



# 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 | <button>Grade</button> |
| <input type="checkbox"/> |  | Sandbox Student 2      |           | sdstudent2@invalid.noemail |            | Submitted for grading | <button>Grade</button> |

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

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- 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

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




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 | <div>Grade</div> | Edit <span>▼</span> |
| <input type="checkbox"/> |  | Sandbox Student 2      |           | sdstudent2@invalid.noemail |            | Submitted for grading | <div>Grade</div> | Edit <span>▼</span> |
| <input type="checkbox"/> |  | Sandbox Student 3      |           | sdstudent3@invalid.noemail |            | Submitted for grading | <div>Grade</div> | Edit <span>▼</span> |

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

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

1

With selected...



## 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 ▾ | - |
|-------------------------------------|----|-------------------|----------------------------|---------------|-------|--------|---|

Submission changes not allowed

1

With selected...

Lock submissions

Go

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>