

How to upload an assignment in Moodle

USER GUIDE

Library and Learning Resource Centre

TABLE OF CONTENTS

- [ACCESS TO THE SUBMISSION LINK](#)
- [ADD ASSIGNMENT](#)
- [TURNITIN](#)
- [FILE SUBMISSION](#)
- [SUBMISSION CONFIRMATION](#)



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 displays a Moodle course interface. On the left, a sidebar contains a list of topics: 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. The 'Topic 1' section is expanded, revealing a link labeled 'Εργασία / Assignment'. The main content area features a 'General' section with a 'Forum Announcements' link and a 'Topic 1' section with an 'Assignment Εργασία / Assignment' link. The assignment link is highlighted in blue. Below the assignment link, the dates 'Opened: Tuesday, 10 February 2026, 12:00 AM' and 'Due: Tuesday, 17 February 2026, 12:00 AM' are displayed. The interface includes a top navigation bar with 'Course', 'Participants', and 'Grades' tabs, and a bottom right corner with a blue triangle icon and a question mark icon.

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.

Course Menu

General

Announcements

Topic 1

Eργασία / Assignment

Topic 2

Topic 3

Topic 4

libtest / Εργασία / Assignment

Eργασία / Assignment

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

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

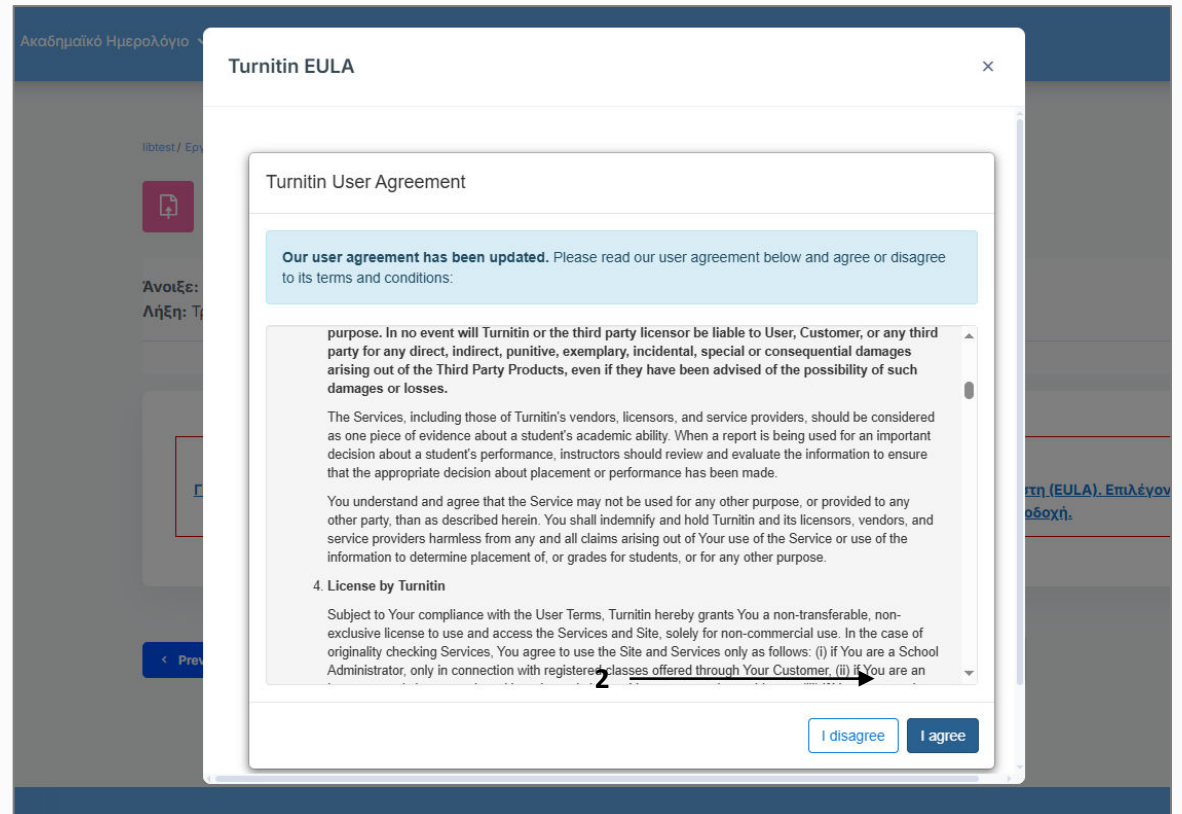
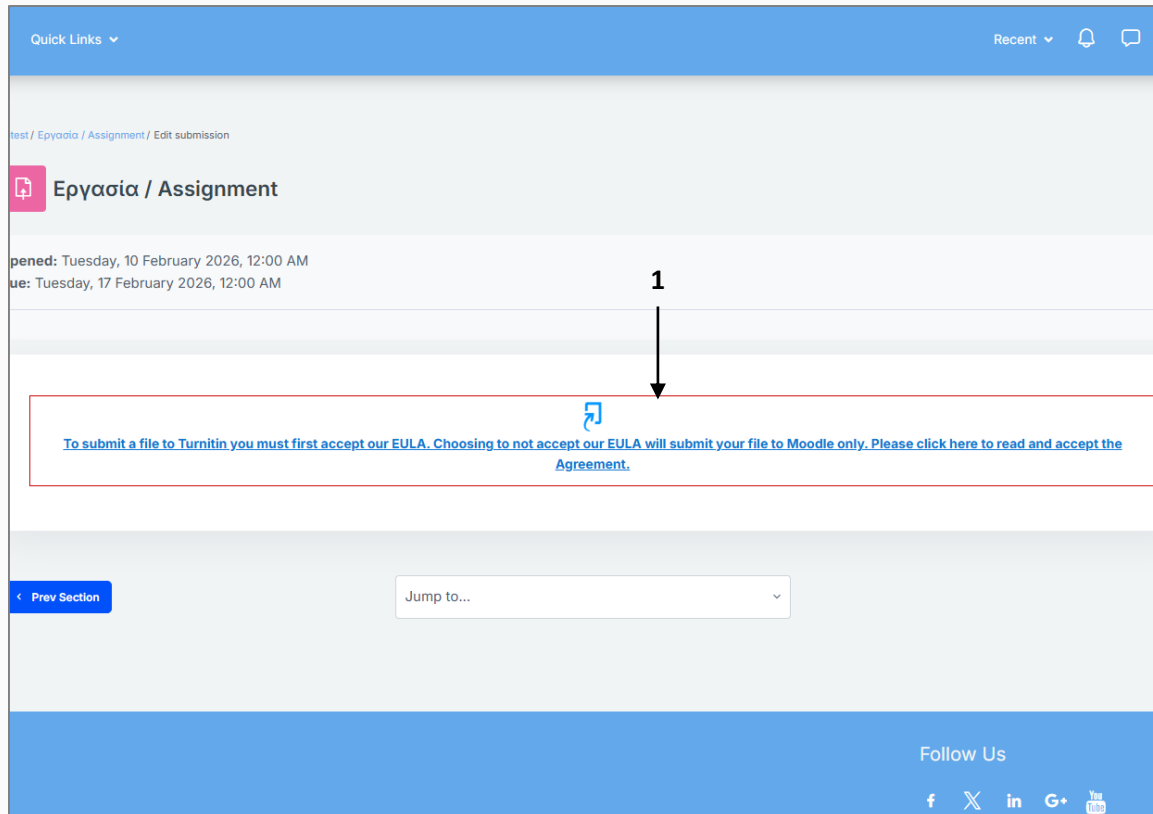
Add submission

Submission status

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

TURNITIN

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.



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 displays the 'Epyaia / Assignment' submission page. On the left is a 'Course Menu' sidebar with a 'General' section and four 'Topic' sections. The 'Epyaia / Assignment' link is highlighted under 'Topic 1'. The main content area shows the assignment title 'Eργασία / Assignment' with a pink icon, and its status: 'Opened: Tuesday, 10 February 2026, 12:00 AM' and 'Due: Tuesday, 17 February 2026, 12:00 AM'. Below this is the 'Add submission' section, which includes a 'File submissions' label and a large dashed box for file uploads. Inside the box is a downward arrow icon and the text 'You can drag and drop files here to add them.' Above the box are icons for 'Files', 'Add...', and a folder icon. To the right of the box are icons for a grid, list, and folder. At the bottom, a note states: 'Maximum file size: 100 MB, maximum number of files: 10'.

libtest / Epyaia / Assignment / Edit submission

Eργασία / Assignment

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

Add submission

File submissions

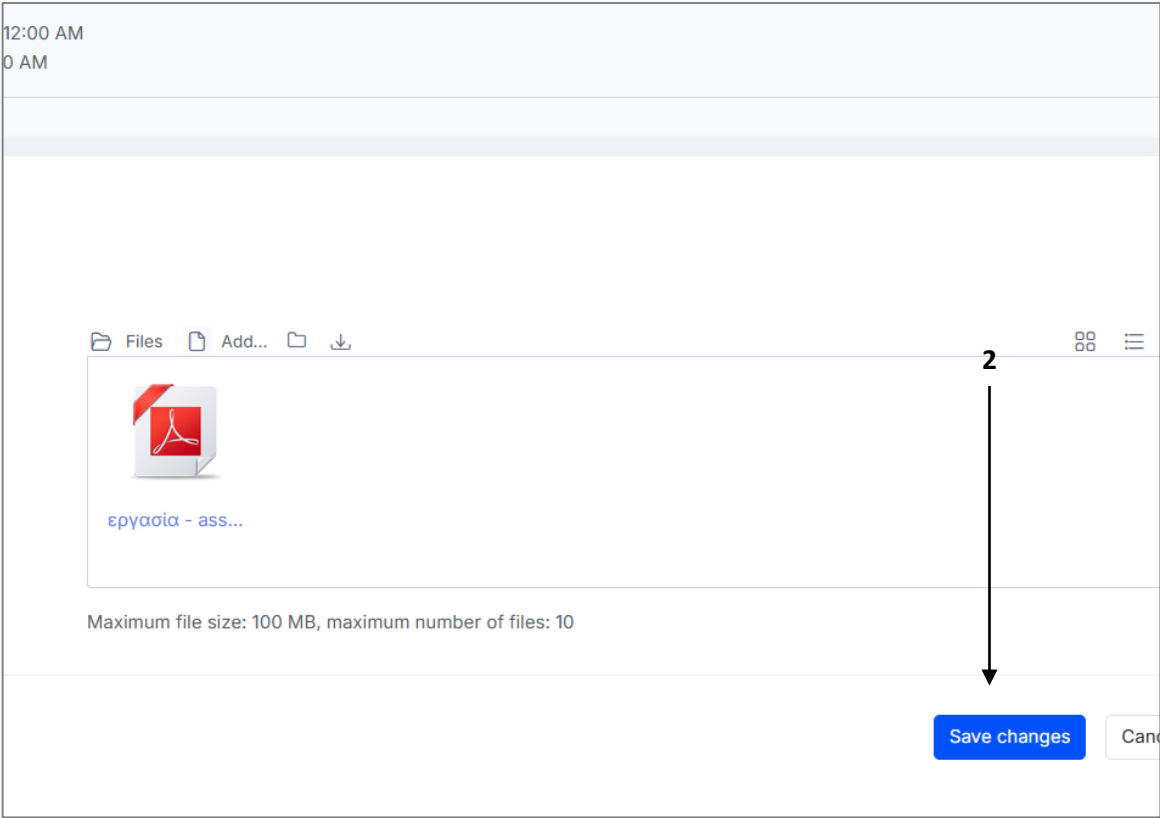
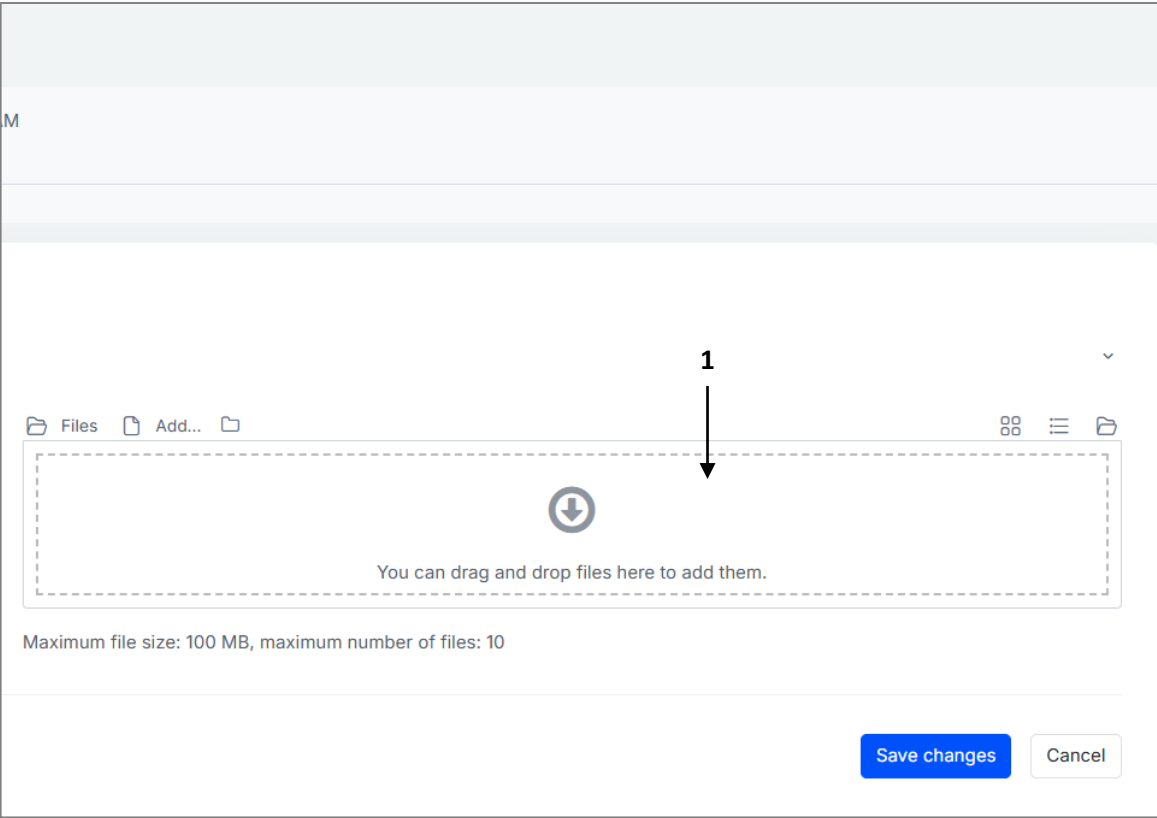
You can drag and drop files here to add them.

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

FILE SUBMISSION

1st method:

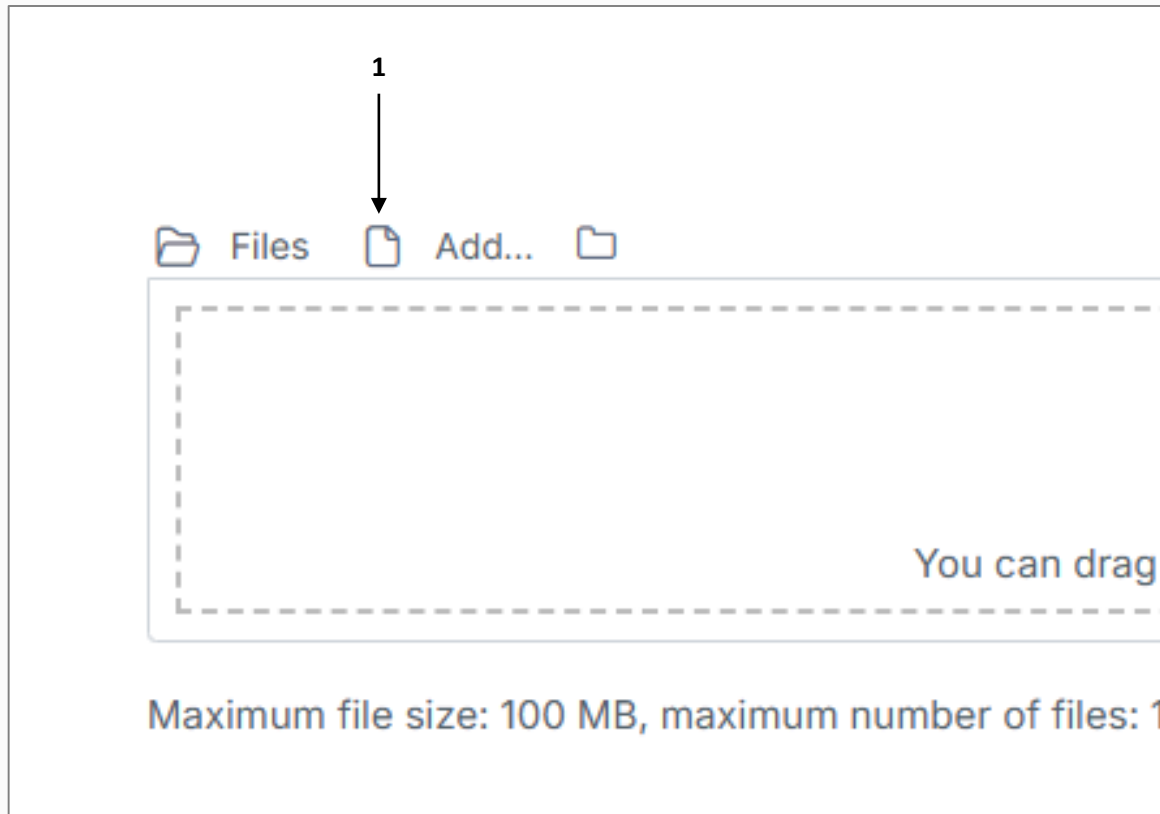
- 1. Drag your file into the area with the message “You can drag & drop files here to add them.”
- 2. Click “Save changes.”



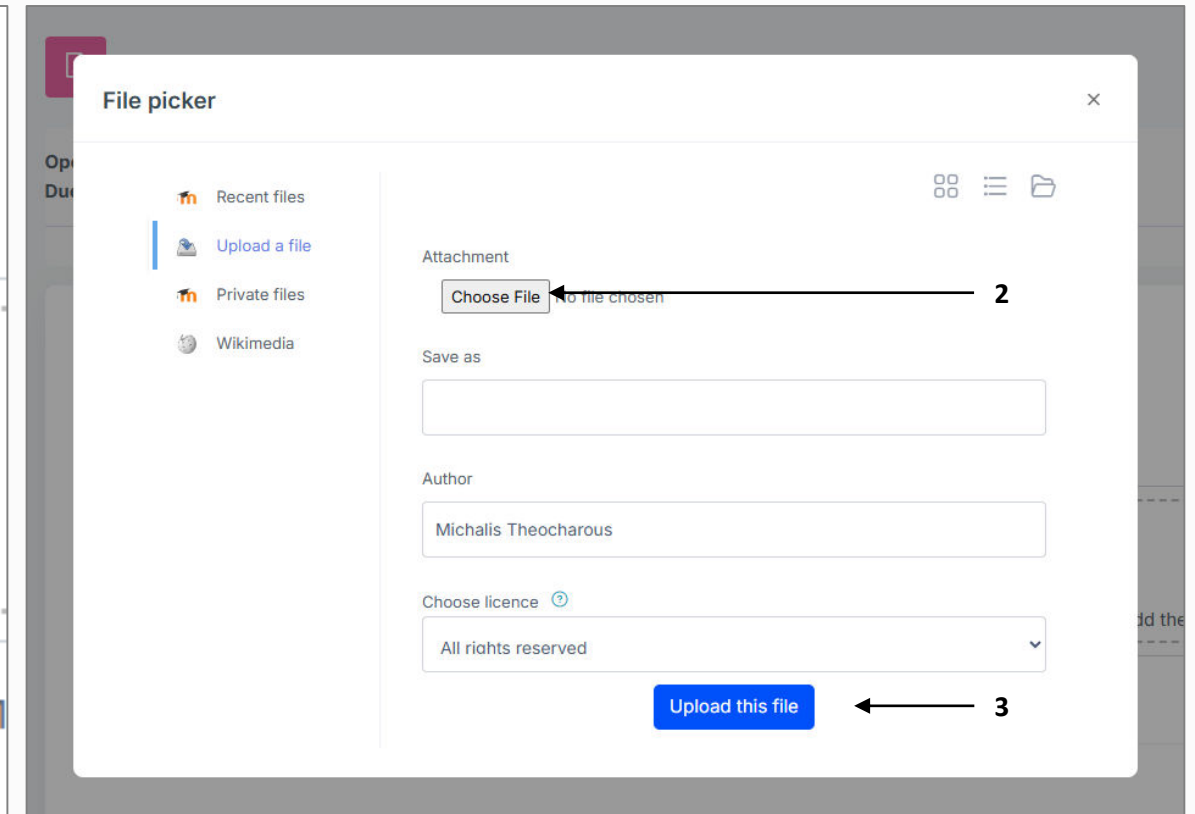
FILE SUBMISSION

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.

The screenshot displays a web interface for file submission. On the left is a sidebar with a list of topics: "Topic 1", "Eργασία / Assignment", "Topic 2", "Topic 3", and "Topic 4". The main content area at the top shows submission dates: "Opened: Tuesday, 10 February 2026, 12:00 AM" and "Due: Tuesday, 17 February 2026, 12:00 AM". Below this is a section titled "Add submission" which contains a "File submissions" area. A file upload window is open, showing a PDF icon and the filename "εργασία - ass...". At the bottom of the main area, there are two buttons: "Save changes" (highlighted in blue) and "Cancel". A footer bar on the right contains two circular icons, one with a question mark and one with a document icon.

SUBMISSION CONFIRMATION

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

General ^

Announcements

Topic 1 ^

Eργασία / Assignment

Topic 2 ^

Topic 3 ^

Topic 4 ^

Eργασία / 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	<div><div>...</div><div><div>εργασία - assignment.pdf</div><div>10 February 2026, 12:36 PM</div></div><div><div>Turnitin status: Queued</div></div></div>





FOR MORE INFORMATION ASK YOUR LIBRARIAN!

Neapolis University Pafos

Library and Learning Resource Centre

2 Danais Avenue,
8042 Pafos, Cyprus

+357 26 843 313 | lib@nup.ac.cy

