



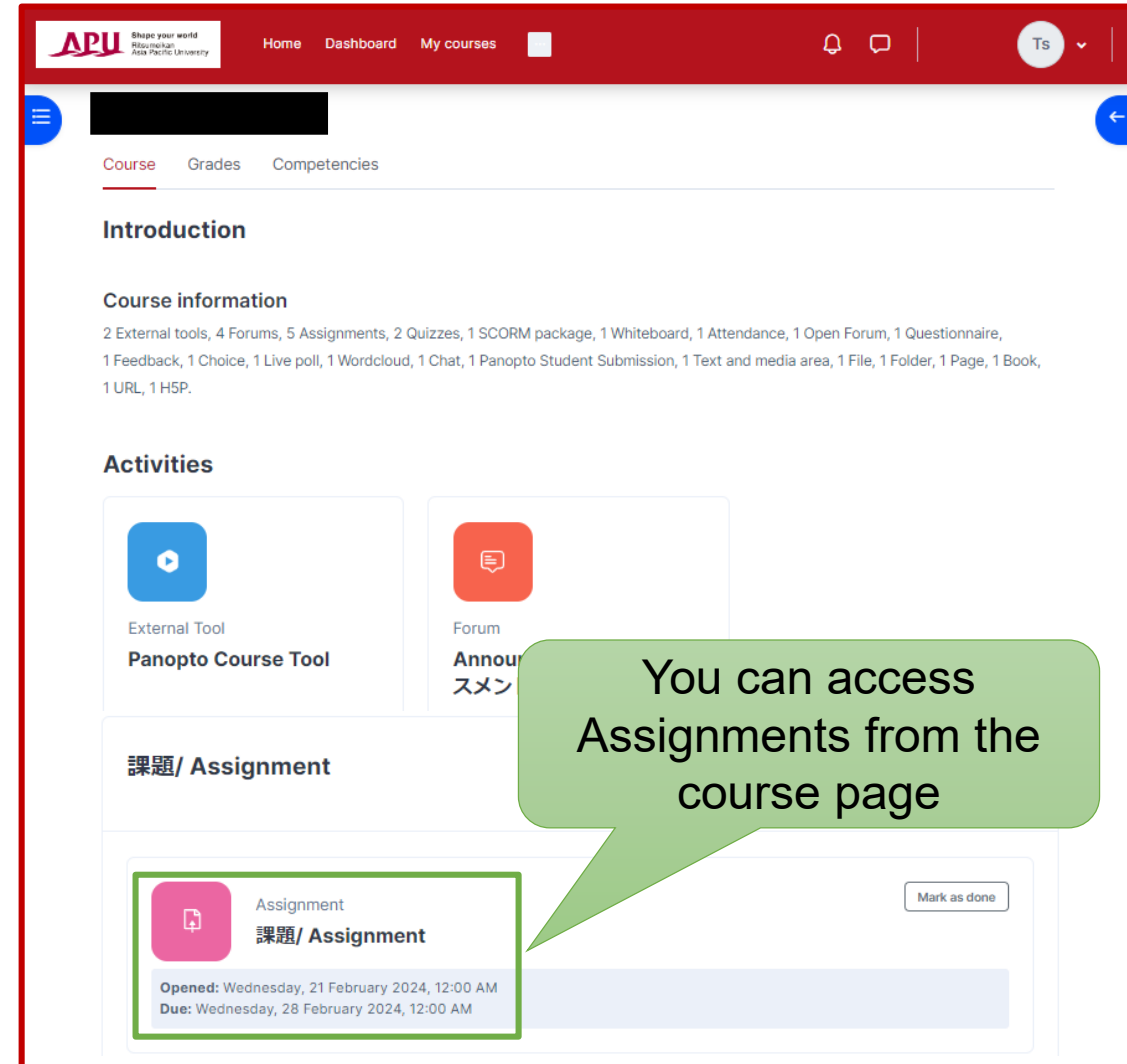
# Submitting Assignments

# Table of Contents

Item	Content	Page
1	<a href="#">About Assignments</a>	3
2	<a href="#">Submitting Assignments</a>	4-5
3	<a href="#">Submitting Group Assignments</a>	6
4	<a href="#">(Reference) Turnitin</a>	7
5	<a href="#">Checking your Grade</a>	8
6	<a href="#">Submitting Video Assignments (Panopto)</a>	9

# About Assignments

- What can you do with Assignments?
  - Submit Word or Excel files
  - Submit text online
  - Submit group assignments etc.
- Other
  - Plagiarism check tool (Turnitin) which compares your work with assignments other students have submitted, online information, AI / translation tools, etc.
  - You can use Panopto to submit video assignments. (See Page 9 of this manual)



The screenshot shows the APU Moodle course page. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. The course page has tabs for 'Course', 'Grades', and 'Competencies'. The 'Introduction' section lists course information: '2 External tools, 4 Forums, 5 Assignments, 2 Quizzes, 1 SCORM package, 1 Whiteboard, 1 Attendance, 1 Open Forum, 1 Questionnaire, 1 Feedback, 1 Choice, 1 Live poll, 1 Wordcloud, 1 Chat, 1 Panopto Student Submission, 1 Text and media area, 1 File, 1 Folder, 1 Page, 1 Book, 1 URL, 1 H5P.' The 'Activities' section shows 'Panopto Course Tool' and 'Forum Announcements'. The '課題/ Assignment' section is highlighted with a green box, and a green speech bubble points to it with the text 'You can access Assignments from the course page'. The assignment card shows 'Assignment 課題/ Assignment' with a 'Mark as done' button and dates: 'Opened: Wednesday, 21 February 2024, 12:00 AM' and 'Due: Wednesday, 28 February 2024, 12:00 AM'.

# Submitting Assignments

ASSIGNMENT  
課題/ Assignment

Mark as done

※BE CAREFUL OF DEADLINES!

If the deadline is set to April 1, 23:59, then the submission window **CLOSES on April 1 23:59:00.**

As shown on the left, if the submission deadline is set to February 28, 00:00, then the submission window closes on **February 27, 23:59:59.**

Opened: Wednesday, 21 February 2024, 12:00 AM  
Due: Wednesday, 28 February 2024, 12:00 AM

The instructor may put directions or information about the assignment here.  
If something is written here, please read it carefully before submitting your assignment.

課題の説明  
Description of Assignment

Add submission

You can start submitting here (see next page)

## Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 8 hours remaining
Last modified	-

If you want to write any notes about your submission for the instructor or TA, you can write your comment here.

Submission comments

▶ Comments (0)

Add a comment...

Save comment | Cancel

# Submitting Assignments

Follow your instructor's directions to submit your assignments.

You can fix some assignments after they are submitted. You can also delete and resubmit here.

**Add submission**

Online text

Enter Text Directly Here

File submissions

Upload a File Here  
You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 1

12345678\_Final Report What is APU.docx

Save changes Cancel

If you made the file online, save / download it to your PC, then upload it here.

Edit submission Remove submission

**Submission status**

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 8 hours early
Last modified	Wednesday, 21 February 2024, 3:46 PM
File submissions	12345678_Final Report What is APU.docx 21 February 2024, 3:40 PM Turnitin ID: [REDACTED]
Submission comments	Comments (0)

MAKE SURE THE ASSIGNMENT STATUS HAS CHANGED TO "SUBMITTED"!

Submit assignment Edit submission Remove submission

**Submission status**

Submission status	Draft (not submitted)
-------------------	-----------------------

If you have a draft of your assignment, it may be saved without submitting. DON'T FORGET to submit it by clicking "Submit Assignment"!!

# Submitting Group Assignments

Add submission

## Submission status

Make sure your group is correct

Group	Group A
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Time remaining	Assignment is overdue by: 2 hours 25 mins
Last modified	-
Submission comments	

After one group member submits something, it will be automatically shown to all group members

Submit assignment

Edit submission  
Delete submission

## Submission status

Submission status Submitted for grading

Group	Group A
Submission status	Draft (not submitted) Users who need to submit: [ ] [ ]
Grading status	Not graded
Time remaining	6 mins 24 secs remaining
Last modified	Thursday, 22 February 2024, 2:44 PM
File submissions	<a href="#">12345678_Final Report What is APU.docx</a> 22 February 2024, 2:37 PM
Submission comments	Comments (0)

If the group assignment allows you to make a draft, **ALL THE GROUP MEMBERS HAVE TO CLICK "SUBMIT"**

Make sure the assignment status is set to "Submitted"

# (Reference) Turnitin

For assignments with Turnitin activated, the Turnitin similarity checker results will be shown

Submission

Submission status: [Status] for grading

Grading status: [Status]

Time remaining: [Status]

Last modified: [Date]

File submissions: 12345678\_Final Report What is APU.docx 22 February 2024, 1:01 PM

Turnitin ID: [Redacted]

39%

This can only be seen if the instructor changes the settings to show it

Match Overview

39%

Matches

1	Internet Source	3%
2	Submitted to Student Paper	2%
3	Internet Source	2%
4	Publication	2%
5	Internet Source	2%
6	Internet Source	2%
7	Internet Source	2%
8	Internet Source	2%
9	Internet Source	2%

AI 37%

This will display the % of similarity to data online, other students' reports, articles or documents, and other published work.

It also shows the match % with AI tools and translation software.

## First Time Use

Turnitin User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions.

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Users in the European Union refer to Section B.

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I disagree I agree

The first time you use the service, you will need to agree to the User License Agreement, so you must click "I agree"

# Checking your Grade

Submission status	
Submission status	Submitted for grading
Grading status	Graded
Time remaining	Assignment was submitted 18 mins 44 secs early
Last modified	Thursday, 22 February 2024, 1:01 PM
File submissions	<a href="#">12345678_Final Report What is APU.docx</a> 22 February 2024, 1:01 PM Turnitin ID: [REDACTED] 39%
Submission comments	Comments (0)

If the instructor has enabled the setting, you can check the "Feedback" section for details.

Feedback	
Grade	75.00 / 100.00
Graded on	Thursday, 22 February 2024, 2:57 PM
Graded by	Ts [REDACTED]
Feedback comments	正しく引用してください。 Lines from this essay were misquoted in the book.

If you have any questions about your feedback, check the "graded by" information, then ask your instructor or TA to confirm.



# Submitting Video Assignments (Panopto)

Panopto Student Submission  
**Panopto Student Submission**

Click here

PANOPTO STUDENT SUBMISSION  
**Submitting video assingment**

Mark as done

**Submitting video assingment**

Allow submissions from: Friday, 20 October 2023, 9:08 AM

Due Date: Wednesday, 27 December 2023, 9:08 AM

Cut-off date: Sunday, 31 December 2023, 9:08 AM

**Add Panopto submission** Submit

Select Panopto submission

Choose **Upload** Record


Drag video or audio files here (or click to find on your computer)

**Insert**

Upload videos by dragging and dropping them to the "Upload" box

After the file uploads, click "Insert"

Show video preview



Replace **Submit**

Your video will be shown on the Moodle screen. Make sure the video is correct, then click "Submit"