# 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 activityStep 2: View submissionsStep 3: The submission pageStep 4: Selecting the submissionStep 5: Removing the submission

### Step 1: Assignment activity

Go to your Assignment activity on your module page

| •   |                   |
|---|-------------------|
| Test assignment                             | Make a submission |
| Opened: Thursday, 19 October 2023, 12:00 AM |                   |

|         |                  | <br> |  |
|---------|------------------|------|--|
| Step 2: | View submissions |      |  |
|         |                  | <br> |  |

Click on the 'View all submissions' button

| Chenhui's Test Module / Test assignment Test assignment |                 |                       |                              |        |        |  |  |
|---|-----------------|-----------------------|------------------------------|--------|--------|--|--|
| Assignment S  | Settings        | Advanced grading      | Download renamed submissions | Export | More 🗸 |  |  |
| Make a submission                                       |                 |                       |                              |        |        |  |  |
| Opened: Thursda   | v. 19 Octol     | per 2023, 12:00 AM    |                              |        |        |  |  |
|   | ,, occo         |                       |                              |        |        |  |  |
|   | _               |                       |                              |        |        |  |  |
| View all submissions Grade                              |                 |                       |                              |        |        |  |  |
|   | Grading summary |                       |                              |        |        |  |  |
| Grading su  | mmar            | У                     |                              |        |        |  |  |
| Grading su  | mmar            | No                    |                              |        |        |  |  |
| <b>Grading su</b><br>Hidden from stud<br>Participants   | mmar            | • <b>Y</b><br>No<br>6 |                              |        |        |  |  |

-----

### 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 F       | R S T U N                   | / W X Y | Z      |
|------------|-----------------|---------------------------------|--------------|------------------------------|-----------------|-----------------------------|---------|--------|
| Last name  | All             | A B C                           | D E F        | G H I J K L M                | N O P Q F       | R S T U V                   | W X Y   | Z      |
| Select     | User<br>picture | First<br>name<br>/ Last<br>name | ID<br>number | Email address                | 1<br>Department | Status                      | Grade   | Edit   |
|            | SS              | Sandbox<br>Student<br>1         |              | sdstudent 1@invalid. noemail |                 | Submitted<br>for<br>grading | Grade   | Edit 🗸 |
|            | SS              | Sandbox<br>Student<br>2         |              | sdstudent2@invalid.noemail   |                 | Submitted<br>for<br>grading | Grade   | Edit 🗸 |
|            | SS              | Sandbox<br>Student<br>3         |              | sdstudent3@invalid.noemail   |                 | Submitted<br>for<br>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.

| Select | User<br>picture | First<br>name<br>/ Last<br>name | ID<br>number | Email address              | Department | Status                             | Grade<br>—                     | Edit<br>— |
|--------|-----------------|---------------------------------|--------------|----------------------------|------------|------------------------------------|--------------------------------|-----------|
|        | SS              | Sandbox<br>Student<br>1         |              | sdstudent1@invalid.noemail |            | Submitted<br>Update g<br>Prevent s | Grade<br>Irade<br>ubmission ch | Edit 🗸    |
|        | SS              | Sandbox<br>Student<br>2         |              | sdstudent2@invalid.noemail |            | Edit subn<br>Remove s<br>grading   | nission<br>submission<br>-     |           |

Step 5: Removing the submission

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



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