

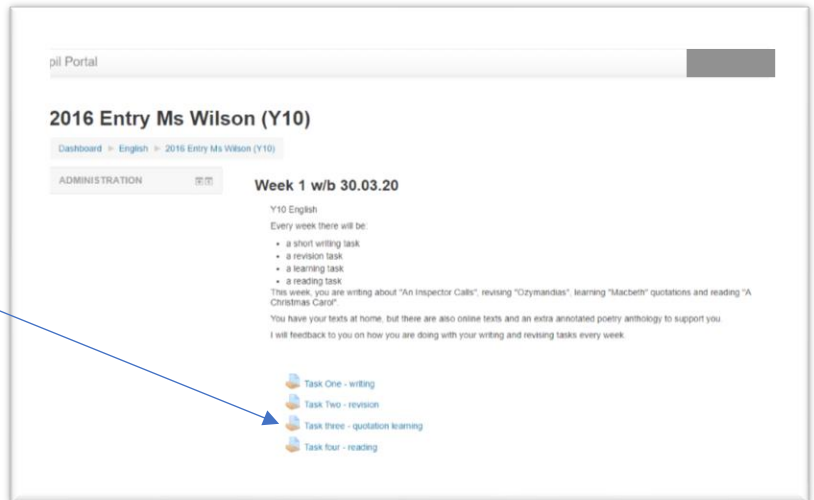
Using the Wetherby PupilPortal (aka Moodle)

Submitting work to your teacher.

Once you know how to do this it is really quite easy. The following example is taken from Ms Wilson's English Page.

Step One

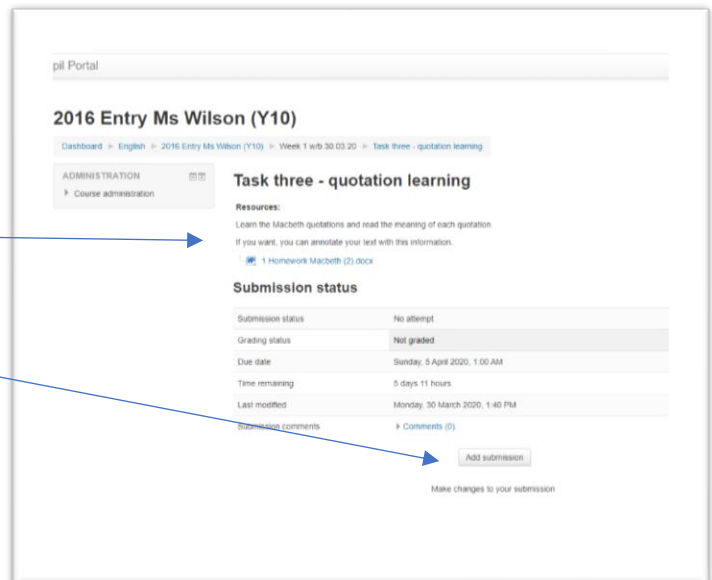
Click on the assignment you need to work on (assignments are yellow folders)



Step Two

You will see the instructions for the task and any files you might need.

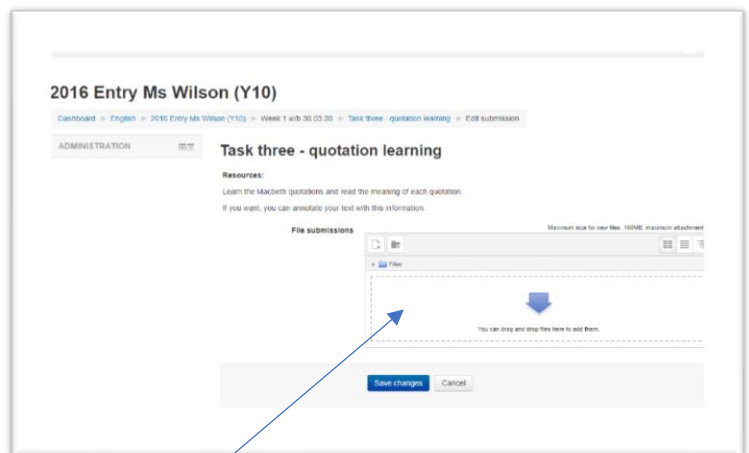
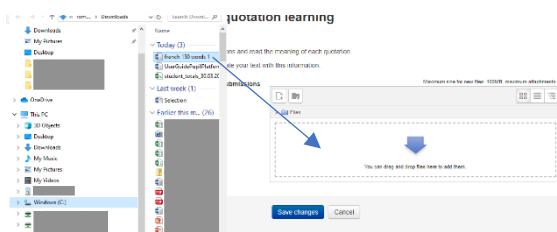
Once you have finished the task and saved your work, click on "Add Submission"



Step Three

You now need to upload a copy of your work to be graded.

You can drag your saved file into this space like below



Or you can click here and navigate to the file you want to hand in

You will then see the File Picker box

Click on **Upload a File**

And then **Choose File**

You will then need to select the file you want to hand in and then click **Upload this File**

