

# Removing a submission

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

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

An example of Assignment submission page

## Overview:

This guide will show you how to remove an assignment submission, if required on a module.

## What to know:

The remove a submission feature affords the user greater control over the assignments within modules.

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### 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

1. In the 'Edit' column, click on the 'Edit' button.
2. Then select 'Remove submission' in the dropdown menu.

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	<input type="button" value="Grade"/>	<input style="border: 2px solid red;" type="button" value="Edit"/> ▾
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		grading		<div style="border: 2px solid red; padding: 5px;"> <p>Update grade</p> <p>Prevent submission changes</p> <p>Edit submission</p> <p style="background-color: #0070c0; color: white; padding: 2px;"><b>Remove submission</b></p> </div>

#### Step 5: Removing the submission

Confirm the removal of the specified submission by clicking 'Continue'. The submission will now be removed.

## Confirm

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Are you sure you want to remove the submission for Sandbox Student 1?

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Cancel

Continue

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/removing-a-submission-127.html>