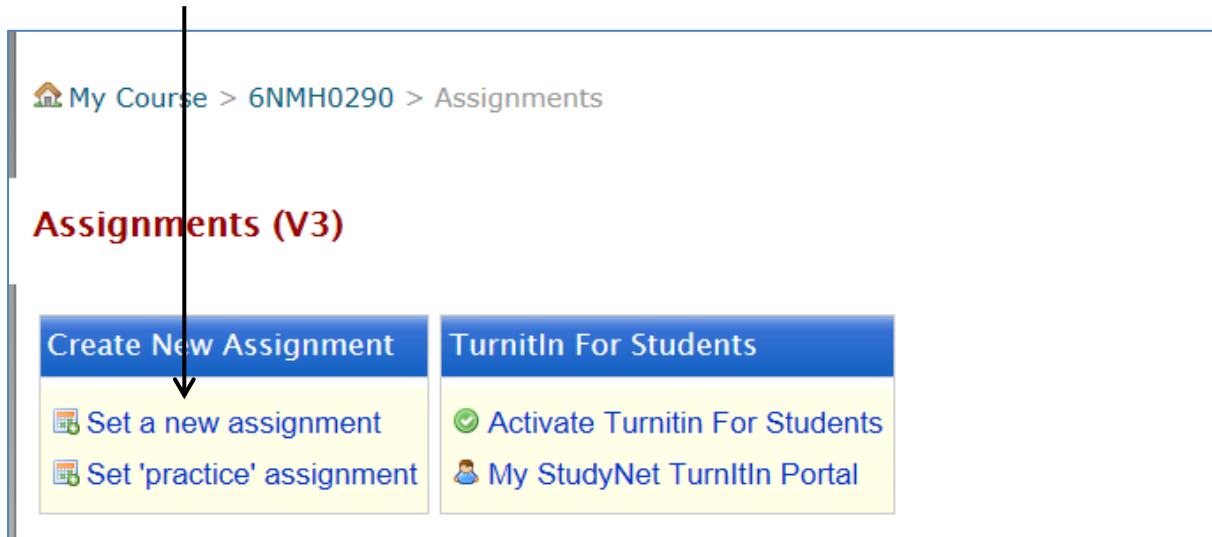
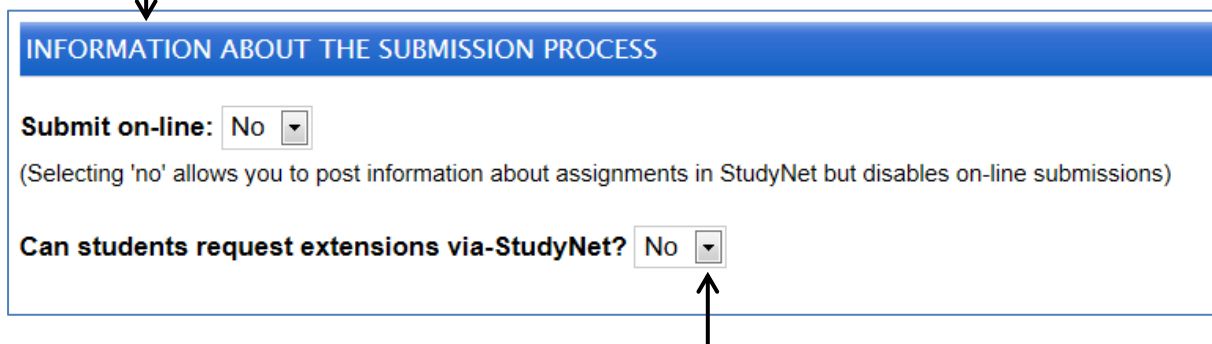


## How to upload assignment results for an offline assignment (assignment not created through StudyNet).

1. Select the 'Assignment' option from within your module site. Select 'Set a new assignment'

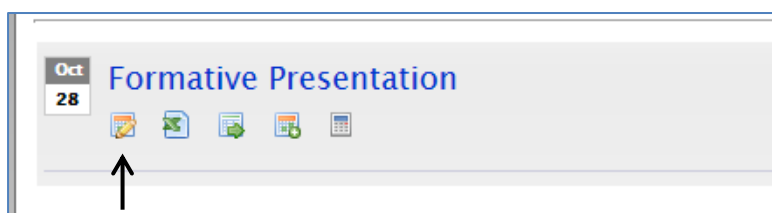


2. On the New Assignment page, give the Assignment a name and select the assignment preferences as required. Then scroll down to 'Information about the submission process'.



Go to the 'Submit on-line' drop down menu and select 'No'

3. When all other assignment preferences have been completed/entered, click on save at the bottom of the page. The new assignment task will then appear in the Assignment section under its name e.g. Formative Presentation.



Click on the first box on the left ('enter marks directly')

4. You will see the 'Upload Assignment Results' page. You can enter marks for each student.

### Upload Assignment Results

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You can use this form to upload assessment not carried out on StudyNET.

**Assignment Title:** Formative Presentation  
**Assignment Maximum Mark:**

Show converted marks to Students  
*Only applies if marks are not out of 100. Tick to show student mark out of 100 or untick to show mark as entered*

Student	SRN	Mark
	425	<input type="text"/>
	550	<input type="text"/>
	873	<input type="text"/>
	105	<input type="text"/>

5. Scroll down the page and, **if required**, tick the 'release marks to students on save' box. Alternatively, leave blank and release marks to students separately.

	443
	306

Release marks to students on Save