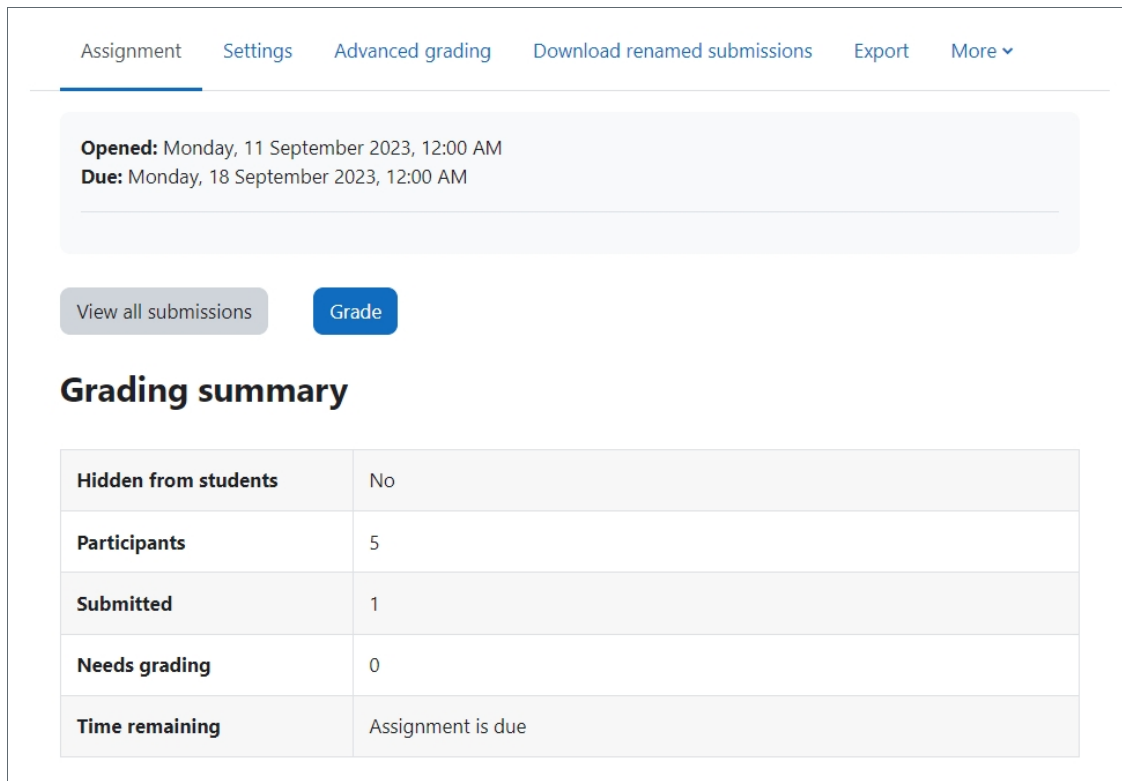


# Filtering student submissions



The screenshot shows the 'Assignment' page with a navigation bar containing 'Assignment', 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More'. Below the navigation bar, there is a summary box with the following information:

- Opened:** Monday, 11 September 2023, 12:00 AM
- Due:** Monday, 18 September 2023, 12:00 AM

Below the summary box, there are two buttons: 'View all submissions' and 'Grade'.

### 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

An example of Assignment grading page

## 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 that afford the teacher the ability to view student submissions in a variety of manners.

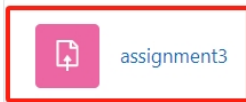
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### Step 1: Accessing the Assignment activity

Click on the Assignment activity that you set up within your module.

## ▼ Topic 3



**Opened:** Monday, 11 September 2023, 12:00 AM  
**Due:** Monday, 18 September 2023, 12:00 AM

## 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 all submissions' to see all of the assignment submissions or non-submissions.

The screenshot shows the 'assignment3' summary page. At the top, there is a navigation bar with links for 'Assignment', 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More'. Below this, the 'Opened' and 'Due' dates are displayed. A red box highlights two buttons: 'View all submissions' (grey) and 'Grade' (blue). Below the buttons is the 'Grading summary' section, which 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: Viewing student submissions by student names

To filter student submissions by name you have the ability to utilize the 'First name' and 'Surname' menu that is located at the top of the screen and this will act as a filter.

### Submissions

Grading action

First name

Last name

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Not marked	<input type="button" value="Grade"/> 80.00 / 100.00	Edit ▾	Monday, 11 September 2023, 10:05 PM

## Step 4: Resetting name filter preferences

Click 'Reset table preferences' to erase filters.

### Submissions

Grading action

First name

Last name

**Nothing to display**

When the table preferences are reset, all of the filters are erased and it returns to the default format view. The 'Reset table preferences' button is no longer visible as there is no reset required.

### Submissions

Grading action

First name

Last name

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Not marked	<input type="button" value="Grade"/> 80.00 / 100.00	Edit ▾	Monday, 11 September 2023, 10:05 PM

## Step 5: Filtering via groups

If you have implemented groups on your assignment, then you will have the ability to filter your submissions by groups within the submissions grading screen, this can be done by going to 'Separate groups' and clicking on the dropdown menu.

## Submissions

Grading action Choose...

Separate groups All participants

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

After clicking on the 'Separate groups' dropdown menu, you will now be presented with all of the groups within the module. By clicking on a group you will have the ability to view only submissions from that groups students.

Hint: groups need to be set up in the module, then you can choose them in the 'separate groups'.

## Submissions

Grading action Choose...

Separate groups group1

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

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group	Grade	Edit	Last modi (subr
<input type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Graded	group1	<span>Grade</span> 90.00 / 100.00	<span>Edit</span>	Tuesc Aug 7:0 ?

### Step 5: Other filter options

At the bottom of the submission grading screen, you will find the 'Options' tab.

1. You'll have the ability to decide on how many assignments you'd like to view per page, by clicking on the 'Assignments per page' drop-down menu.

## Options

Assignments per page 10

Filter No filter

Quick grading ?

Show only active enrolments ?

Download submissions in folders ?

2. The 'Filter' menu allows the user to select various ways to filter student submissions, i.e. you can decide to display submitted assignments, not submitted assignments, assignments that require grading or submissions you have granted an

extension.

Options

Assignments per page 10

Filter

- No filter
- Not submitted**
- Draft
- Submitted
- Requires grading
- Granted extension

Submissions ?

Download submissions in folders ?

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/filtering-student-submissions-120.html>