

# Locking and Unlocking student submissions

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Mon, Oct 23, 2023

4. Manage submissions and feedback

7463 0

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	<button>Grade</button>
<input type="checkbox"/>	SS	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.

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### Step 1: Assignment activity

Go to your Assignment activity on your module page

## ▼ Topic 2



Test assignment

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

Make a submission

### 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"/>	SS	Sandbox Student 1	—	sdstudent1@invalid.noemail	—	Submitted for grading	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 2	—	sdstudent2@invalid.noemail	—	Submitted for grading	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 3	—	sdstudent3@invalid.noemail	—	Submitted for grading	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"/>	SS	Sandbox Student 1	—	sdstudent1@invalid.noemail	—	Submitted for grading	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 2	—	sdstudent2@invalid.noemail	—	Submitted for grading	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 3	—	sdstudent3@invalid.noemail	—	Submitted for grading	Grade

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

## 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"/>	SS	Sandbox Student 5	sdstudent5@invalid.noemail	Submitted for grading	<button>Grade</button>	<button>Edit</button>	Thursday, 19 October 2023, 2:28 PM
<input checked="" type="checkbox"/>	SS	Sandbox Student 6	sdstudent6@invalid.noemail	No submission	<button>Grade</button>	<button>Edit</button>	
1							
With selected...				<button>Lock submissions</button>	▼	<button>Go</button>	

## 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"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<button>Grade</button>
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<button>Grade</button>

## 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"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<button>Grade</button>
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<button>Grade</button>

## 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.

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

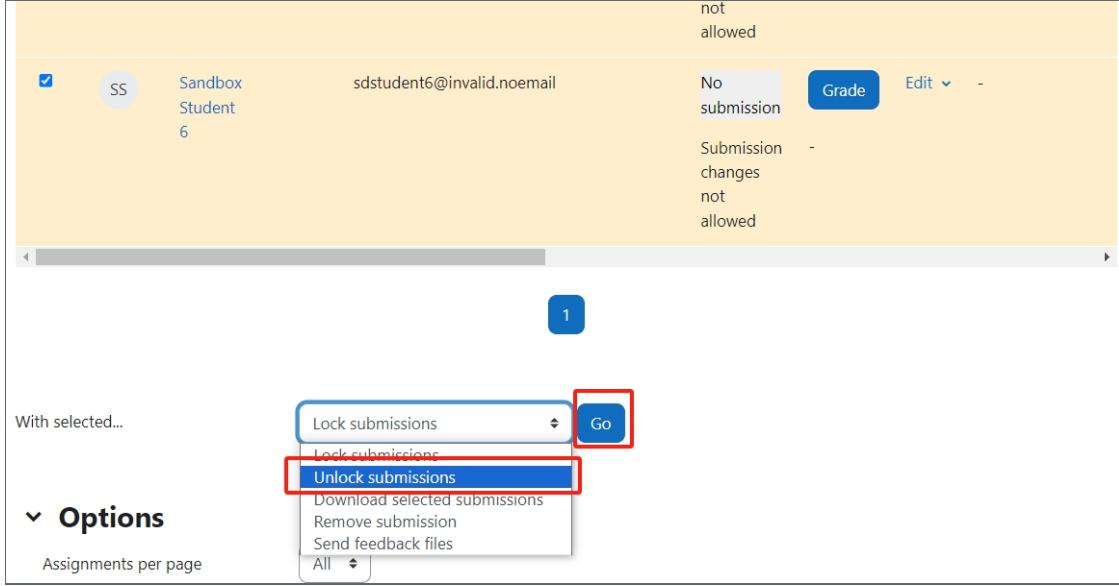
Remove submission

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.xjtu.edu.cn/article/locking-and-unlocking-student-submissions-125.html>