# Setting Up An Assignment Tool Submission Area on NILE

# (NOT Turnitin)

Almost all text based work will be submitted in one of two ways. It will generally be through Turnitin on NILE, but you may choose to use the Assignment Tool if your assignment includes file formats like .ppt, .xls, .zip, .mp4 (upload limit applicable), or involves group work. Both systems are straightforward to set up and use.

See the [Assignment Tool](http://nile.northampton.ac.uk:80/bbcswebdav/xid-71748_1) guide developed by the Learning Technology Team for more detailed guidance.

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| How | Why |
| 1. You need instructor access to the module | Module tutors will take responsibility for setting up the submission areas on their own sites |
| 1. Click the Submit your work button from the left menu |  |
| 1. Click on the Evaluate button from the top of the page |  |
| 1. Select Assignment |  |
| 1. The title of your assignment *MUST* display the Assessment code *first* (e.g. ES1, AS1, PS2). You can then enter a title which your students will recognise. | This is ***essential*.** If you are unsure about codes ask your SAT  Example: “ES1 – The Rise and Fall of the Roman  Empire” |
| 1. Enter any specific instructions into the text area |  |
| 1. Attach any extra files relevant to the assignment (.doc, .xls etc) |  |
| 1. Enter 100 in the points possible box | This will ensure the grading schema is correct. This is in no way related to the weighting or pass/fail elements of the assessment. This is a **NILE** system requirement. |
| 1. Tick the box to make the Assignment Available to students |  |
| 1. Choose an option to specify permitted attempts | Choose “Allow unlimited attempts” to enable students to submit multiple times up until the Due Date |
| 1. Specify a date for the Assignment submission to become invisible to students by clicking the calendar and clock icons | Set this to a few days after the due date to stop feedback and grades being released before they are ready |
| 1. Tick “Track Number of Views” to enable statistic reports |  |
| 1. Tick the box next to the date box, and choose a date and time by clicking the calendar and clock icons | All e-submitted work will have a deadline of midnight |
| 1. Choose the required option for “Recipients” | “All students individually” will create a secure area where each student can submit their work. “Groups of students” will create a secure area linked to a group of students to enable group submissions (see the [Groups guide](http://nile.northampton.ac.uk:80/bbcswebdav/xid-65952_1) for more information on Groups in NILE) |
| 1. Click Submit |  |
| 1. Now go to the Grade Centre by clicking Grade Centre > Full Grade Centre from the Control Panel | You need to make the assessment invisible to the student through the ‘My Grades’ tool (only students have access to this). This will ensure that any feedback/grades are not released to the student before they are ready. |
| 1. Scroll to the right of the Grade Centre until you see the Assignment title at the top of a column |  |
| 1. Click the drop down menu () button from next to the title and select “Show/Hide to Users” | Once hidden you will see this symbol  in the column header which indicates the results will be invisible. To make them visible just follow steps 16-18 again. |

You can access all submissions through the Grade Centre (Control Panel > Grade Centre > Full Grade Centre). For information on grading through the Grade Centre see the [guide](http://nile.northampton.ac.uk:80/bbcswebdav/xid-84957_1)