

**Instruction on file submissions in Microsoft word and PDF**

Please note that the moodle system does not allow downloading files with a 'white space' in the name of the file. For example, a file with a name, 'BBA 101 First Assignment Answers' will not be able to download by the recipient. In such instance, you may use 'underscore' to avoid white space as follows. BBA\_101\_First\_Assignment\_Answers.

Regards

Moodle Administrator