How to open an Assignment Submission Area in LearnUCS

Click on **Assessment** on the left hand side as indicated.

Click the **Assessment** drop down and choose **Assignment** as below.

Enter a **name** (Assignment 1 Submission Area or Assignment Resubmission Area) and colour (black)

Enter the **Instructions**: details of submission and when the area closes (standardised text “Submit your assignment here no later than…” you can find this information here)

Enter the **points possible** (100) if you are using a grade schema please put in 12.
Make sure ‘Make the Assignment Available’ is ticked. Select ‘allow unlimited attempts’

Tick the ‘display after’ box and select the date and time you wish the portal to open

Tick the ‘display until’ box and select the date and time you wish the portal to close

Select ‘Due Dates’ entering the submission date and time and leave ‘Recipients’ as they are.

Click ‘Submit’

The assessment area, it should look something like this –
Turning off a Column so the student cannot see the work whilst it is being marked.

Go to Full Grade Centre, in Grade Centre on the left hand side under the Control Panel

In the column of the assignment that you have just set up, click the drop down arrow and go to Edit Column Information.

Change Primary Display to Text if academics are marking in percentages. If you are using a grade schema, select the appropriate schema (UCS foundation or UCS degree).

Make sure all of the headings under Options have No selected.

Click ‘Submit’.

The process is now complete.