

# Viewing student submissions

ASSIGNMENT

assignment3

Assignment Settings Advanced grading Download renamed submissions Export More

Opened: Monday, 11 September 2023, 12:00 AM

Due: Monday, 18 September 2023, 12:00 AM

with marking workflow

View all submissions

Grade

Grading summary

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.

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Step 1: Accessing the Assignment activity

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

## ▼ Topic 3




assignment3

**Opened:** Monday, 11 September 2023, 12:00 AM

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## 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.

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**Opened:** Monday, 11 September 2023, 12:00 AM  
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### Grading summary



<b>Hidden from students</b>	No
<b>Participants</b>	5
<b>Submitted</b>	1
<b>Needs grading</b>	0
<b>Time remaining</b>	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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Not marked	<a href="#">Grade</a> 80.00 / 100.00
<input type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		No submission Not marked	<a href="#">Grade</a> -

## 2) Submission time:

Status	Grade	Edit	Last modified (submission)
Submitted for grading Not marked	<a href="#">Grade</a> 80.00 / 100.00	<a href="#">Edit</a> ▾	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	<a href="#">Grade</a> 80.00 / 100.00	<a href="#">Edit</a> ▾	Monday, 11 September 2023, 10:05 PM	 <a href="#">Sample Assignment File.pdf</a> 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)
	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Not marked	<a href="#">Grade</a> 80.00 / 100.00	<a href="#">Edit</a> ▾	Monday, 11 September 2023, 10:05 PM
	Sandbox Student 3		sdstudent3@invalid.noemail		No submission Not marked	<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	-
	Sandbox Student 4		sdstudent4@invalid.noemail		No submission Not marked	<a href="#">Grade</a> -	<a href="#">Edit</a> ▾	-

## 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.


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## Submissions

Grading action
Choose... ▾

First name

All
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

Last name

All
A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z

First

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/viewing-student-submissions-119.html>