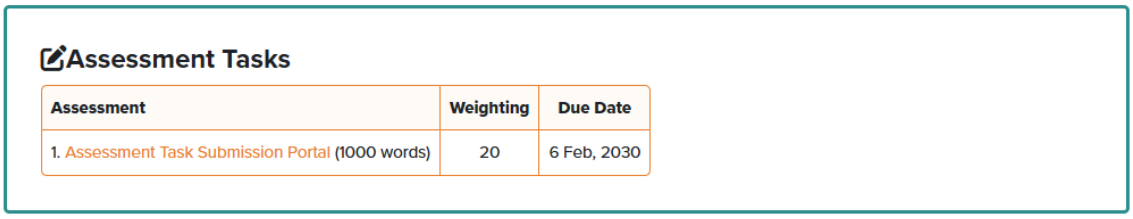
Submitting an Assessment Task in Moodle

The links to submit your assessment tasks via Turnitin are on the ASSESSMENTS page of your Moodle unit. There will be a separate submission link for each assessment task.

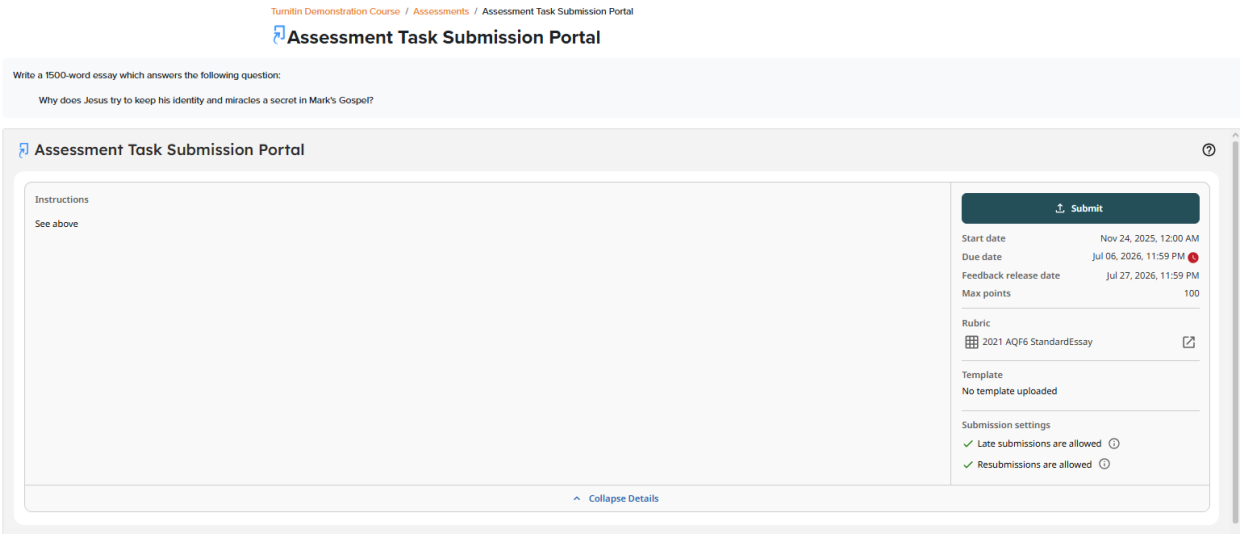
Step 1: Find your assessment task

Click on the link for the assessment task you want to submit.



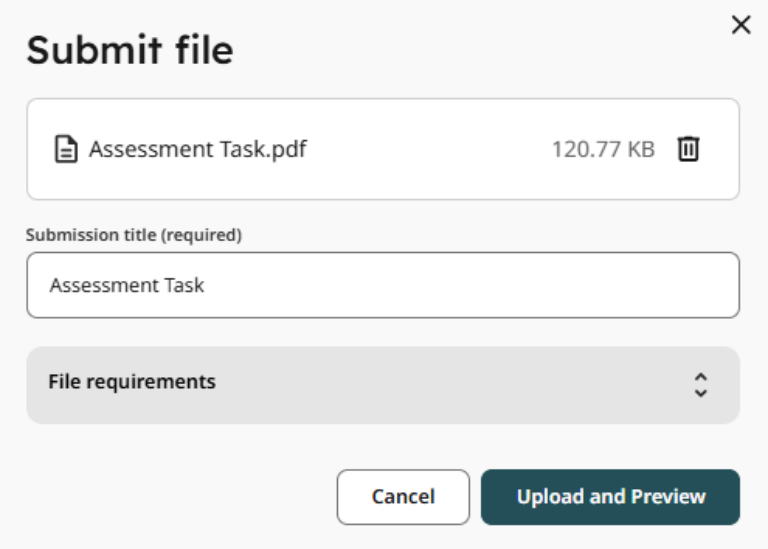
Step 2: Review the assignment details

On the page that opens, you will see the assessment instructions, followed by a Submit work section. This shows you the **Start date**, **Due date**, **Feedback release date**, and **if available, a Rubric** for the task.



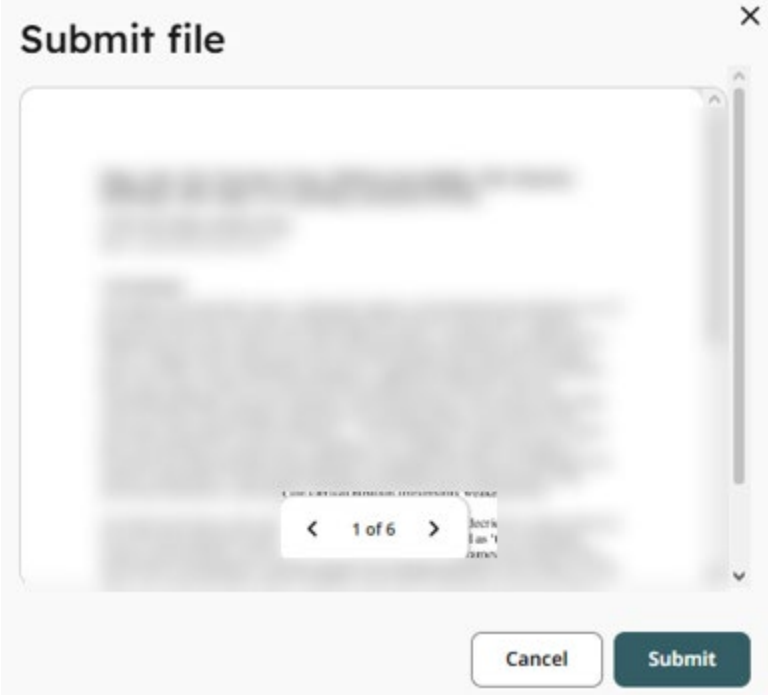
Step 3: Upload your file

1. Drag and drop your file into the upload box or click Browse Files to select it from your computer.
2. A Submit file window will open. Confirm your file has been attached, then enter a Submission title (e.g. 2023475691 - Assessment task 1 - PS003). This field is required.
3. Click Upload and Preview.



Step 4: Preview and submit

Wait while Turnitin creates a preview of your file. Once ready, scroll through the preview to confirm it's the correct document, then click Submit.

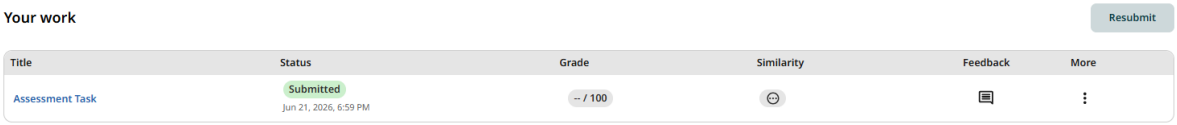


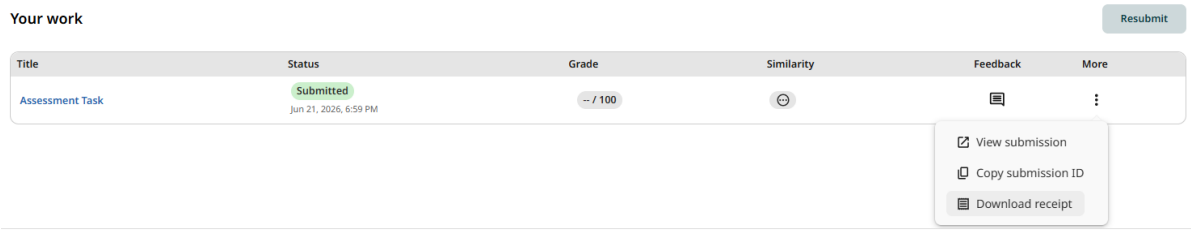
Step 5: Confirm your submission

You'll see a brief "Your file is processing" message. Once this clears, scroll down to the Your work section, where your submission will now appear, showing:

- Title: The submission title you entered

- Status: Will show as Submitted, with the date and time
- Grade: Shown as “-- / [total]” until marked
- Similarity: Your similarity score, once generated
- Feedback: Opens your feedback once released
- More: A three-dot menu with options to View submission, Copy submission ID, or Download receipt





Important: This is how you confirm your submission was successful.
You will not receive a confirmation email. The “Submitted” status in the Your work table, or a receipt downloaded from the More menu, are your proof of submission.

Your Grade and Feedback will become visible once the Feedback release date (shown at the top of the page) has passed.