



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 options like "Home", "Dashboard", "Site pages", "My courses", and a sub-menu for "forstudent" including "Participants", "Badges", "Grades", "General", "Topic 1", "Topic 2", "Topic 3", and "Topic 4". The main content area features an "アナウンスメント" (Announcement) section and a "Topic 1" section. Under "Topic 1", there are four items: "資料 1" (Material 1), "動画ファイル" (Video File), "課題 1" (Assignment 1), and "Turnitin 課題" (Turnitin Assignment). The "課題 1" item is highlighted with a red rectangular box.

● 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 navigation menu includes: Home, Dashboard, Site pages, My courses (expanded to forstudent), Participants, Badges, Grades, General, Topic 1 (expanded to 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, and Topic 9.

The main content area is titled '課題 1' (Assignment 1) and includes '課題の説明' (Assignment Description) and 'Assignment Description'. Below this is the 'Submission status' section, which contains a table with the following data:

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	-

Below the table, there is a link for 'Submission comments' with a sub-link for 'Comments (0)'. At the bottom of the submission status section, there is a button labeled 'Add submission', which is highlighted with a red rectangular box. Below the button, the text reads: 'You have not made a submission yet'.

● Submitting Assignments

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



- 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 containing the word "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 upload area with a "Files" folder containing a document icon labeled "レポート" (Report). At the bottom of the page, 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 the Moodle interface for an assignment titled '課題 1'. The page is in Japanese. The navigation menu on the left includes 'Home', 'Dashboard', 'Site pages', 'My courses', and 'forstudent'. Under 'forstudent', there are links for 'Participants', 'Badges', 'Grades', 'General', and 'Topic 1'. Under 'Topic 1', there are links for '資料 1', '動画ファイル', '課題 1', and 'Turnitin 課題'. The main content area shows the assignment description and the 'Submission status' section. The 'Submission status' is 'Submitted for grading', 'Grading status' is 'Not graded', 'Due date' is 'Friday, 8 May 2020, 12:00 AM', 'Time remaining' is '6 days 6 hours', and 'Last modified' is 'Friday, 1 May 2020, 5:29 PM'. The 'File submissions' section shows a single submission with the file name 'レポート 1_A2099999.docx'. The 'Submission comments' section shows 'Comments (0)'. There is an 'Edit submission' button at the bottom.

Field	Value
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' section. This section contains a table with the following data:

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)

Below the table, there is an 'Edit submission' button. A message states: 'You can still make changes to your submission'. Below this message is a 'Submit assignment' button. At the bottom, a note reads: 'Once this assignment is submitted you will not be able to make any more changes.'