How to set up a submission area if you are using a grade schema.

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

Enter a name (Assignment 1 Submission Area or Assignment Resubmission Area) and colour (black) and complete the instructions in the **Instructions box** – standard wording can be found here.

If there are no ‘Assignment Files’ to attach – ignore (documents could include case studies etc.)

Select **Due Dates** entering the submission date and time.
Enter the points possible as 100.

Click on Submission Details. Leave Assignment Type as Individual Submission and select unlimited attempts from the Number of Attempts drop down.

Click the Check submissions for plagiarism using SafeAssign.

Display of Grades and change untick the Include in Grade Centre grading calculations and Show to students in My Grades.
Under Availability make sure the Make the Assignment Available is ticked. Enter a Display After date and time if required. Set the Display Until date and time to three working days after the due date. Click Submit.