Locking and Unlocking student submissions

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

Go to your Assignment activity on your module page

Topic 2

Test assignment

Make a submission

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

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

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.

Select ☐	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
☐	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	Grade -
☑	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	Grade -
☐	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	Grade -

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.

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'.

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		
☑	SS	Sandbox Student 6		sdstudent6@invalid.noemail		No submission		Grade	Edit ⌄ -
						Submission changes not allowed	-		

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With selected...   Lock submissions ⇕   Go

> Lock submissions
> **Unlock submissions**
> Download selected submissions
> Remove submission
> Send feedback files

⌄ **Options**

Assignments per page   All ⇕

Select ☐	User picture —	First name / Last name —	ID number —	Email address —	Department —	Status —	Grade —
☐	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	Grade -
☐	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	Grade -
☐	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	Grade -