

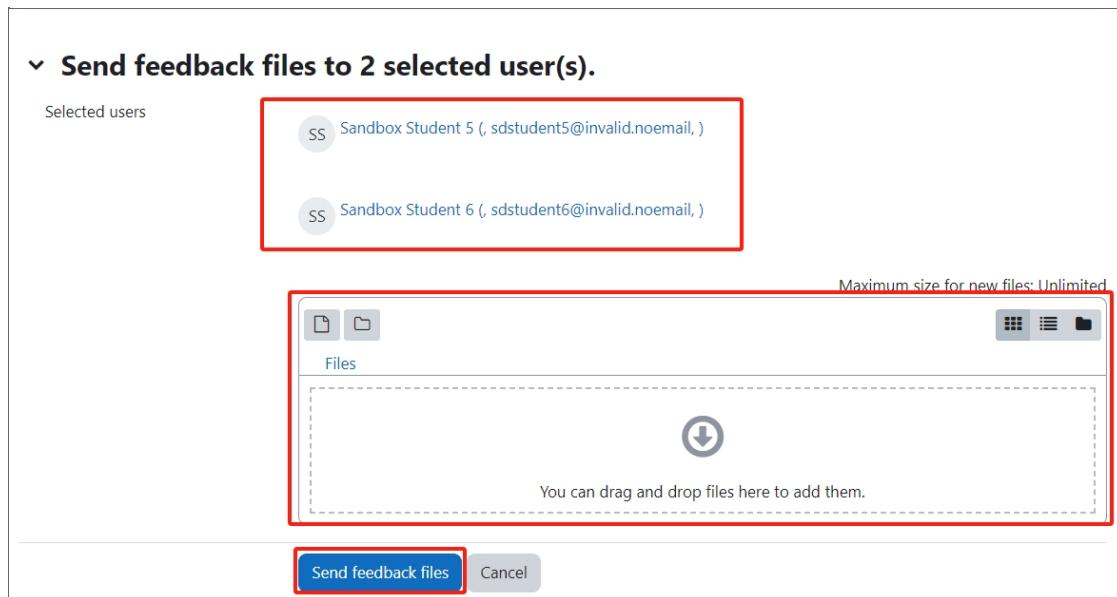
# Sending feedback files

135 Kenneth Simmons

Mon, Oct 23, 2023

4. Manage submissions and feedback

6251 0



Selected users

SS Sandbox Student 5 (, sdstudent5@invalid.noemail, )

SS Sandbox Student 6 (, sdstudent6@invalid.noemail, )

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Send feedback files Cancel

The Learning Mall Core

## Overview:

This guide will show you how to send feedback files within Assignment activity. Then all the selected students will receive the same feedback file. It can be useful to give general feedback to a group of students.

## What to know:

The send a feedback file feature affords the user greater control over assignment feedback within modules.

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### Step 1: Assignment activity

Go to your Assignment activity on your module page

## ▼ Topic 2



Test assignment

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

Make a submission

### 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	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								
Select	User picture	First name / Last name	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(s)

On the submission page, click on 'select' tick box in the left corner to select all students or a specific student(s) by clicking the tick box in front of their names.

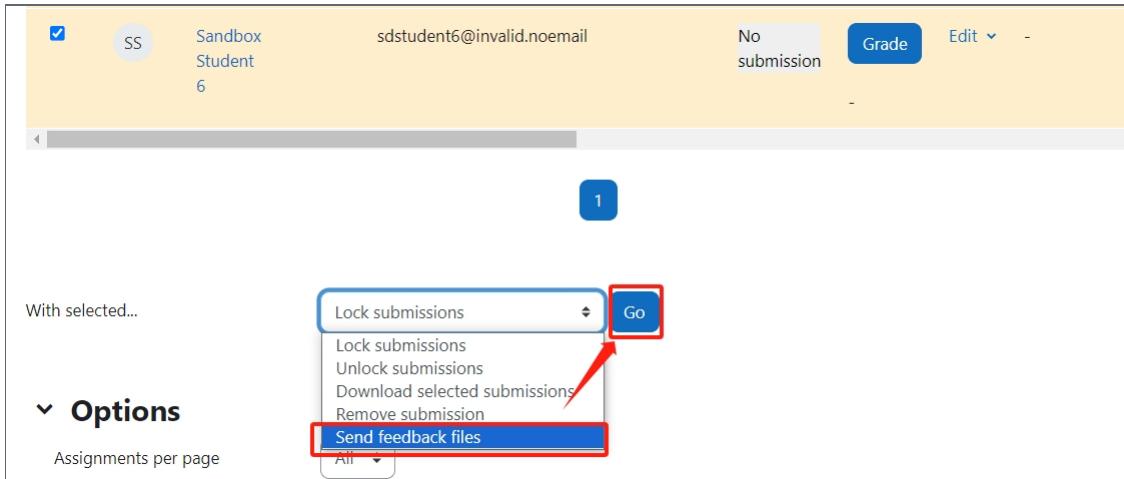
Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 1	—	sdstudent1@invalid.noemail	—	Submitted for grading	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 2	—	sdstudent2@invalid.noemail	—	Submitted for grading	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 3	—	sdstudent3@invalid.noemail	—	Submitted for grading	Grade

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade
<input type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<button>Grade</button>
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<button>Grade</button>
<input type="checkbox"/>	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<button>Grade</button>

## Step 5: Sending the feedback file

At the bottom of the page, you will see 'With selected' and and a drop down menu to the right.

1. Within the dropdown menu go to 'Send feedback files'.
2. Click 'Go' button. This will now take you to another screen.



The screenshot shows a Moodle assignment submission page. At the top, a table lists three student submissions. The second student, 'Sandbox Student 2', has a checked checkbox in the 'Select' column and is highlighted with a yellow background. The 'With selected...' dropdown menu is open, showing options: 'Lock submissions', 'Lock submissions', 'Unlock submissions', 'Download selected submissions', 'Remove submission', and 'Send feedback files'. The 'Send feedback files' option is highlighted with a red box and an arrow points to it from the bottom. The 'Go' button is also highlighted with a red box.

## Step 6: Adding the feedback files

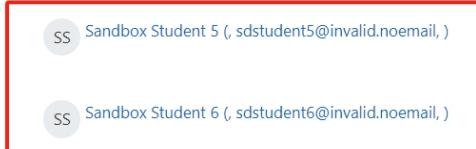
Now you see the selected user(s) you are sending the files to.

Then add your specified files either through drag and drop or by searching for the file(s)

Finally click 'Send feedback files' button.

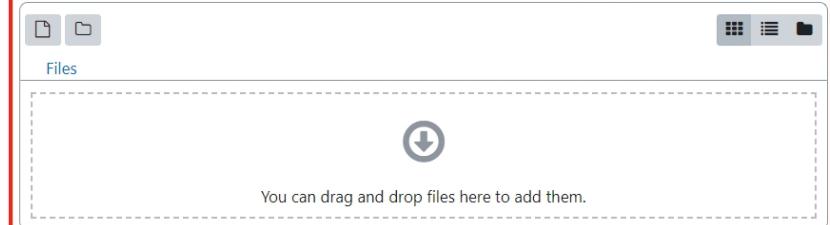
▼ **Send feedback files to 2 selected user(s).**

Selected users



SS Sandbox Student 5 (sdstudent5@invalid.noemail, )  
SS Sandbox Student 6 (sdstudent6@invalid.noemail, )

Maximum size for new files: Unlimited



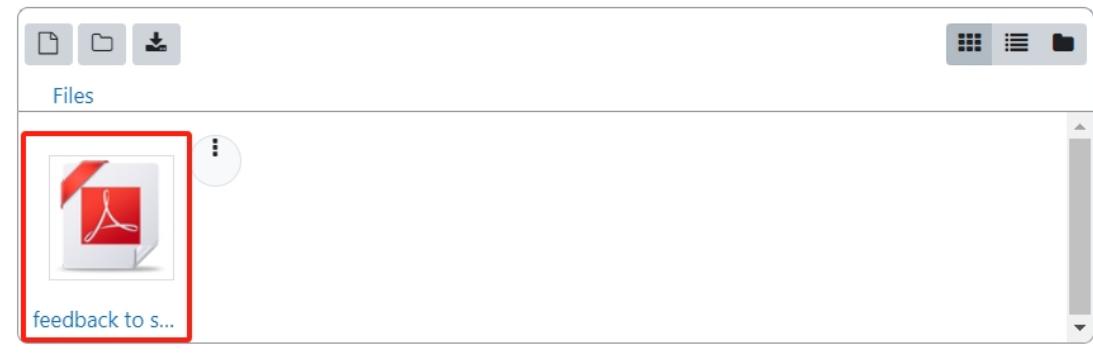
Files

You can drag and drop files here to add them.

**Send feedback files**

Cancel

Maximum size for new files: Unlimited

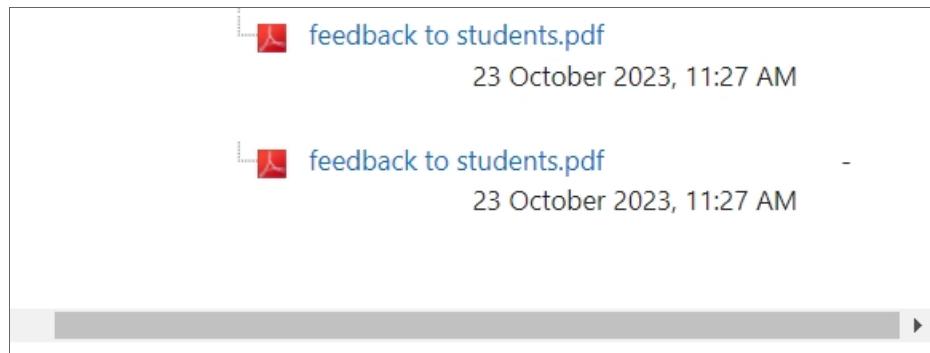


Files

feedback to s...

### Step 7: Viewing the feedback files

Now you are back to the submission page. Please scroll to the right. The feedback file is sent to all the selected students.



feedback to students.pdf  
23 October 2023, 11:27 AM

feedback to students.pdf  
23 October 2023, 11:27 AM

Online URL: <https://knowledgebase.xjtu.edu.cn/article/sending-feedback-files-135.html>