

# Locking and Unlocking student submissions

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	<a href="#">Grade</a>
						Submission changes not allowed	-
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<a href="#">Grade</a>
						Submission changes not allowed	-

An example of locked submissions

## Overview:

This guide will show you how to lock and unlock student submissions within the Assignment activity.

## What to know:

The lock and unlock feature affords the user greater control over student submissions within the assignment activity.

## Table of Contents

- [Step 1: Assignment activity](#)
- [Step 2: View submissions](#)
- [Step 3: The submission page](#)
- [Step 4: Selecting the submission\(s\)](#)
- [Step 5: Locking submissions](#)
- [Step 6: Submissions locked](#)
- [Step 5: Unlocking submissions - select submissions](#)
- [Step 5: Unlocked submissions](#)

### Step 1: Assignment activity

Go to your Assignment activity on your module page

## ▼ Topic 2



Test assignment

Make a submission

**Opened:** Thursday, 19 October 2023, 12:00 AM

### Step 2: View submissions

Click on the 'View all submissions' button

Chenhui's Test Module / Test assignment

## Test assignment

Assignment Settings Advanced grading Download renamed submissions Export More ▾

Make a submission

**Opened:** Thursday, 19 October 2023, 12:00 AM

**View all submissions** Grade

### Grading summary

Hidden from students	No
Participants	6
Submitted	5

### Step 3: The submission page

You will now go to the page where student submissions are viewable.

First name  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  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

**1**

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit
<input type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>	Edit ▾
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>	Edit ▾
<input type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>	Edit ▾

#### Step 4: Selecting the submission(s)

Click select at left of the page to select all of the submissions on the current page or you can select specific students.

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input checked="" type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>
<input checked="" type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>
<input checked="" type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>

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	<a href="#">Grade</a>
<input checked="" type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<a href="#">Grade</a>
<input type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<a href="#">Grade</a>

## Step 5: Locking submissions

At the bottom of the page, you will see 'With selected...'

1. Click 'Lock submissions' within the dropdown menu.
2. Select 'Go' button to lock all the specified submissions.

<input checked="" type="checkbox"/>		Sandbox Student 5		sdstudent5@invalid.noemail		Submitted for grading	<a href="#">Grade</a>	Edit ▾	Thursday, 19 October 2023, 2:28 PM
<input checked="" type="checkbox"/>		Sandbox Student 6		sdstudent6@invalid.noemail		No submission	<a href="#">Grade</a>	Edit ▾	-

1

With selected... Lock submissions ▾ [Go](#)

## Step 6: Submissions locked

You'll now see 'Submission changes not allowed' in the status of all the selections that you locked. Therefore students will no longer be able to update or amend their submissions.

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	<a href="#">Grade</a>
						Submission changes not allowed	-
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<a href="#">Grade</a>
						Submission changes not allowed	-

### Step 5: Unlocking submissions - select submissions

To unlock a submission(s), select the submissions that you wish to unlock by ticking the tick box or to select all submissions on the column 'Select'.

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input checked="" type="checkbox"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<a href="#">Grade</a>
						Submission changes not allowed	-
<input checked="" type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<a href="#">Grade</a>
						Submission changes not allowed	-

### Step 5: Unlocked submissions

Now go down to the bottom of the page,

1. 'With selected...', click 'Unlock submissions' in the drop-down menu.
2. Click on the 'Go' button. and now all of the selected submissions will now be unlocked.

not allowed

<input checked="" type="checkbox"/>	SS	Sandbox Student 6	sdstudent6@invalid.noemail	No submission	Grade	Edit	-
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Submission changes not allowed

1

With selected...

Lock submissions

Unlock submissions

Download selected submissions

Remove submission

Send feedback files

All

**Options**

Assignments per page

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	Grade
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	Grade
<input type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	Grade

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/locking-and-unlocking-student-submissions-125.html>