

myModules User Guide

Student User Manual: How to submit an Assessment in myModules



Define tomorrow.

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1. How to submit an Assignment on myModules

Once you have logged into the myUNISA site and have navigated to your myModules Dashboard, you can follow the below steps to submit your Assignment.

• Step 1: At the top of your page there is a 'myModules' drop-down menu. Please click on it to expand it



Figure 1-1

• Step 2: Now, please select the correct course from the list and click on it. You will now be directed to the Module/Course Site.



Figure 1-2

• Step 3: On your Module site, scroll down and select the Topic/section in which the Assignment is located and then click on it





• Step 4: Within that Topic, please select the Assignment which you will be submitting and click on it.

4. Week 3 - Curing Covid19		
Assignment Moodle Assignment 1 	Assignment imposed and the second se	1



- Step 5: You should be directed to the 'Submission Status' page. This page contains:
 - a) the actual Assignment Instructions/Content (This depends on your Lecturer)
 - b) basic information for your submission

L. Donec blandit	feugiat ligula assignment 1.pdf10 February 2022, 11:57 AM
Submission st	tatus
5b	
Attempt number	This is attempt 1 (1 attempts allowed).
Submission	No attempt
status	
Grading status	Not graded
Due date	Thursday, 17 February 2022, 12:00 AM
Time remaining	6 days 10 hours
Last modified	-
Submission comments	
	Comments (0)

Figure 1-5

• Step 6: To upload your Assignment, you will scroll down and click on the 'Add submission' button

Time remaining	6 days 10 hours
Last modified	-
Submission comments	Comments (0)
	6 Add submission
	Thank you, Unisa acknowledges receipt of your assignment/project.

Figure 1-6

• Step 7: You will now be directed to the actual Submission page. The submission page will inform you of the basic File upload parameters (shown in the below screen)

File submissions		Maximum file size: 500MB maximum number of files: 1
	d	You can drag and drop files here to add them.
	Accepted file types: PDF document .pdf	



a) Add: This is used to upload your Assignment





- b) Maximum file size: This indicates the largest size your upload can be
- c) Maximum number of files: This indicates the total number of files you can upload



Figure 1-9

d) Upload field: You can drag and drop your upload into

	٦
You can drag and drop files here to add them.	

Figure 1-10

e) Accepted file types:



Figure 1-11

- Step 8: There are two ways to upload your submission to the myModules site:
 - 1. You can 'Drag and drop' your file into the field provided (as shown in Figure 1-10)
 - 2. You can use the 'Add' button and follow the below screens:
 - a. Click on the 'Add' button

File submissions	
	Files
	· · · · · · · · · · · · · · · · · · ·

Figure 1-12

b. Click on 'Upload file', then click on 'Choose file'

File picker			×
n Recent files		 ≣	
🚵 Upload a file			
m Private files	Attachment		
() Wikimedia	Choose File No file chosen		
	Save as		
	Author		
	Student One		
	Choose licence 💡		
	Licence not specified		~
	Upload this file		

Figure 1-13

c. Select your Assignment from your Laptop/Desktop file manager, then click on 'Open'

← → • ↑ <mark></mark>	■ > This PC > Desktop > ✓ ੋ	🔎 Search Desktop	
Organize 👻 No	ew folder		- 🔳 😲
 OneDrive This PC 3D Objects Desktop Documents 	 Name Content Moderation Research.txt Donec blandit feugiat ligula assignment DSAA Moodle Training.pptx Iogs_PGDBM-Operations Management J MBL MBA Research report Assessment R MBL MBA Research report Assessment R 	Date modified 2020/10/17 22:56 2022/01/24 14:37 2021/11/26 09:51 2022/02/07 14:01 2021/12/15 05:31	Type ^ Text Docume Adobe Acrob Microsoft Po Microsoft Ext Microsoft Wo
 Downloads Music Pictures Videor 	MBL MBA Research report Assessment K Moodle User Guide_Site Navigation Man myModules Assignment.pdf Report on the AdaptIT Moodle Staff Guid	2021/12/15 05:31 2022/02/07 11:07 2021/06/28 15:11 2021/11/16 13:41	Adobe Acrob Microsoft Wo Adobe Acrob Microsoft Wo
S (C:)	Iechnology stream presentation 10 Augu UNISA Moodle User Guides.docx Welcome Page.jpg	2021/11/23 13:26 2022/02/07 17:23 2021/05/26 15:28	Microsoft Po Microsoft Wo JPG File
	File name: myModules Assignment.pdf	✓ All Files (*.*) Open	Cancel .:i

Figure 1-14

d. You will type in the name of your submission in the 'Save as' field. Once you have done that please click on 'Upload file'

File picker			>	<
n Recent files		 ≣		
m Private files	Attachment Choose File myModulesignment.pdf			
	Save as myModules Assignment			
	Author Student One			
	Choose licence 👩		~	
	Upload this file		Ţ	

Figure 1-15

e. You will then be shown your submission within the upload field

File submissions	
	Accepted file types:
	PDF document .pdf

Figure 1-16

• Step 9: Once you have uploaded the file into the provided field, you can now click on the 'Save changes' button. That will save your upload within the myModules site, and you will be automatically directed back to the 'Submission status page'.

File submissions	
	Files
	$\overset{\checkmark}{\sim}$
	myModules
	Accepted file types:
	PDF document .pdf
	Save changes Cancel



Please Note: It will save your uploaded Assignment as a draft within the system. You can go back to it at any time before the Due date, to edit it or remove it and then re-upload it.

Submission st	atus
Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Thursday, 17 February 2022, 12:00 AM
Time remaining	6 days 10 hours
Last modified	Thursday, 10 February 2022, 1:28 PM
File submissions	
	myModules Assignment .pdf 10 February 2022, 1:28 PM

Figure 1-18

• Step 10: Once you have uploaded your Assignment as the final draft, you can then scroll down on the 'Submission status' page and click on the 'Submit assignment' button.

Edit submission Remove submission		
You can still make changes to your submission.		
10 Submit assignment Once this assignment is submitted you will not be able to make any more changed		

Figure 1-19

• Step 11: You will then be directed to the 'Confirm submission' page. Here you will need to agree to the Submission statement as well as click on the 'Continue' button to ultimately complete the submission of your Assignment.

l	Confirm submission	
	11	This submission is my own work, except where I have acknowledged the use of the works of other people.
		Are you sure you want to submit your work for grading? You will not be able to make any more changes.
		Continue Cancel
ł	There are required fields in this form marked $oldsymbol{0}$.	\bigcirc

Figure 1-20

• Step 12: Automatically the system will direct you back to the 'Submission status' page where you can view your submission and confirm that it was successfully submitted and sent for grading.

Submission status			
12			
Attempt number	This is attempt 1 (1 attempts allowed).		
Submission status	Submitted for grading		
Grading status	Graded		
Due date	Thursday, 17 February 2022, 12:00 AM		
Time remaining	6 days 10 hours		
Last modified	Thursday, 10 February 2022, 1:37 PM		
File submissions			
	myModules Assignment .pdf 10 February 2022, 1:28 PM		

Figure 1-21