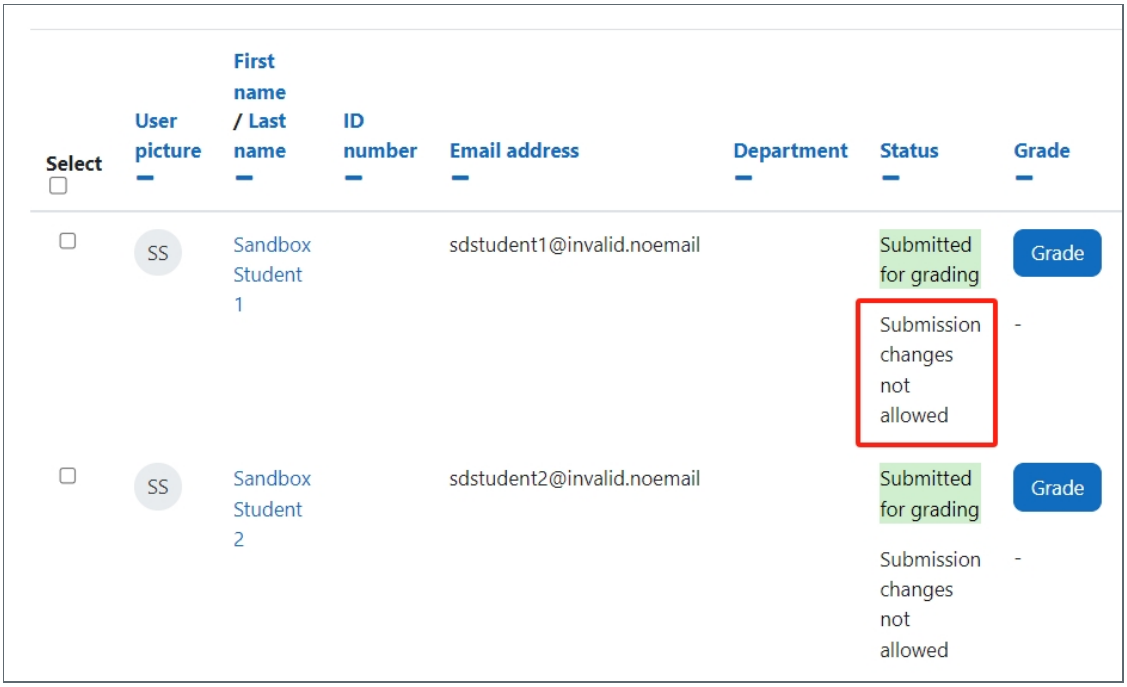
Locking and Unlocking student submissions

125 Bowen Zhang Mon, Oct 23, 2023 4. Manage submissions and feedback 9930 0



Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
☐	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading Submission changes not allowed	Grade -
☐	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading Submission changes not allowed	Grade -

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:

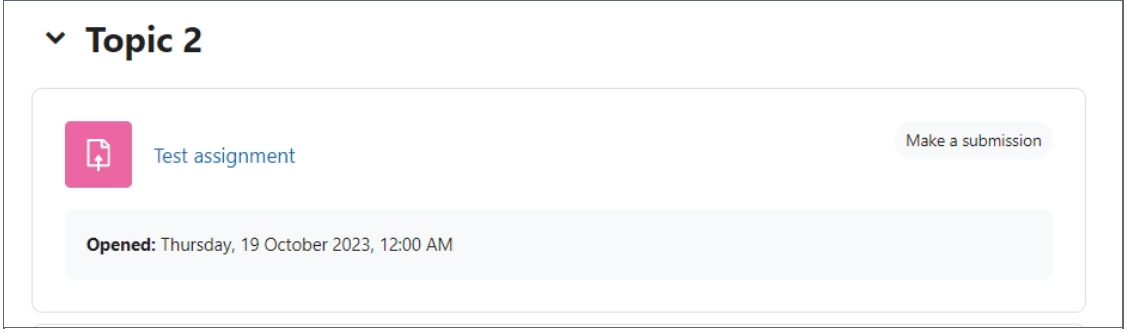
The lock and unlock feature affords the user greater control over student submissions within the assignment activity.

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

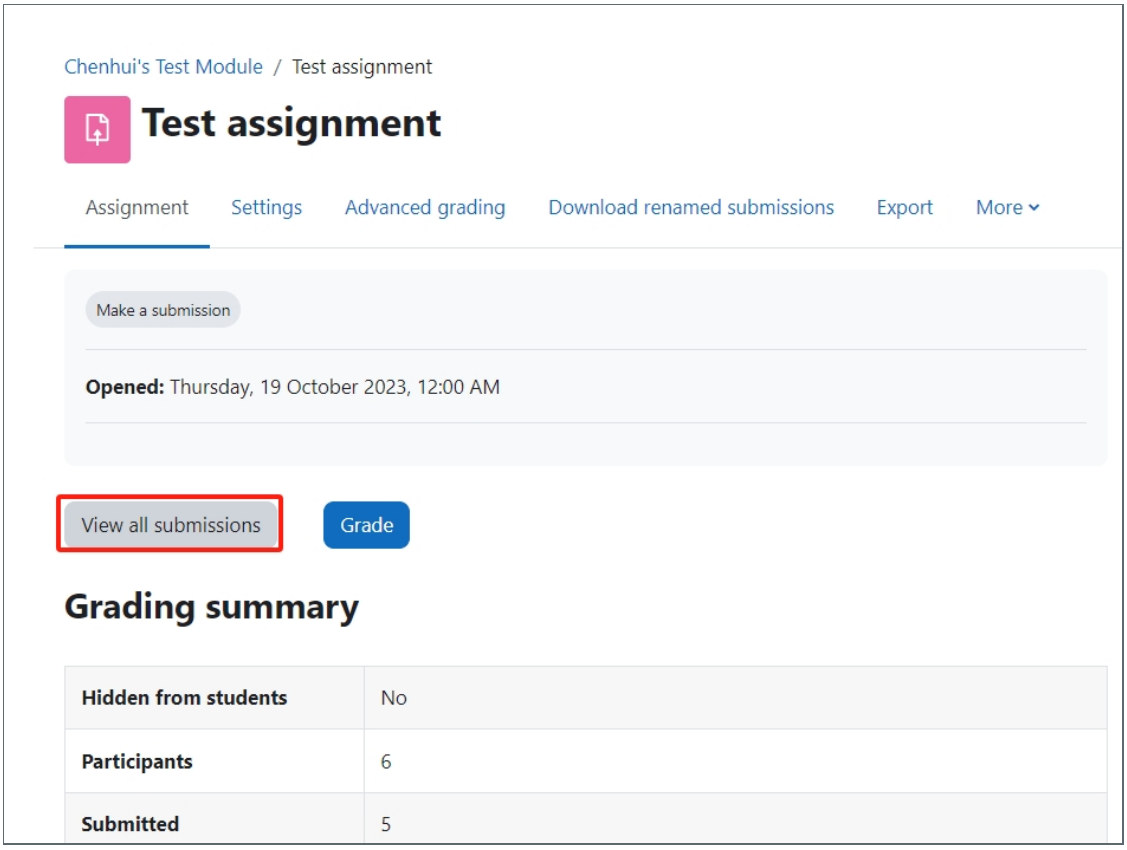
Step 1: Assignment activity

Go to your Assignment activity on your module page



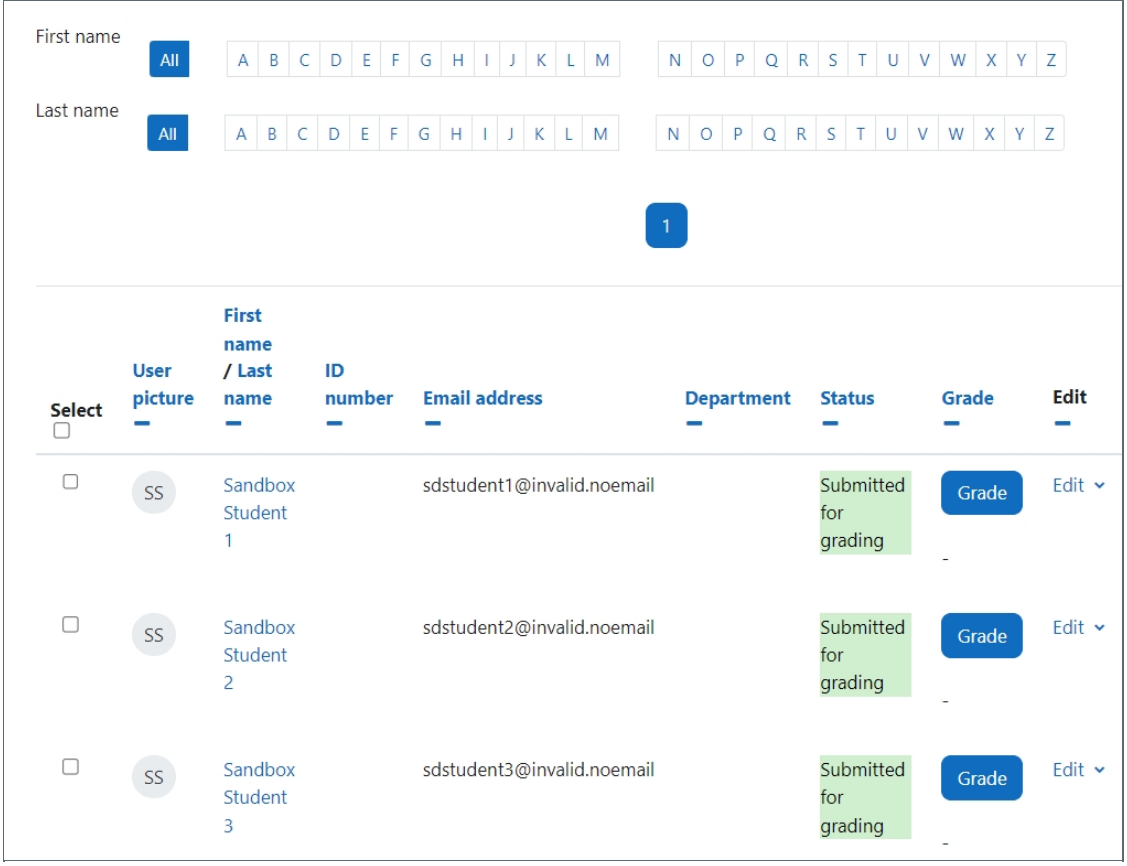
Step 2: View submissions

Click on the 'View all submissions' button



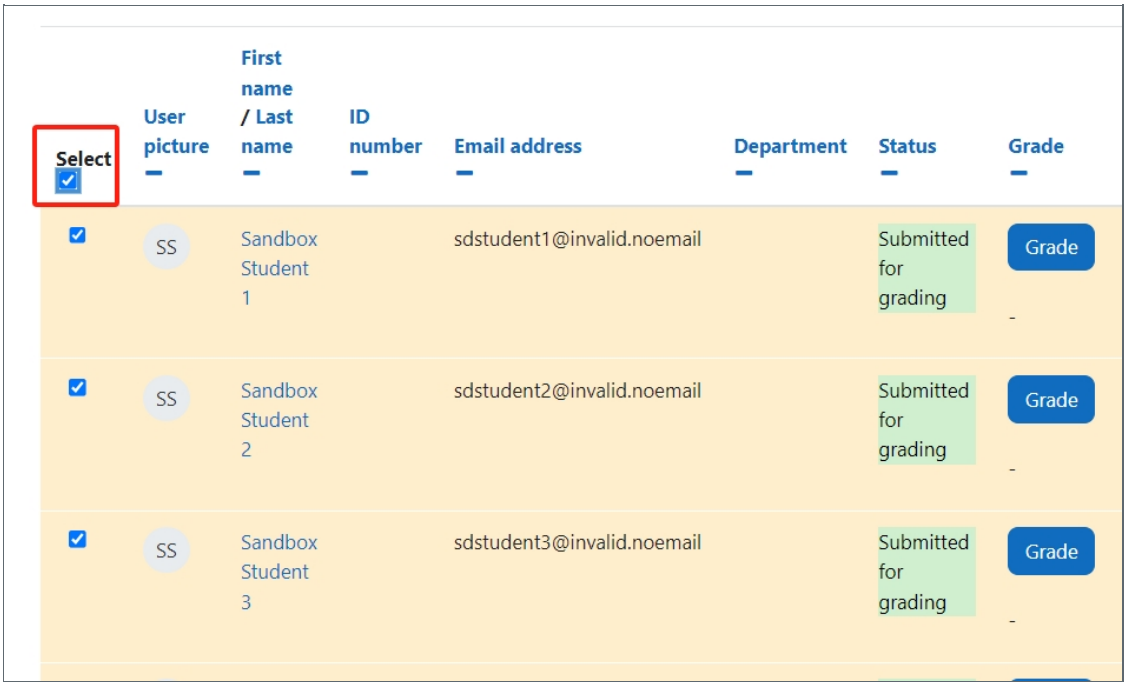
Step 3: The submission page

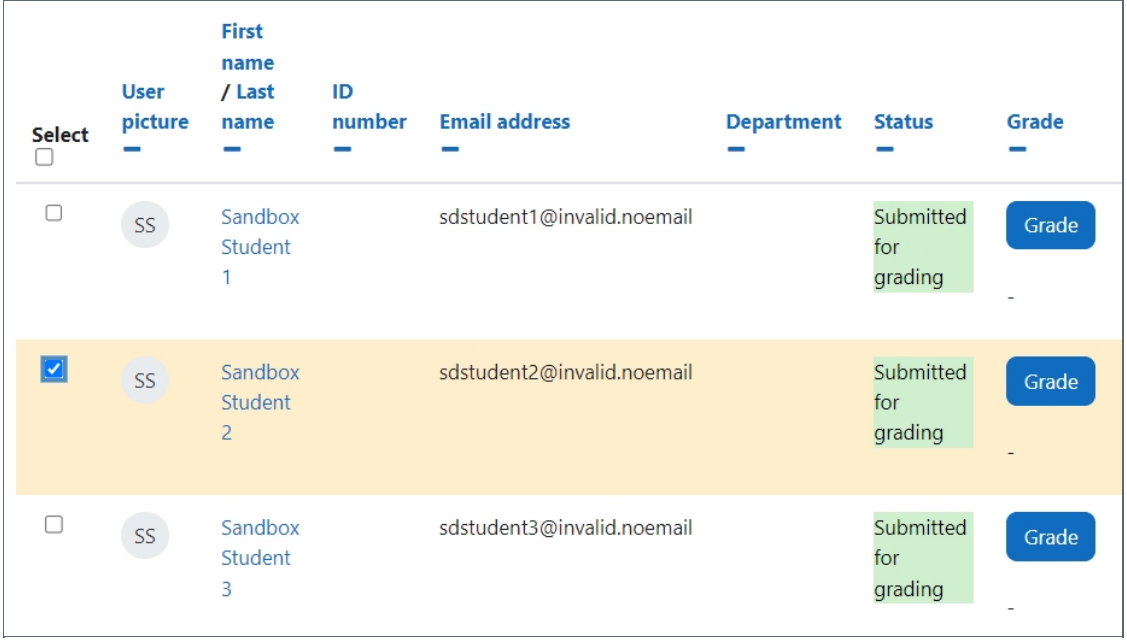
You will now go to the page where student submissions are viewable.



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.

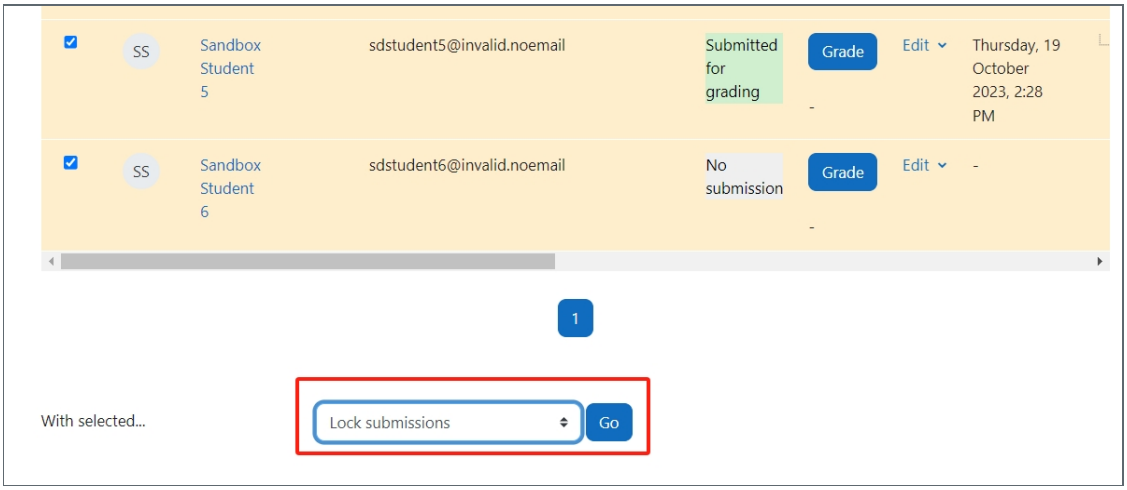




Step 5: Locking submissions

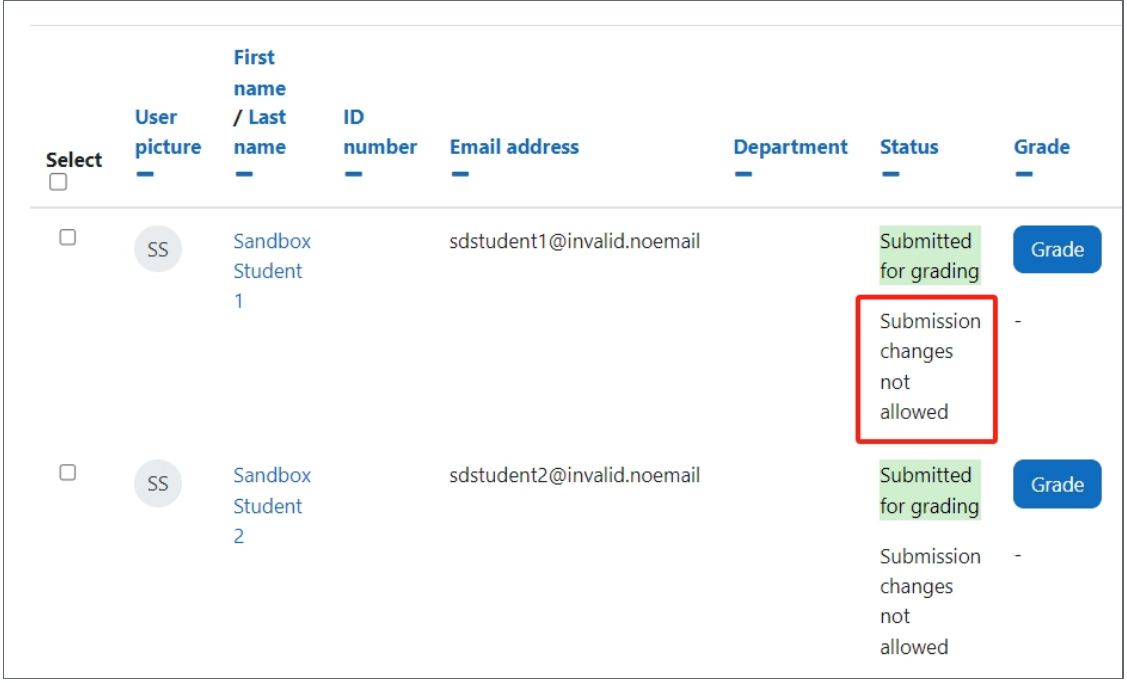
At the bottom of the page, you will see 'With selected...'

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



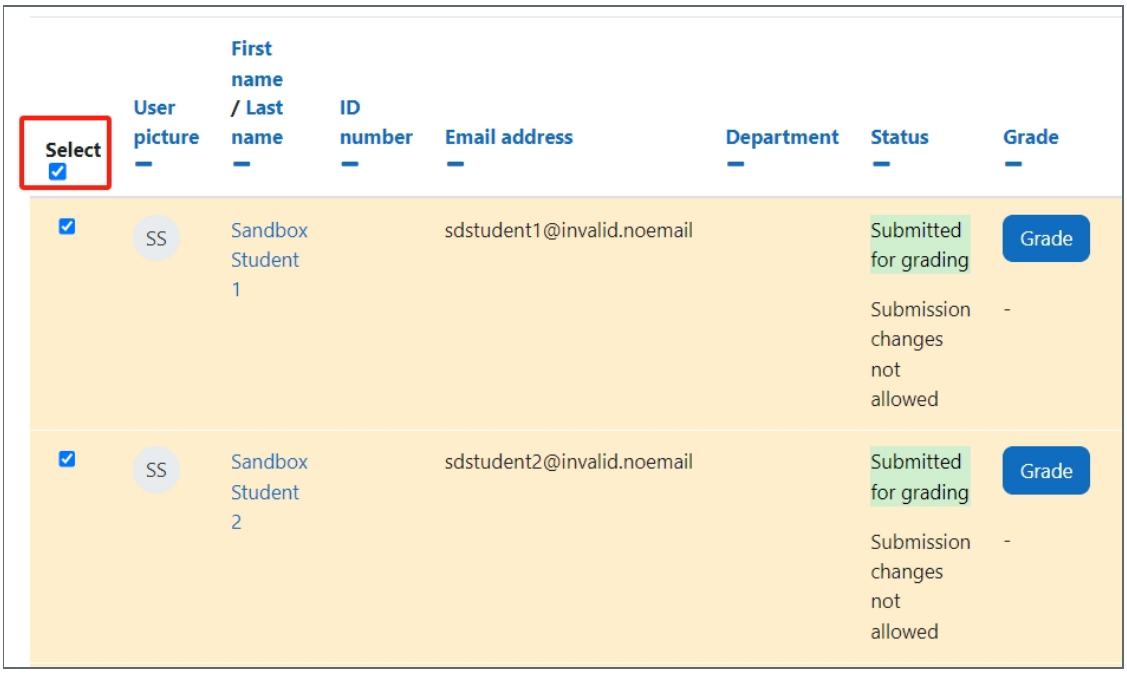
Step 6: Submissions locked

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.



Step 5: Unlocking submissions - select submissions

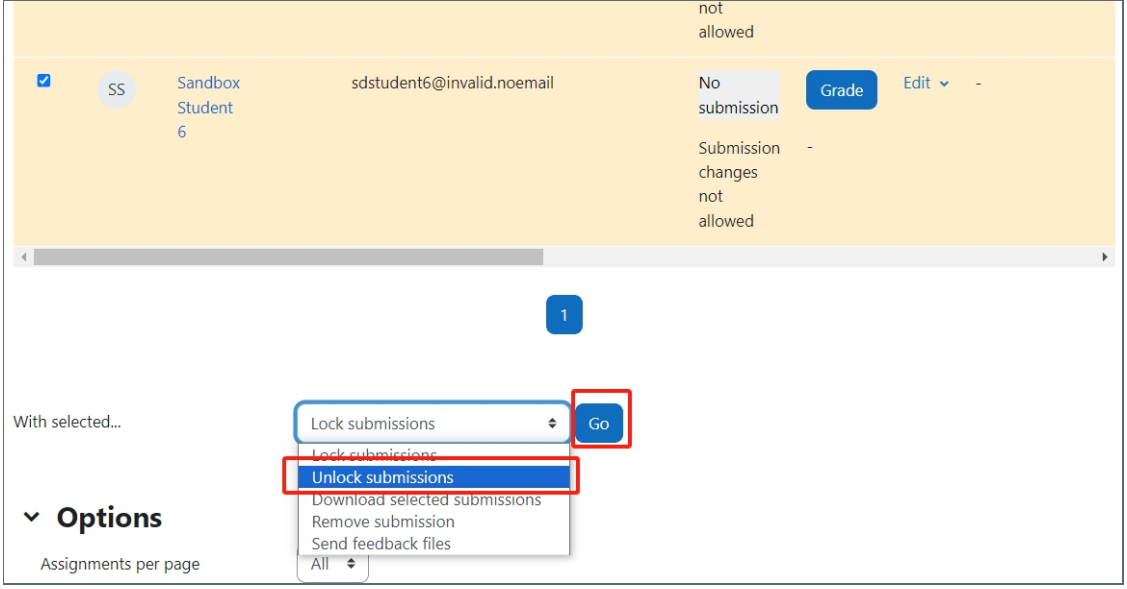
To unlock a submission(s), select the submissions that you wish to unlock by ticking the tick box or to select all submissions on the column 'Select'.

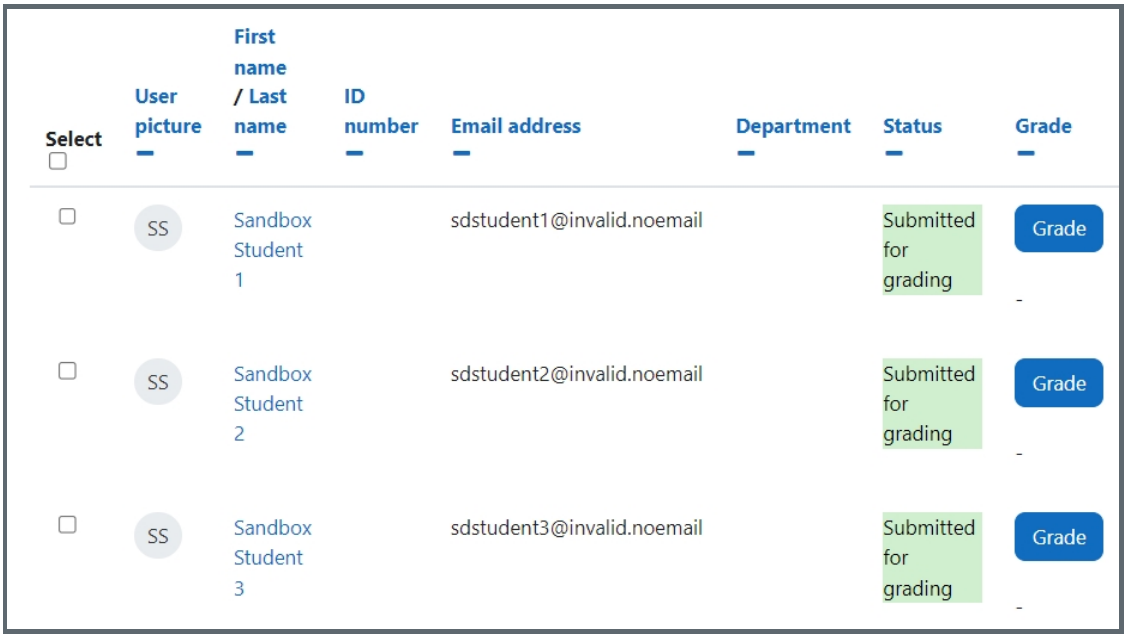


Step 5: Unlocked submissions

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.





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