Sending feedback files

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.

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.

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 —
☐	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(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 —
☑	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	Grade -
☑	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	Grade -
☑	SS	Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	Grade -

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.

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