**How to set up the “Submit Your Work” button on your NILE site**

You need to make sure you have a site set up for your module on NILE. If you do not have one, contact LTSupport@northampton.ac.uk with details of the module code (which matches the code on QLS/Oasis), the module title and the names of the tutors on the module. Once the NILE site has been set up you will find the “Submit your work” button already exists.

If you already have a NILE site set up for your module which does not have the “Submit your work” button you will need to follow the instructions below to add it.

Before students can submit their text based assessment, a coursework submission button needs to be put on every NILE site. Although the button must be the same across all NILE sites and produced as the instructions below, it does not need to be in any particular colour or in any particular position within the buttons. If you already have an assessment submission button, it needs to be amended to fit in with the specifications below. This is a very simple set of instruction, I hope it is clear:

Your module menu is the list of buttons or links that appear in the left hand frame of your module pages.



1. Click on the + button at the top of the left menu
2. Then click on “Create Content Area”
3. In the box that appears enter –
**Submit your work**
4. Also put a tick in the box below that says -
**Available to users**
5. If you already have an assignment submission button you must either delete it (click the drop down button by the name of the button and then click on delete), make it invisible to students (click on the  drop down on the right of the button and then click on “hide link”) or you can rename it to “Submit your work” if you prefer.

The button is now available and you can add your assignments