

Submit an assignment from an iPad

Background

Being able to upload a document to an assignment is one of the most important Moodle skills to master. This article describes how to upload an assignment using an iPad.

To upload your assignment to Moodle using an iPad, the assignment must first be placed in some form of 'cloud' storage, such as Google Drive, DropBox, or Microsoft OneDrive.

It is important to remember that your teachers will most likely grade your work on a *Windows* PC. It is your responsibility to ensure that the file you submit can be read by your teacher. If you created your file using Pages or Keynote, it is very important that you **export the document to a Windows friendly format**, such as a Word document format or PDF, and upload the exported file.

As you create Windows-compatible versions of your assignments to submit, be very careful not to misplace your original file. If your teacher requires you to redraft or resubmit a task, you will need to be able to access the original file.

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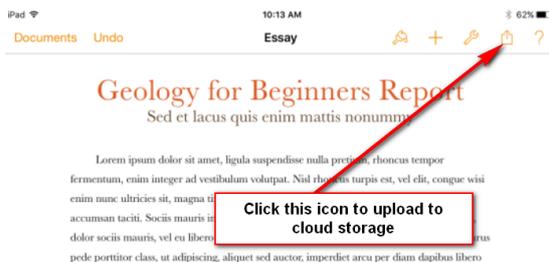
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Step-by-step guide

To submit an assignment from your iPad:

1. Finalise your assignment file, then upload it to a cloud storage tool that you can access from Moodle, such as Google Drive or Dropbox.

Different Apps handle this step in different ways, but you are generally required to tap a **+** sign or **upward pointing arrow** on the app toolbar, then choose a cloud storage option from the menu. The example below demonstrates this step in a Pages document.

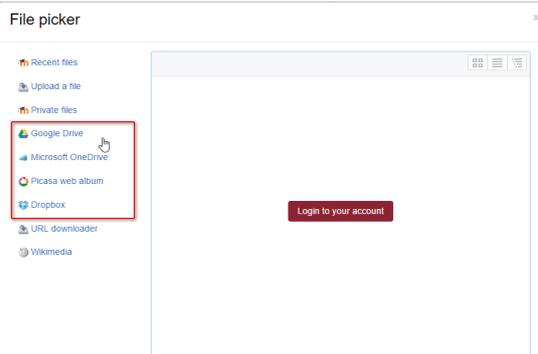


2. Using Safari or another web browser, log into Moodle and locate the course you are preparing the assignment for.
3. Locate and open the *assignment* on the course page. If the course has more than one assignment, make sure you open the correct one.
4. Tap the **Add submission** button.
5. Tap the **Add...** button in the top-left corner of the 'File submissions' pane.

File submissions



6. Choose one of the cloud storage options (Google Drive, Dropbox or OneDrive). If you are not logged in to your chosen service, click on the **Login to your account** button and enter the appropriate login details.



7. Browse through your files and tap the file you wish to submit for this assignment. Click **Select this file**. The file should now be visible in the 'File submissions' area.
8. Click **Save changes** to submit your assignment.

This process will vary slightly depending on the cloud storage tool you choose to use. Your teachers will guide you in which tools work well with Moodle. As a rule Moodle interacts in a stable manner with Google Drive and Dropbox. To avoid losing files, choose one of these two options and use it consistently throughout the school year.