

Uploading Your Assignment to Moodle from Office 365

(All steps 1-22 must be completed)

1. Complete your assignment using Word at Office365

Your assignment will be automatically saved as you work on it.

Your assignment will need to be uploaded in PDF Format. Word will allow you to do this.

2. Click on **“File”** (Left had side of screen)

A dropdown menu will appear with several options.

3. Click on **“Save As”**

Another dropdown menu will appear.

4. Select **“Download as PDF”**

A text box stating *“Your document is ready”* will appear on the screen.

5. Select **“Download”**

This will now convert your Word document. It will appear on the bottom left of your screen.

6. Click on the document and it will maximise.

You now need to save the document before you can upload it to Moodle.

7. Click on the downward arrow icon on the top right of the screen
8. Select the location (Folder) where you would like to save the PDF document.

The PDF document is now saved for you to upload to Moodle

9. Go to your browser and go to *csn.ie*
10. Click on Moodle
11. Sign into Moodle
12. Select your course
13. Go to the class your wish to upload the assignment for
14. Click on your assignment. The assignment is an icon representing a hand holding a sheet of paper
15. Click on **“Add Submission”**

16. Check the box to show you have read the assignment brief and the guidelines accompanying it. ***You cannot submit an assignment unless this box is ticked.***
17. Click on the page icon opposite **“File Submissions”**
18. Click on **“Upload a file”**
19. Click on **“Chose File”**
20. Double click on the PDF file you have saved earlier.
21. Click on **“Upload This File”**

The file is now attached.

22. Click on **“Save Changes”**

You will be notified when your assignment has been graded.