

# Removing a submission

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 1		s@student1@invalid.noemail		Submitted for grading	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 2		s@student2@invalid.noemail		Submitted for grading	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 3		s@student3@invalid.noemail		Submitted for grading	Grade	Edit

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

The screenshot shows a 'Test assignment' page. At the top left is a pink icon with a white upward arrow. To its right is the text 'Test assignment'. In the top right corner is a button labeled 'Make a submission'. Below this, a message box displays the text 'Opened: Thursday, 19 October 2023, 12:00 AM'.

### Step 2: View submissions

Click on the 'View all submissions' button

The screenshot shows the 'Test assignment' page again. The 'Assignment' tab is selected. At the top right are buttons for 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More'. Below the tabs is a 'Make a submission' button. A message box shows 'Opened: Thursday, 19 October 2023, 12:00 AM'. At the bottom, there are two buttons: 'View all submissions' (highlighted with a red box) and 'Grade'. Below these buttons is a section titled 'Grading summary' with a table.

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							
First name / Last name							
Select	User picture	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

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

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							
First name / Last name							
Select	User picture	ID number	Email address	Department	Status	Grade	Edit
<input type="checkbox"/>	SS	Sandbox Student 1	sdstudent1@invalid.noemail		Submitted	Grade	Edit ▾
<input type="checkbox"/>	SS	Sandbox Student 2	sdstudent2@invalid.noemail		Submitted	Grade	Edit ▾

Edit Remove submission

- Update grade
- Prevent submission changes
- Edit submission
- Remove submission**

#### 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

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