# Removing a submission

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.

# 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.

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



## Step 5: Removing the submission

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

## Confirm

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

Cancel    Continue