

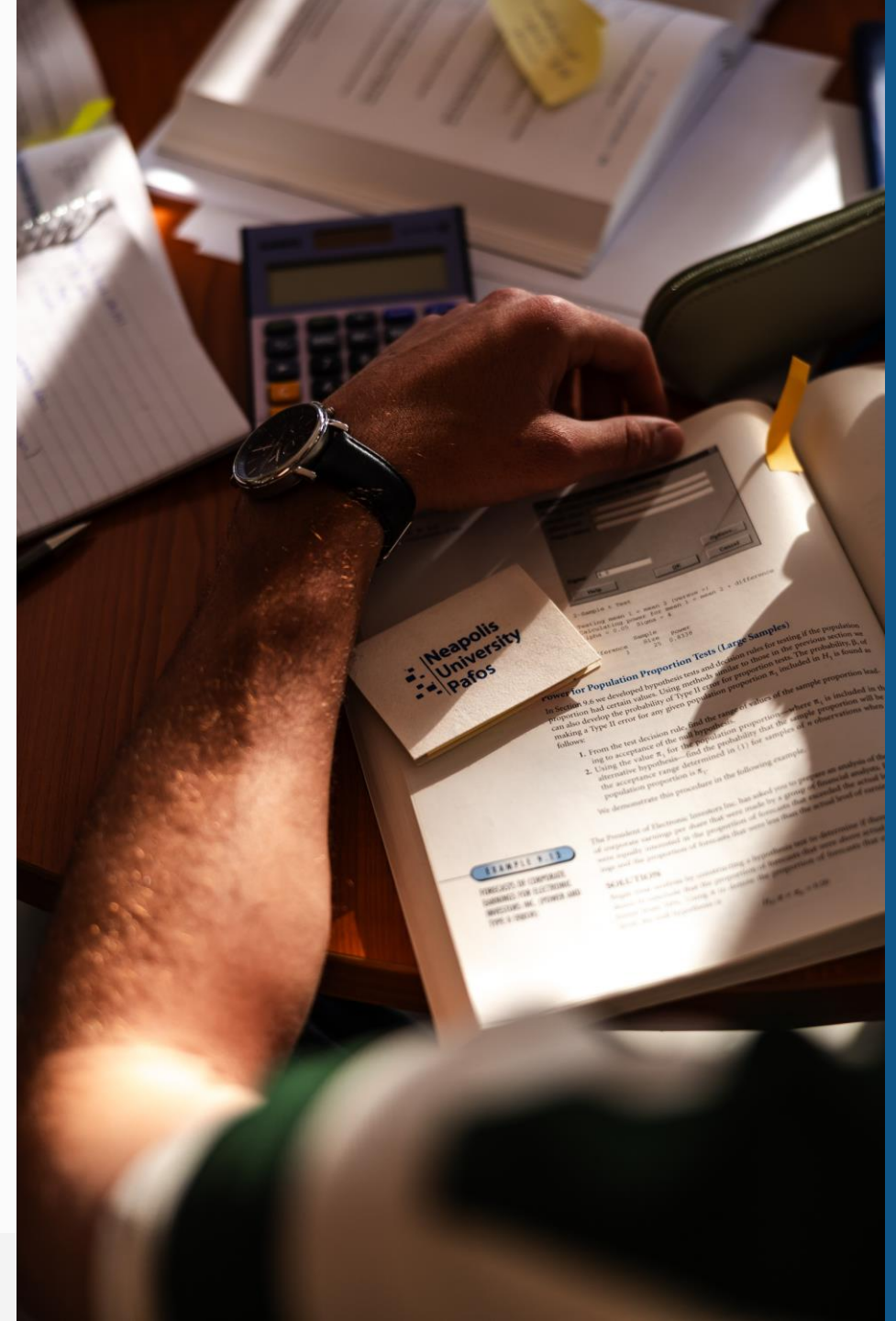
HOW TO UPLOAD AN ASSIGNMENT IN MOODLE

User Guide



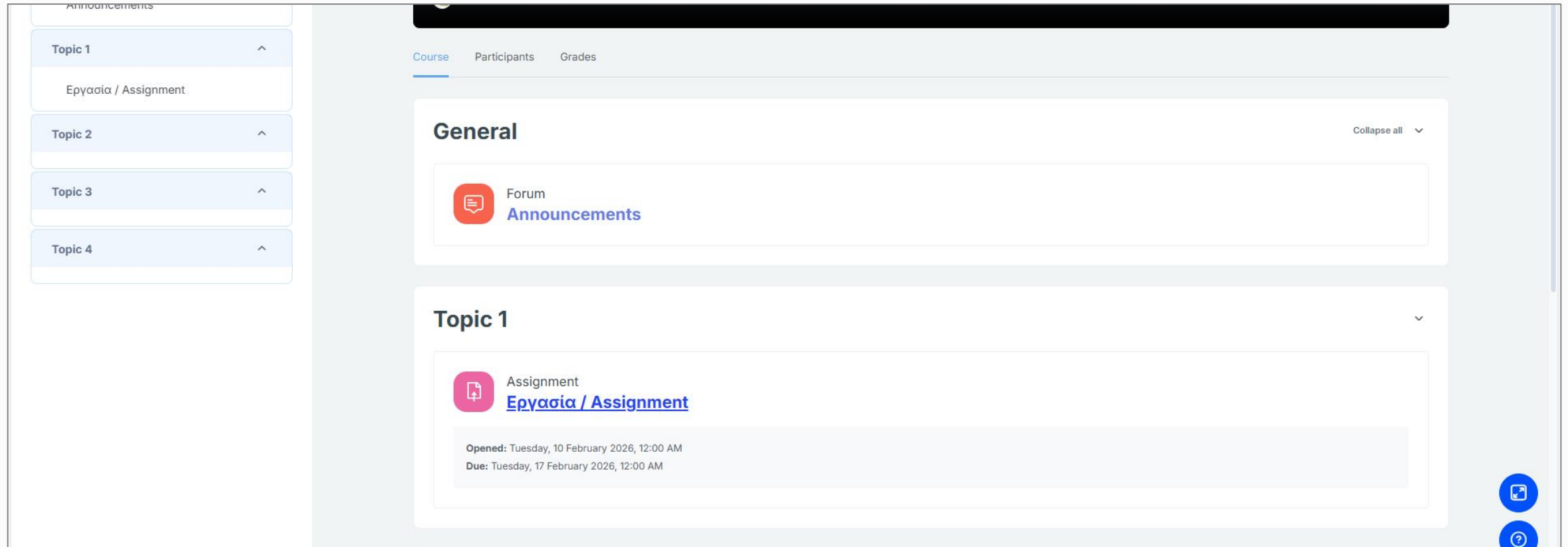
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ACCESS TO THE SUBMISSION LINK

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 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, showing a link for 'Εργασία / Assignment'. The main content area features a navigation bar with 'Course', 'Participants', and 'Grades' tabs. Below this, there is a 'General' section with a 'Collapse all' button and a 'Forum Announcements' link. The 'Topic 1' section is also expanded, showing an 'Assignment' link for 'Εργασία / Assignment'. The assignment details include: 'Opened: Tuesday, 10 February 2026, 12:00 AM' and 'Due: Tuesday, 17 February 2026, 12:00 AM'. In the bottom right corner, there are two circular icons: a blue one with a white document icon and a white one with a blue 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.

libtest / Εργασία / Assignment

Εργασία / Assignment

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

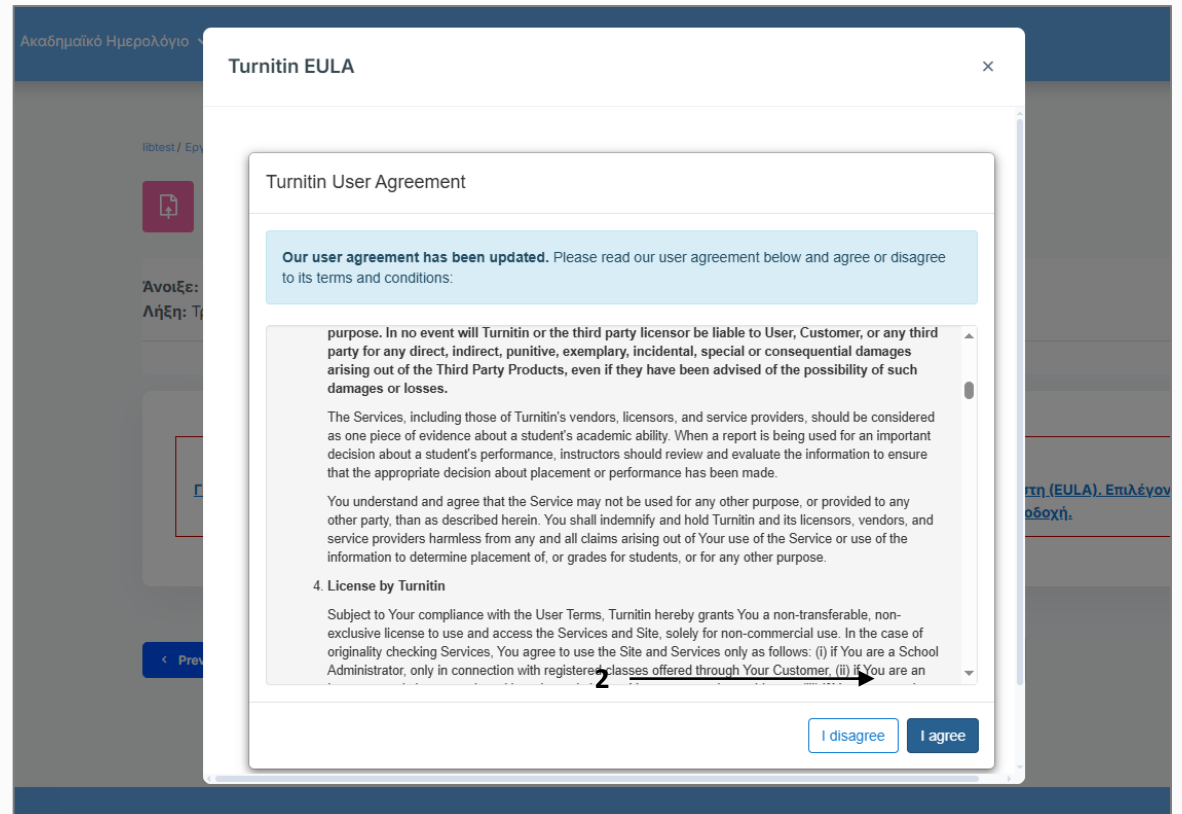
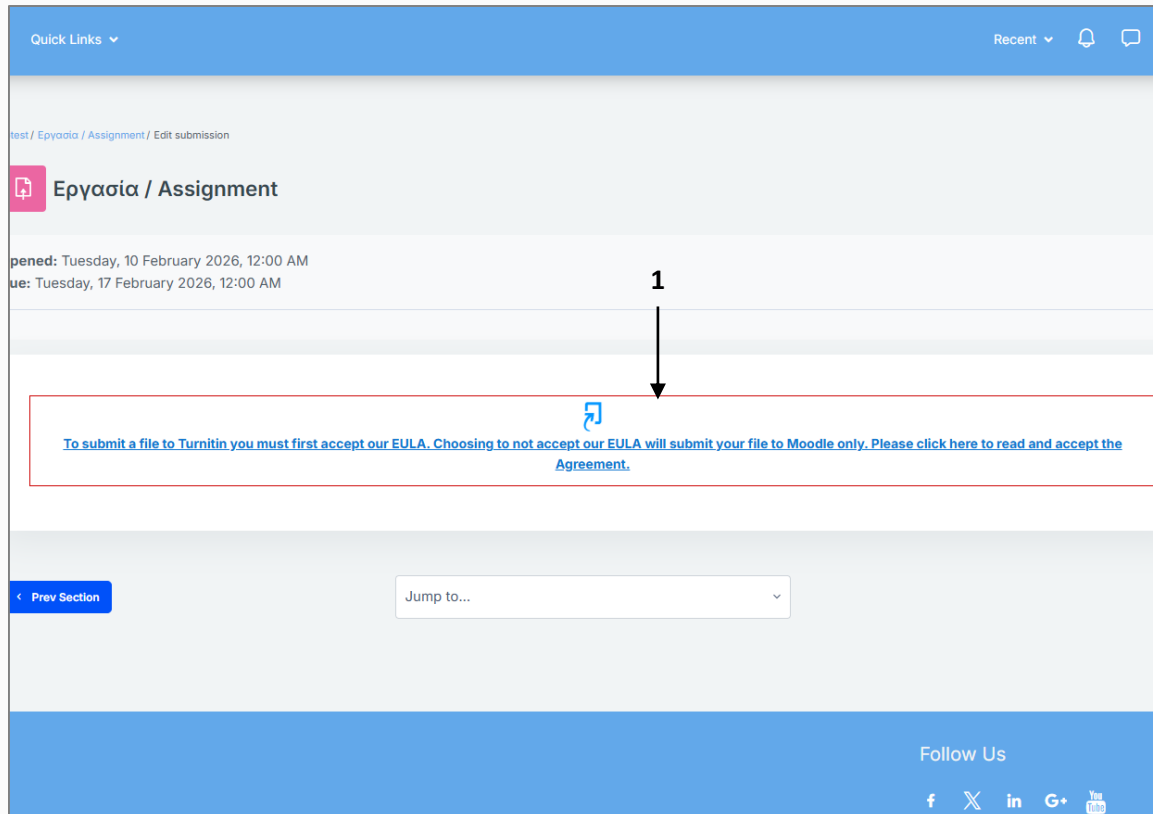
[Add submission](#)

Submission status

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

TURNITIN

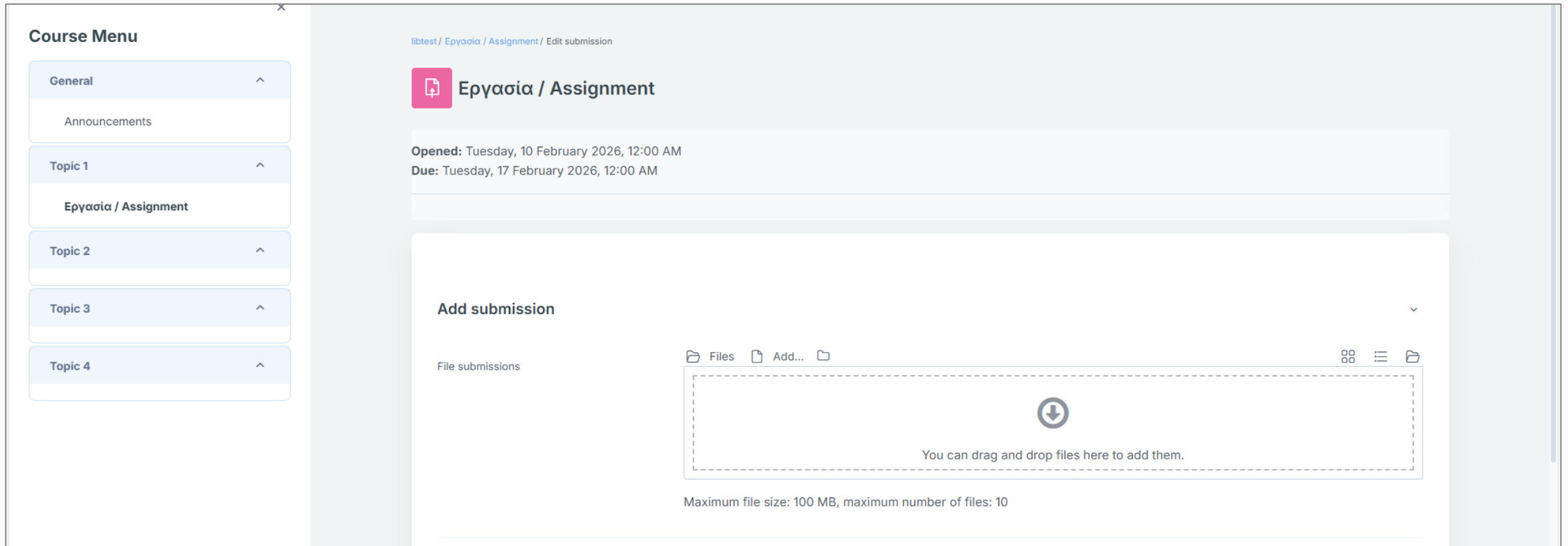
1. To proceed to the submission page, a message will appear informing you that to submit your assignment to Turnitin, you must accept the End-User License Agreement (EULA).
2. Click (1) the link “**Click here to read and accept the agreement**” and then (2) “**I agree**” to accept the terms.



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**.

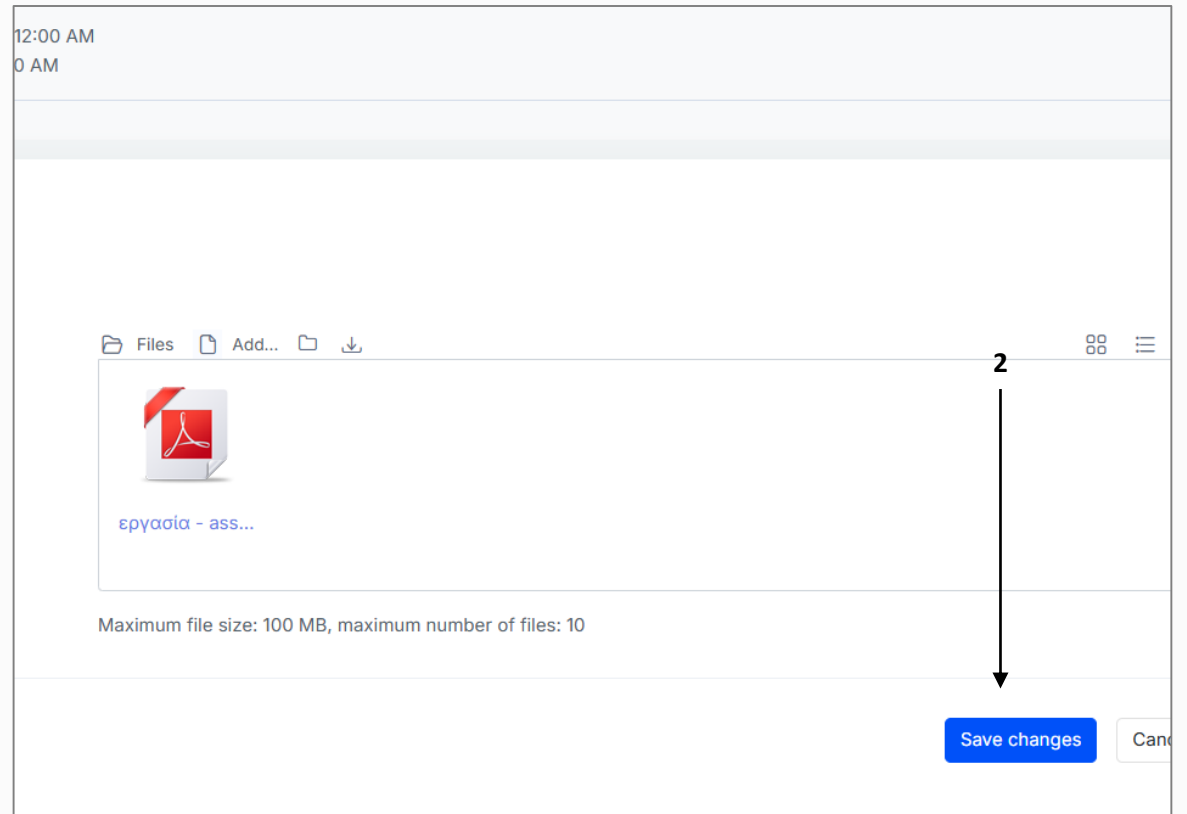
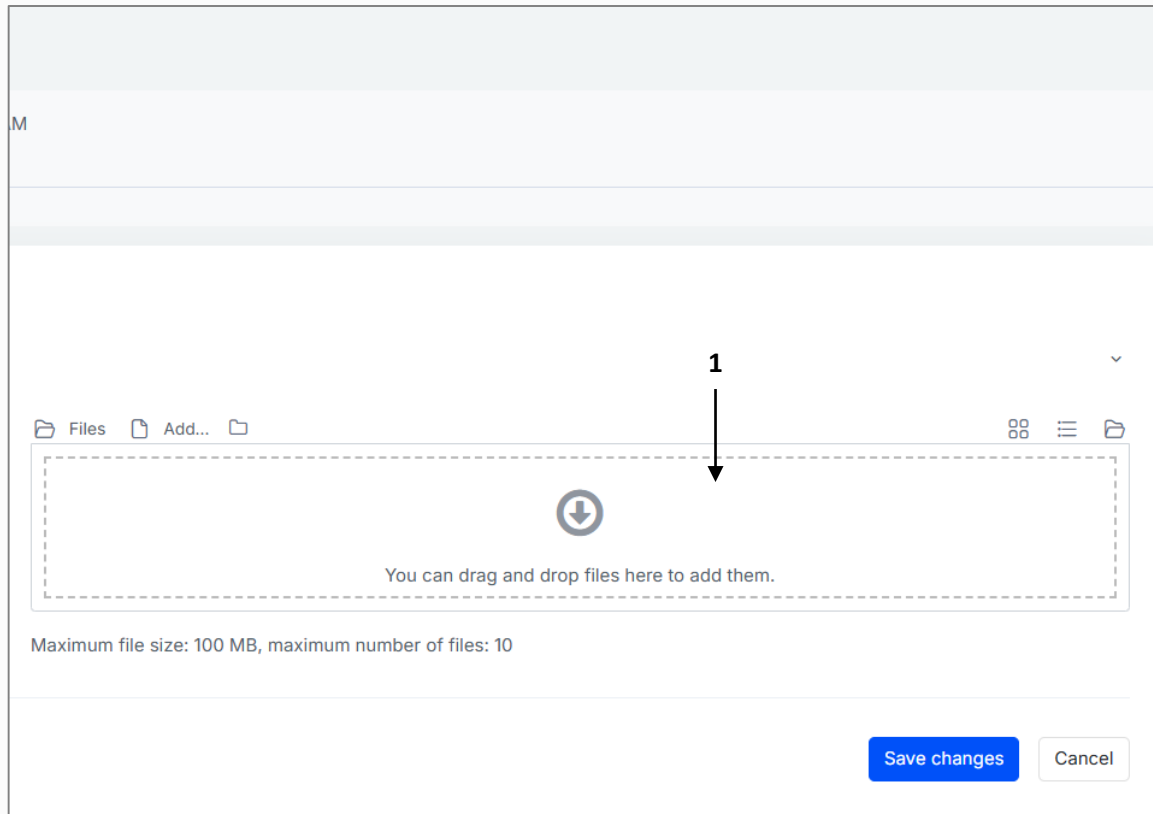


The screenshot displays a web interface for submitting an assignment. On the left is a 'Course Menu' with categories: General, Topic 1, Topic 2, Topic 3, and Topic 4. The 'Eργασία / Assignment' item under Topic 1 is selected. The main content area shows the assignment title 'Eργασία / Assignment' with a pink icon, and submission dates: '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' area. This area features a file manager interface with 'Files', 'Add...', and a folder icon. A large dashed box contains a downward arrow icon and the text 'You can drag and drop files here to add them.' Below the dashed box, it states 'Maximum file size: 100 MB, maximum number of files: 10'.

FILE SUBMISSION

1st method:

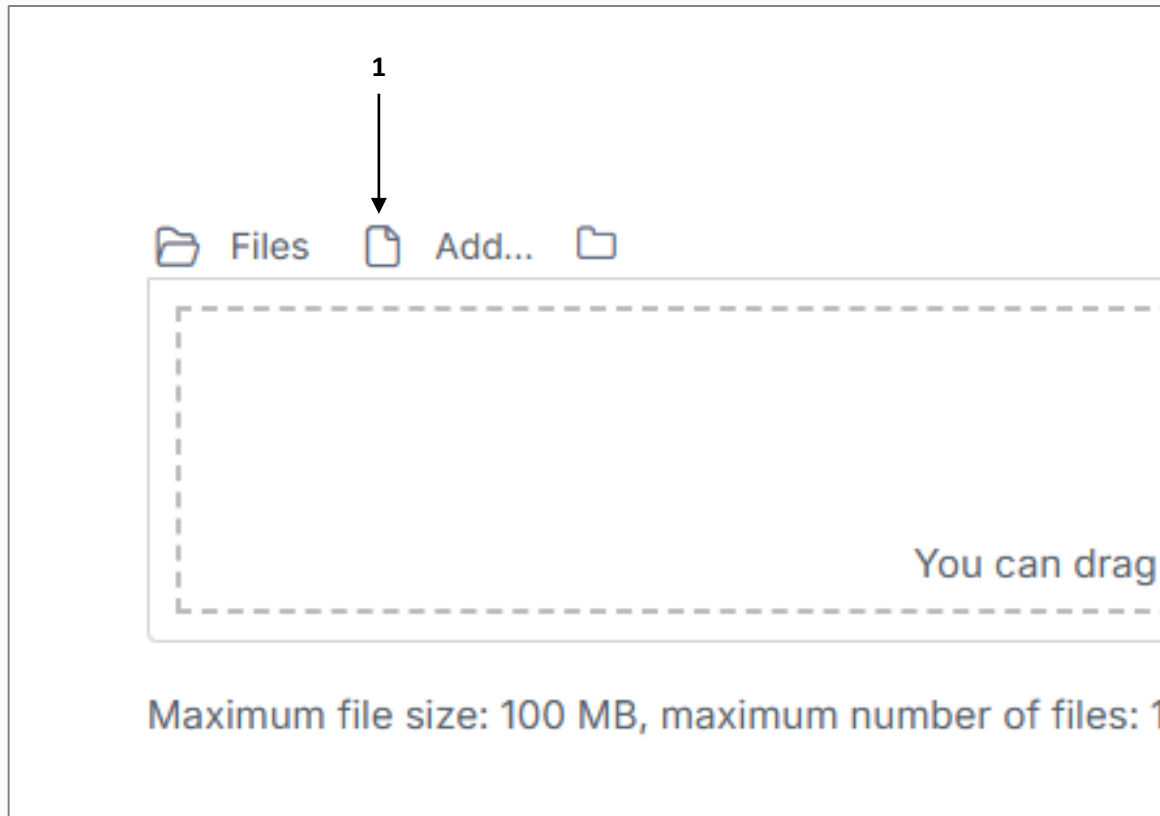
1. Drag your file into the area with the message “You can drag & drop files here to add them.”
2. Click “Save changes.”



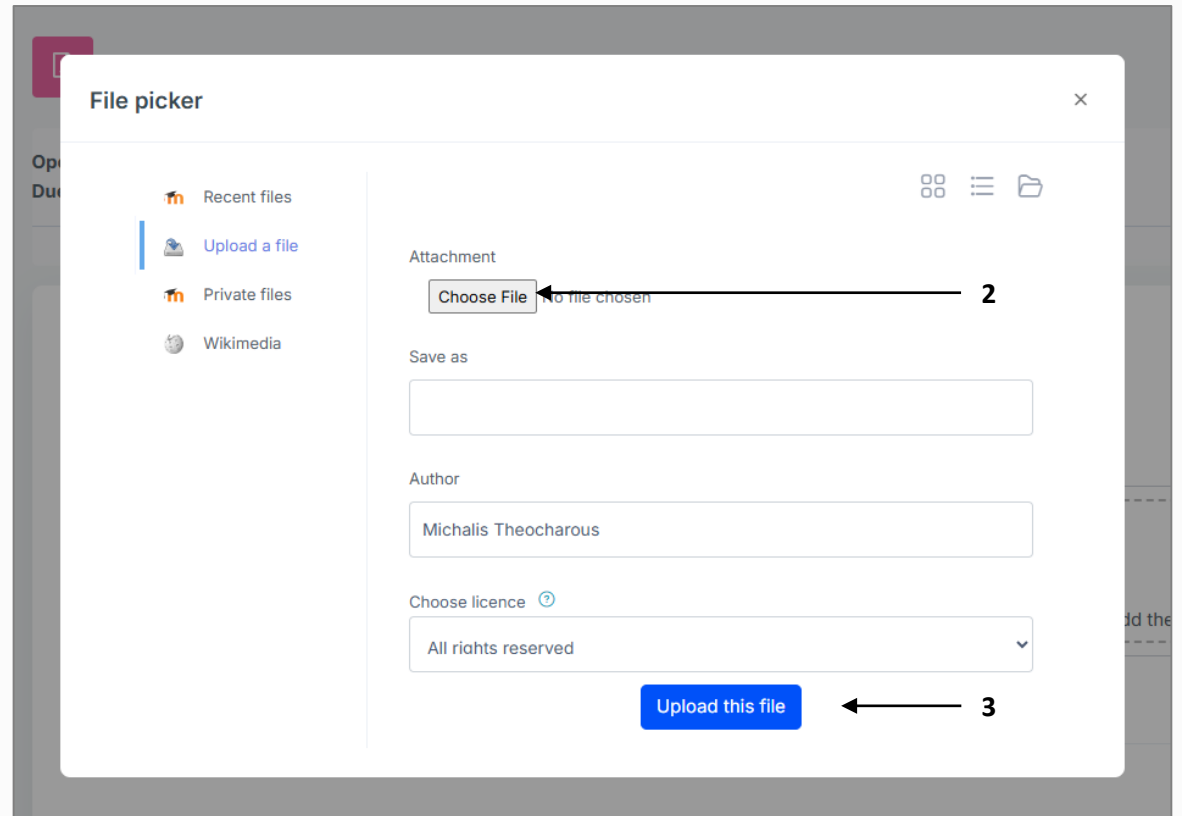
FILE SUBMISSION

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 user interface for file submission. On the left, a sidebar contains a list of topics: "Topic 1", "Eργασία / Assignment", "Topic 2", "Topic 3", and "Topic 4". The main content area shows submission details: "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" with a dropdown arrow. Underneath, there is a "File submissions" section containing a file upload window. The window shows a file icon for a PDF document named "εργασία - ass...". Below the window, the text reads "Maximum file size: 100 MB, maximum number of files: 10". At the bottom right of the main area, there are two buttons: "Save changes" (highlighted in blue) and "Cancel".

SUBMISSION CONFIRMATION

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

Εργασία / 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	εργασία - assignment.pdf 10 February 2026, 12:36 PM Turnitin status: Queued



FOR MORE INFORMATION ASK YOUR LIBRARIAN!

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