

# Uploading a completed e-workbook to Moodle

Before you start this process ensure that your completed workbook is saved on to your computer. This may be on your desktop or in your documents folder. You should also be logged into Moodle to the TPD Level 2 Course Overview (2020).

## Step 1

Scroll down the page to locate the section '**Submit e-workbook 1 here**' and click on the link provided

## Step 2

Drag and drop your completed e-workbook into the space provided  
Click '**Save changes**'



## Top tip

You can use the '**Files**' option to locate your completed workbook if you find this easier

## Step 3

A submission status will appear on the screen  
Double check that you have uploaded the correct file  
If you have, click '**Submit assignment**'  
If you haven't, edit your submission

## Step 4

Three statements will appear on the screen  
Read them and **tick** the submission statement box  
Press '**Continue**'

Your e-workbook will have been submitted for grading

If you have completed e-workbook 2, locate the '**Submit e-workbook 2 here**' link and follow the steps as above.