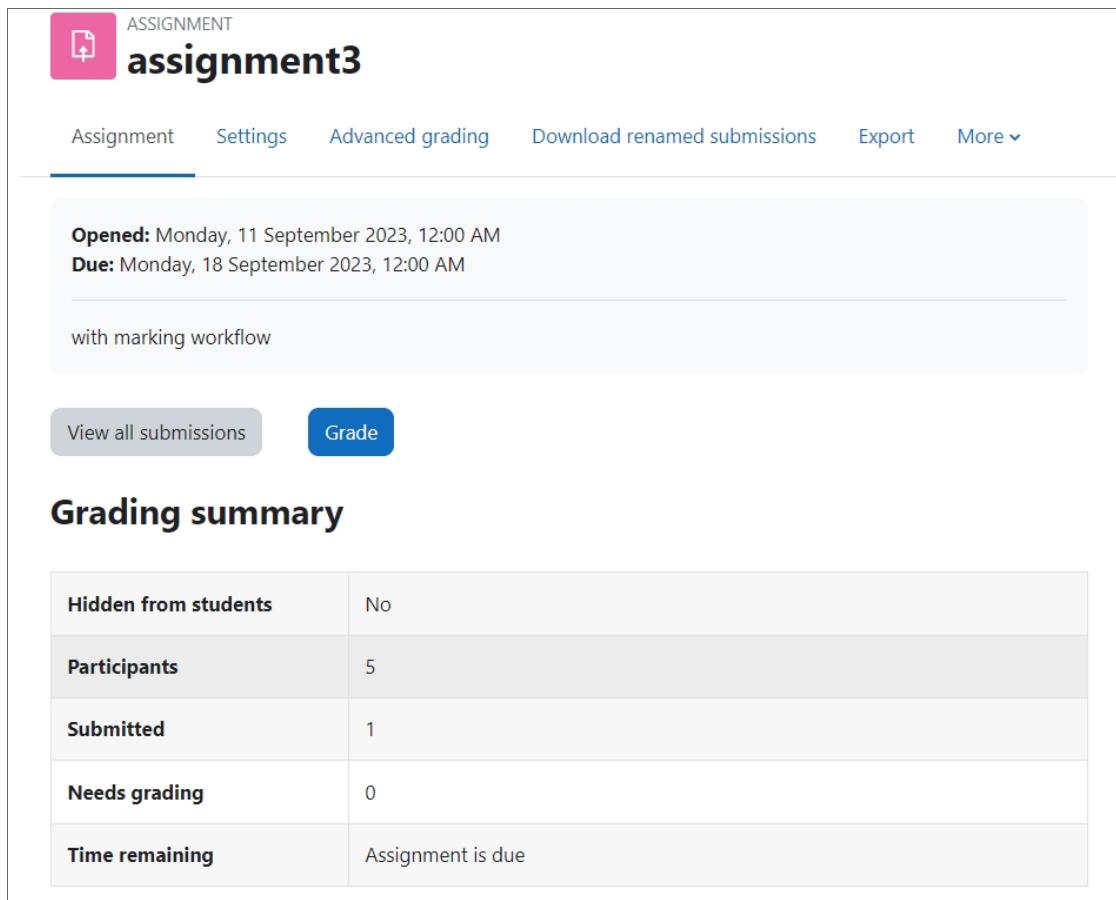


Viewing student submissions

119 Kenneth Simmons Wed, Sep 20, 2023 1. Basic Assignment settings

6327 0



The screenshot shows the Moodle Assignment summary page for an assignment titled "assignment3". The assignment has been opened and is due on Monday, 18 September 2023, 12:00 AM. It includes a marking workflow. Two buttons are visible: "View all submissions" and "Grade". Below this is a "Grading summary" table with the following data:

Hidden from students	No
Participants	5
Submitted	1
Needs grading	0
Time remaining	Assignment is due

Grading Summary Screen

Overview:

This guide will show you some of the features associated with viewing student submissions within the Assignment activity.

What to know:

The Assignment activity has various features which afford the viewing of student submissions in a variety of manners.

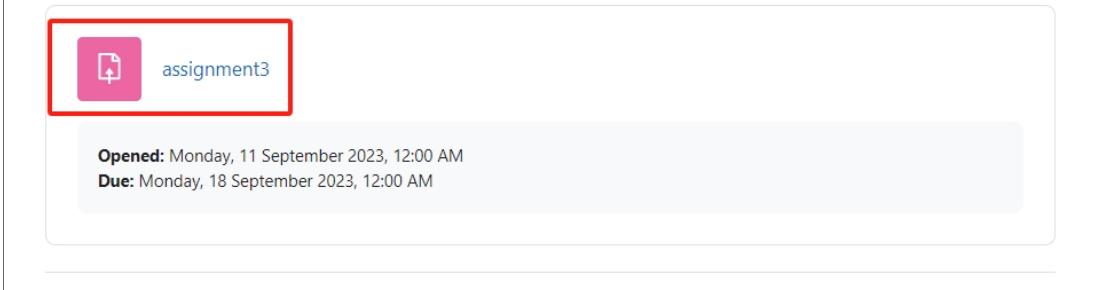
Table of Contents

- [Step 1: Accessing the Assignment activity](#)
- [Step 2: Assignment summary page](#)
- [Step 3: Checking the submission information](#)
- [Step 4: Viewing the submissions online](#)
- [Step 5: Downloading the submissions](#)

Step 1: Accessing the Assignment activity

Click on the Assignment activity that you setup within your module.

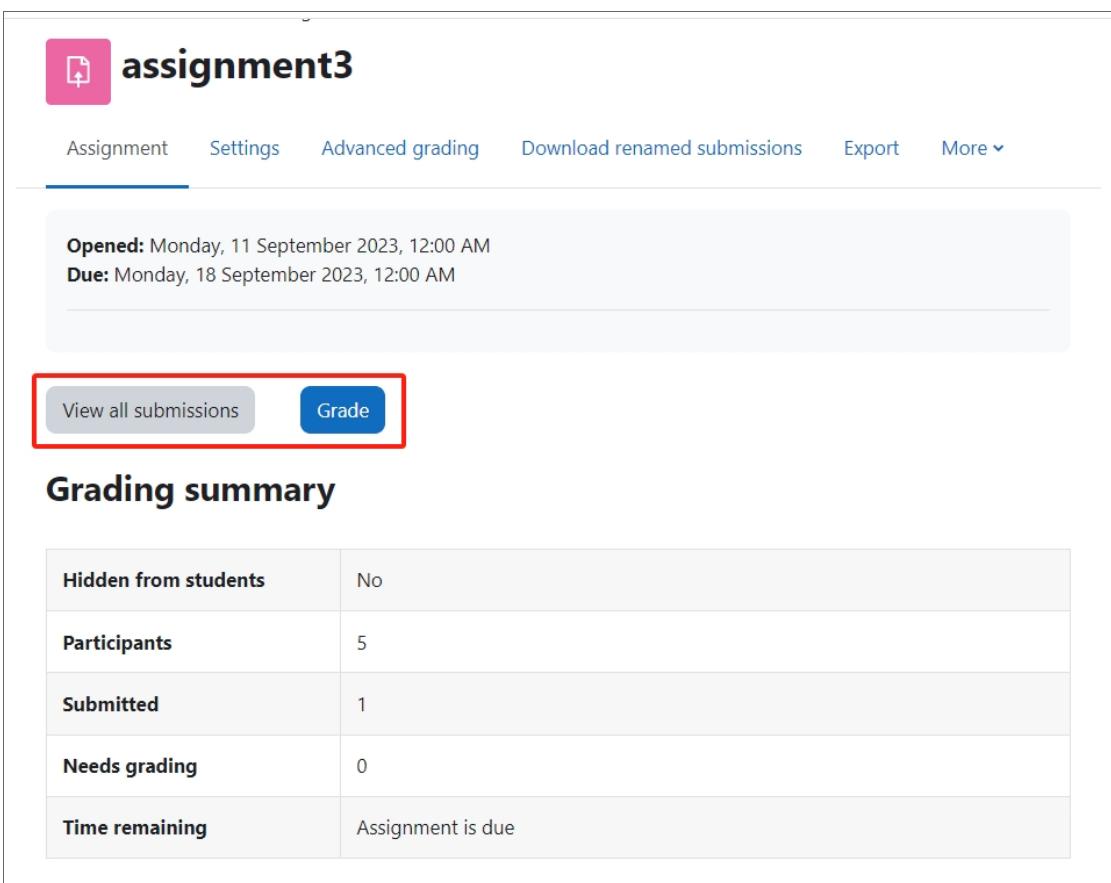
▼ Topic 3



The screenshot shows a single assignment entry for 'assignment3'. The assignment icon (a pink square with a white document icon) is highlighted with a red box. Below it, the assignment title 'assignment3' is displayed. Underneath the title, the status 'Opened: Monday, 11 September 2023, 12:00 AM' and 'Due: Monday, 18 September 2023, 12:00 AM' are shown. The entire assignment card is enclosed in a light gray border.

Step 2: Assignment summary page

You will now enter the Grading summary screen. The grading summary provides information about the assignment, such as the number of drafts and submitted works etc. Please click 'View/grade all submissions' to see all the submissions.



The screenshot shows the 'assignment3' grading summary page. The title 'assignment3' is at the top, followed by a navigation bar with 'Assignment', 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More'. Below the navigation, the 'Opened' and 'Due' dates are listed. At the bottom of this section, there are two buttons: 'View all submissions' (gray background) and 'Grade' (blue background). The 'Grade' button is highlighted with a red box. The 'Grading summary' section contains a table with the following data:

Hidden from students	No
Participants	5
Submitted	1
Needs grading	0
Time remaining	Assignment is due

Step 3: Checking the submission information

1) Submission status:

You can check their submission status. There are three statuses, 'No submission', 'Draft (not submitted)' and 'Submitted for grading'.

- 'Draft (not submitted)' means the student has submitted the work on ICE but does not click submitting button (if clicking submitting button is required in the Assignment setting). He can still change his submission file. And teacher can see the submission.
- 'Submitted for grading' means the student upload the assignment.
- 'No submission' means the student does not submit the assignment yet.

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input type="checkbox"/>	SS	Sandbox Student 1		sdsstudent1@invalid.noemail		Submitted for grading Not marked	Grade 80.00 / 100.00
<input type="checkbox"/>	SS	Sandbox Student 3		sdsstudent3@invalid.noemail		No submission Not marked	Grade

2) Submission time:

Status	Grade	Edit	Last modified (submission)
Submitted for grading Not marked	Grade 80.00 / 100.00	Edit	Monday, 11 September 2023, 10:05 PM

3) Submitted files:

All the submission is listed in the 'file submission' column. You can also click the file name to download the file.

Status	Grade	Edit	Last modified (submission)	File submissions
Submitted for grading Not marked	Grade 80.00 / 100.00	Edit	Monday, 11 September 2023, 10:05 PM	 Sample Assignment File.pdf 11 September 2023, 10

Step 4: Viewing the submissions online

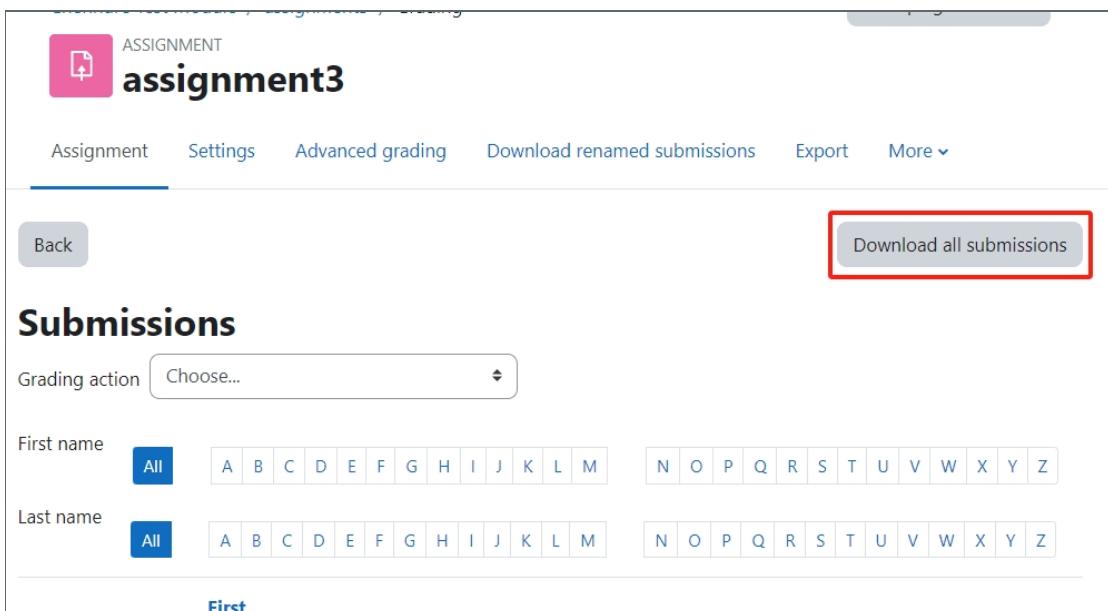
You can view the submissions online one by one and grade them at the same time. To do this, please click 'Grade' button of each submission to view it online.

User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit	Last modified (submission)
SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Not marked	Grade 80.00 / 100.00	Edit	Monday, 11 September 2023, 10:05 PM
SS	Sandbox Student 3		sdstudent3@invalid.noemail		No submission Not marked	Grade	Edit	
SS	Sandbox Student 4		sdstudent4@invalid.noemail		No submission Not marked	Grade	Edit	

Step 5: Downloading the submissions

You can also download the submissions to your own device to view and grade them. There are two methods to download the submissions.

1. You can click the name of the submission in the 'File Submissions' column to view the files one by one, as stated in Step 3.
2. You can download all submissions to your own device to view and grade them, by choosing 'download all submissions' on the top right of the Submissions page.



The screenshot shows the 'Submissions' page for an assignment titled 'assignment3'. At the top, there are navigation links: Assignment, Settings, Advanced grading, Download renamed submissions, Export, and More. Below these, there are buttons for 'Back' and 'Download all submissions' (which is highlighted with a red box). The main area is titled 'Submissions' and contains a 'Grading action' dropdown set to 'Choose...'. There are search fields for 'First name' and 'Last name', both with dropdown menus for letters A-Z. At the bottom, there is a 'First' button.