**LANG1491 English I**

**Submitting your assignment to Moodle – Instructions for Students**

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**IMPORTANT INFORMATION**

about submitting your Argumentative Essay Assignment

- **Submission period:** From **10 November 2008 (Monday), 12:00 a.m.**
  To **21 November 2008 (Friday), 11:55 p.m.**

- You should aim to submit your assignment **no later than 20 November 2008**, because if you wait until the last day or minute, there may be a chance that you will encounter some unexpected problems when using the system and you may miss the deadline.

- Please note that **if you miss the deadline**, you will be penalised and receive a lower mark or even a zero grade for your assignment.

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**A Logging in**

1. Go to the BU home page
2. Click on "Students"
3. Click on Web-based Teaching & Learning (Web TL)
4. Click on BU Moodle

5. Log in (following the instructions given on the right-hand side)

You will see two Moodles for LANG1491 English I:

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<td>For:</td>
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<td>- Course information</td>
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B Submitting your assignment

1. Go to LANG1491 English I (Your Section)

2. Under the “Assignment Submission” block, click on “Submission of Argumentative Essay Assignment”.

3. Read the instructions carefully.

4. When you are ready, click [SUBMIT] to continue.  
   ***The next page may take a while to load, so be patient! Refresh the page if it is taking too long.

5. Click on ✈️ to submit your paper

6. On the next page:
   a. For “submission title”, enter your filename (e.g. 06001111-ChanTaiMan.doc)
   b. Upload your assignment file
   c. Click “submit” to continue
7. Confirm the submission by clicking “yes, submit”.

8. Submission is completed when you see the Turnitin Digital Receipt. You DO NOT need to print it out.

9. If you want to check your submission record, go to “assignment inbox”.

10. Below is the submission record.

   (In case you need to resubmit your assignment, click on on this page and repeat Steps 6-8 above. You are allowed to resubmit your assignment only before the due date.)