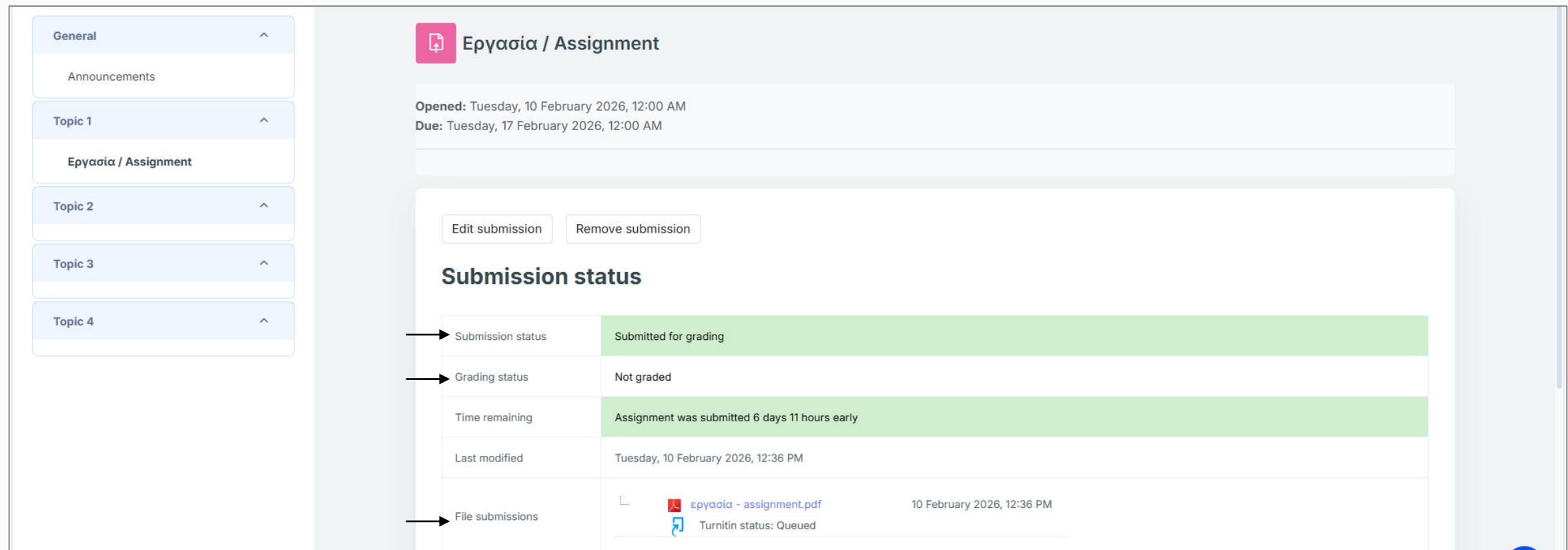
 εργασία - ass...

Maximum file size: 100 MB, maximum number of files: 10

Save changes Cancel ?

SUBMISSION CONFIRMATION

- After submitting your assignment, a message confirming successful submission will appear.
- In the File Submission, Turnitin will show “Queued.”



The screenshot shows the submission status for an assignment titled "Epygia / Assignment". The assignment was opened on Tuesday, 10 February 2026, 12:00 AM and is due on Tuesday, 17 February 2026, 12:00 AM. The submission status is "Submitted for grading" and the grading status is "Not graded". The assignment was submitted 6 days 11 hours early. The file submitted is "epygia - assignment.pdf" and its Turnitin status is "Queued".

General

Announcements

Topic 1

Epygia / Assignment

Topic 2

Topic 3

Topic 4

Epygia / Assignment

Opened: Tuesday, 10 February 2026, 12:00 AM
Due: Tuesday, 17 February 2026, 12:00 AM

Edit submission Remove submission

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 11 hours early
Last modified	Tuesday, 10 February 2026, 12:36 PM
File submissions	 epygia - assignment.pdf  Turnitin status: Queued



FOR MORE INFORMATION ASK YOUR LIBRARIAN!

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