



上智大学
SOPHIA UNIVERSITY

叡智が世界をつなぐ

Moodle Manual (for students)

3-1. Submitting Assignments

● Submitting Assignments

Submit reports and other assignments.

Open the course and click on the indicated assignment. ◦



The screenshot shows the Moodle interface for a course titled "学生マニュアル用コース / Sample Course for Student Manual". The page header includes "Sophia University Moodle", "English (en)", and navigation links like "メディアセンター テスト用 1" and "Test1, Medi". A breadcrumb trail shows "Home > My courses > forstudent".

The left sidebar contains a "NAVIGATION" menu with the following items:

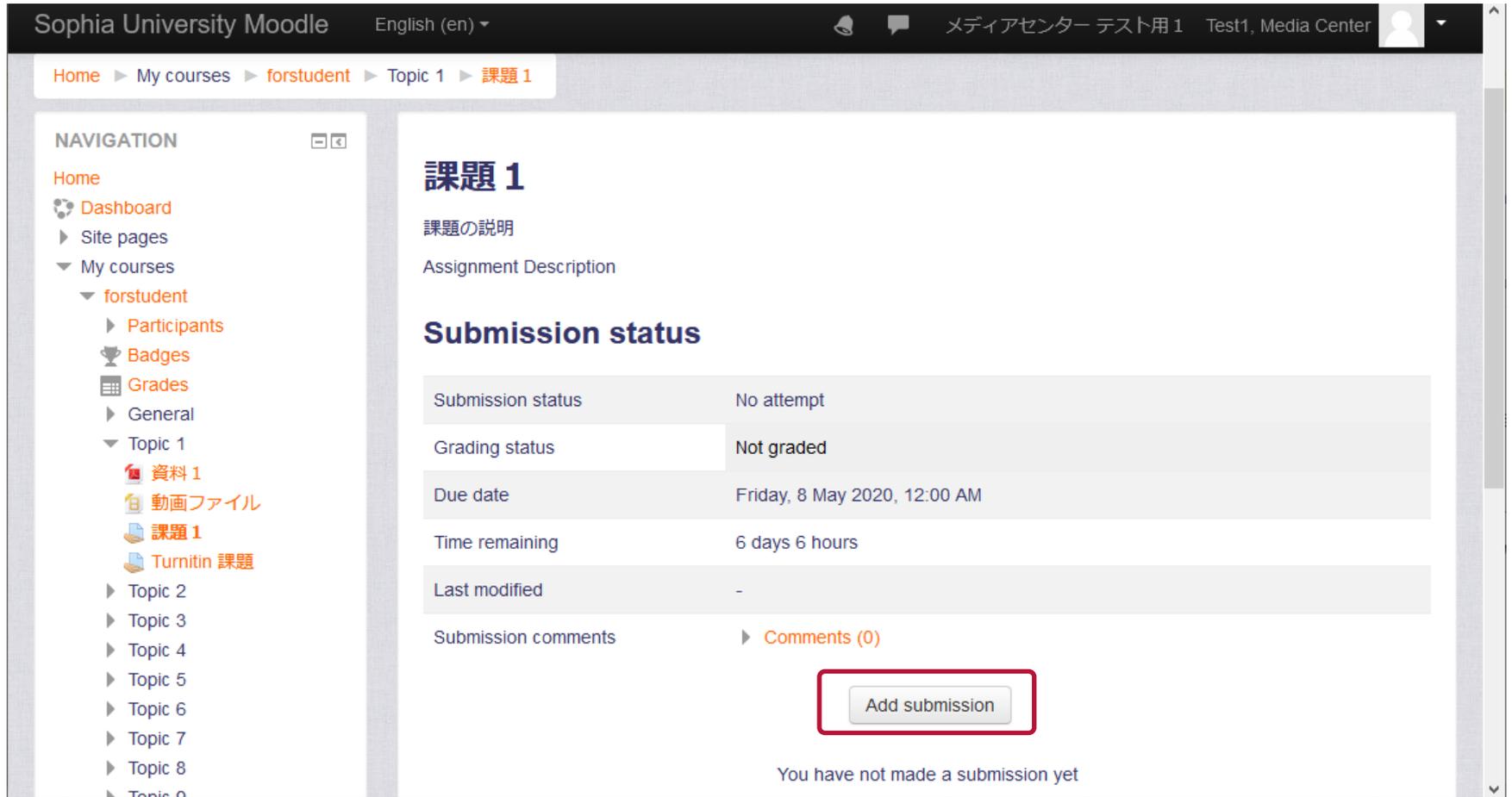
- Home
- Dashboard
- Site pages
- My courses
 - forstudent**
 - Participants
 - Badges
 - Grades
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4

The main content area features an "アナウンスメント" (Announcement) section and a "Topic 1" section. The "Topic 1" section contains the following items:

- 資料 1 (Material 1)
- 動画ファイル (Video File)
- 課題 1 (Assignment 1)** - This item is highlighted with a red rectangular box.
- Turnitin 課題 (Turnitin Assignment)

● Submitting Assignments

Click [Add submission].



The screenshot shows the Moodle interface for an assignment. The breadcrumb trail is: Home > My courses > forstudent > Topic 1 > 課題 1. The left sidebar contains a navigation menu with options like Home, Dashboard, Site pages, My courses, and a list of topics. The main content area is titled '課題 1' and includes '課題の説明' (Assignment Description) and 'Submission status'.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Friday, 8 May 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	-

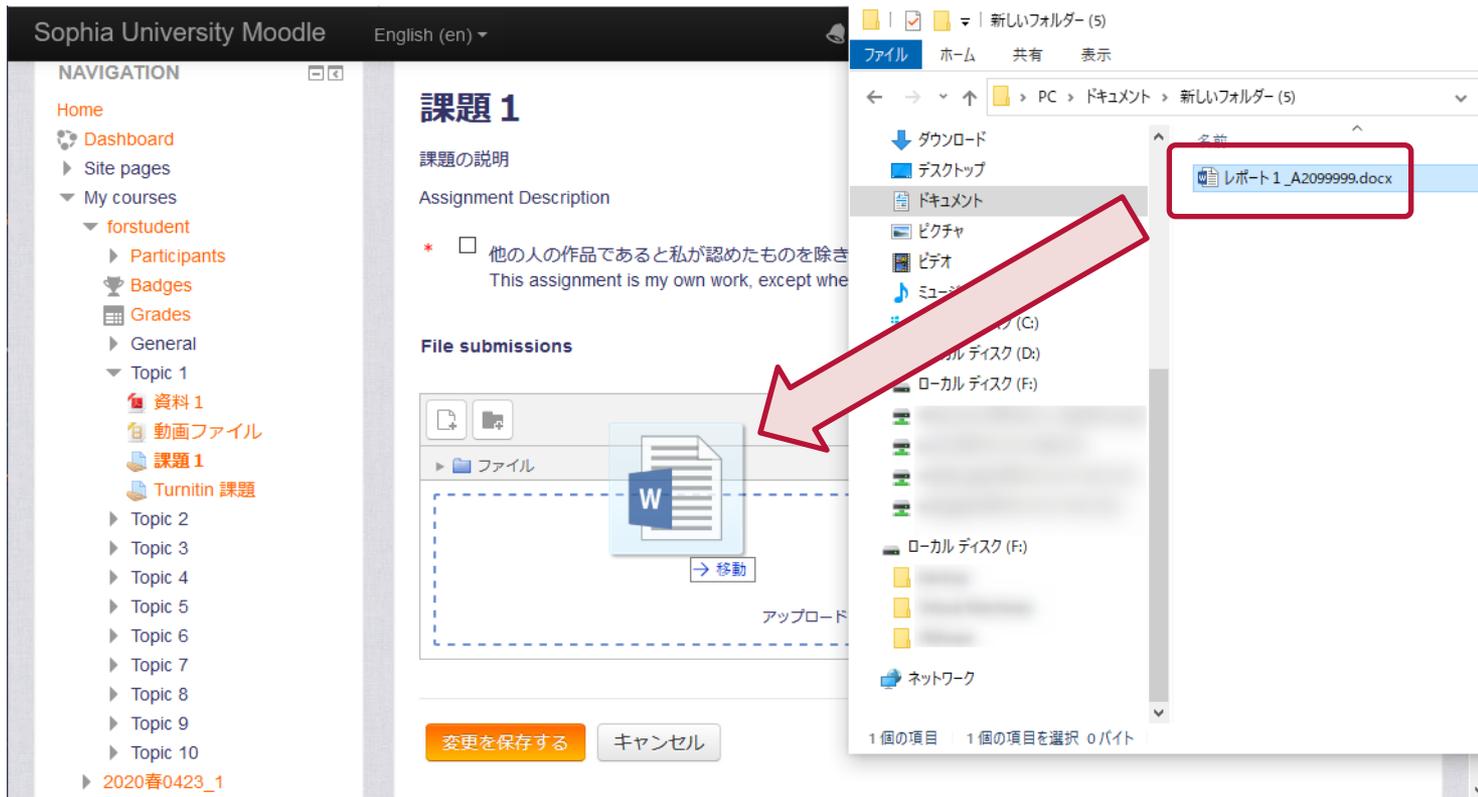
Submission comments > [Comments \(0\)](#)

Add submission

You have not made a submission yet

● Submitting Assignments

To upload a file, drag and drop it into the [File submissions] field.



The screenshot shows the Moodle interface for submitting an assignment. On the left is the navigation menu for Sophia University Moodle. The main content area is titled '課題 1' (Assignment 1) and includes an 'Assignment Description' section with a checkbox for 'This assignment is my own work, except where noted'. Below this is the 'File submissions' section, which contains a dashed blue box for dropping files and an 'アップロード' (Upload) button. A Windows File Explorer window is overlaid on the right, showing a folder named '新しいフォルダー (5)'. A file named 'レポート1_A2099999.docx' is selected in the Explorer, and a red arrow points from it to the 'File submissions' area in Moodle. At the bottom of the Moodle page, there are buttons for '変更を保存する' (Save changes) and 'キャンセル' (Cancel).

- 教員にわかりやすいように、ファイル名には氏名や学生番号などを入れましょう。

● Submitting Assignments

Check [This assignment is my own work, ...] and click [Save changes] .



The screenshot shows the Moodle interface for submitting an assignment. The page title is "課題 1" (Assignment 1). The "Assignment description" section contains a checkbox that is checked, with a red box around it and a callout bubble labeled "Check". Below the checkbox is the text: "他の人の作品であると私が認めたものを除き、この課題は私自身の作業の結果です。" (This assignment is my own work, except where I have acknowledged the use of the works of other people.) The "File submissions" section shows a file named "レポート" (Report) with a Word document icon. At the bottom, there are two buttons: "Save changes" (highlighted with a red box) and "Cancel".

Sophia University Moodle English (en) メディアセンター テスト用 1 Test1, Media Center

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
 - forstudent
 - Participants
 - Badges
 - Grades
 - General
 - Topic 1
 - 資料 1
 - 動画ファイル
 - 課題 1
 - Turnitin 課題
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - Topic 7
 - Topic 8
 - Topic 9
 - Topic 10
 - 2020春0423_1

課題 1

課題の説明

Assignment description

* 他の人の作品であると私が認めたものを除き、この課題は私自身の作業の結果です。
This assignment is my own work, except where I have acknowledged the use of the works of other people.

File submissions

Maximum size for new files: 100MB, maximum attachments: 20

Files

レポート

Save changes Cancel

● Submitting Assignments

Check if the file name is displayed in [File submissions] . Completed when the [Submission status] field displays **Submitted for grading**.

The screenshot shows a Moodle interface for a course named 'forstudent'. The main content area displays the '課題 1' (Assignment 1) submission status. The submission status is 'Submitted for grading', the grading status is 'Not graded', and the due date is 'Friday, 8 May 2020, 12:00 AM'. The file submissions section shows a file named 'レポート1_A2099999.docx'. The submission comments section shows 'Comments (0)'. An 'Edit submission' button is visible at the bottom.

Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 8 May 2020, 12:00 AM
Time remaining	6 days 6 hours
Last modified	Friday, 1 May 2020, 5:29 PM
File submissions	レポート1_A2099999.docx
Submission comments	Comments (0)

- If the teacher allows re-submission, you can re-submit by clicking the [Edit submission] button.

● Submitting Assignments

If the [Submission status] is [Draft (not submitted)], pressing the [Submit assignment] button will result in the official submission.

Please be sure to click the [Submit Assignment] button to complete the submission as the draft may not be considered as submitted.

The screenshot displays a user interface for managing assignments. On the left is a navigation menu with categories like 'Home', 'Dashboard', 'Site pages', and 'My courses'. The main content area is titled '課題 2' (Assignment 2) and shows the 'Submission status' for a specific submission. The status is 'Draft (not submitted)', which is highlighted with a red box. Other details include 'Grading status: Not graded', 'Due date: Monday, 11 May 2020, 12:00 AM', and 'Time remaining: Assignment is overdue by: 3 days 19 hours'. Below the status table, there is an 'Edit submission' button and a message: 'You can still make changes to your submission'. A 'Submit assignment' button is also present and highlighted with a red box. At the bottom, a note states: 'Once this assignment is submitted you will not be able to make any more changes.'

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 11 May 2020, 12:00 AM
Time remaining	Assignment is overdue by: 3 days 19 hours
Last modified	Monday, 4 May 2020, 6:06 PM
File submissions	レポート2_A2099999.docx
Submission comments	Comments (0)

[Edit submission](#)

You can still make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.