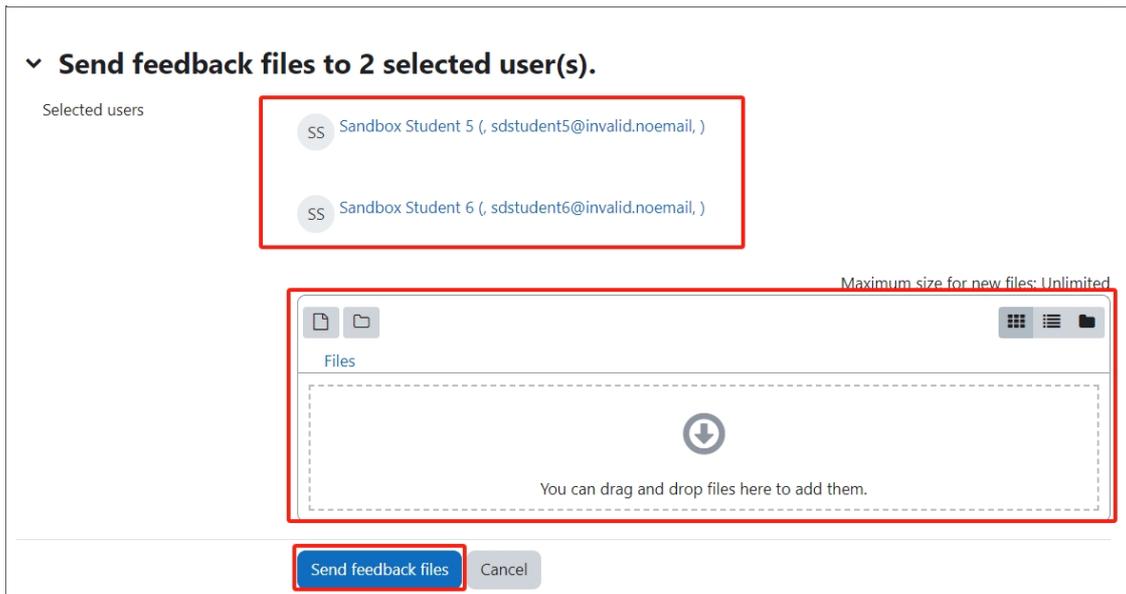


# Sending feedback files



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](#)
- [Step 2: View submissions](#)
- [Step 3: The submission page](#)
- [Step 4: Selecting the submission\(s\)](#)
- [Step 5: Sending the feedback file](#)
- [Step 6: Adding the feedback files](#)
- [Step 7: Viewing the feedback files](#)

### 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

### 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  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  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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>	Edit ▾
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>	Edit ▾
<input type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<input type="button" value="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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>
<input checked="" type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>
<input checked="" type="checkbox"/>		Sandbox Student 3		sdstudent3@invalid.noemail		Submitted for grading	<input type="button" value="Grade"/>

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

## Step 5: Sending the feedback file

At the bottom of the page, you will see 'With selected' 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 user interface for managing submissions. At the top, a user profile for 'Sandbox Student 6' is visible with a 'Grade' button and an 'Edit' dropdown. Below this, a 'With selected...' dropdown menu is open, displaying several options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions', 'Remove submission', and 'Send feedback files'. The 'Send feedback files' option is highlighted in blue. To the right of the dropdown, a 'Go' button is also highlighted with a red box. A red arrow points from the 'Send feedback files' option to the 'Go' button. Below the dropdown, there is an 'Options' section with a dropdown menu set to 'All'.

## 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.

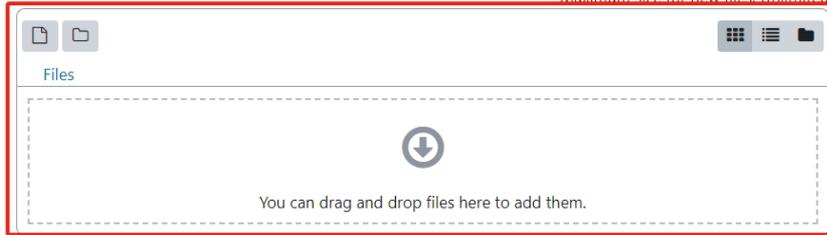
▼ **Send feedback files to 2 selected user(s).**

Selected users

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

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

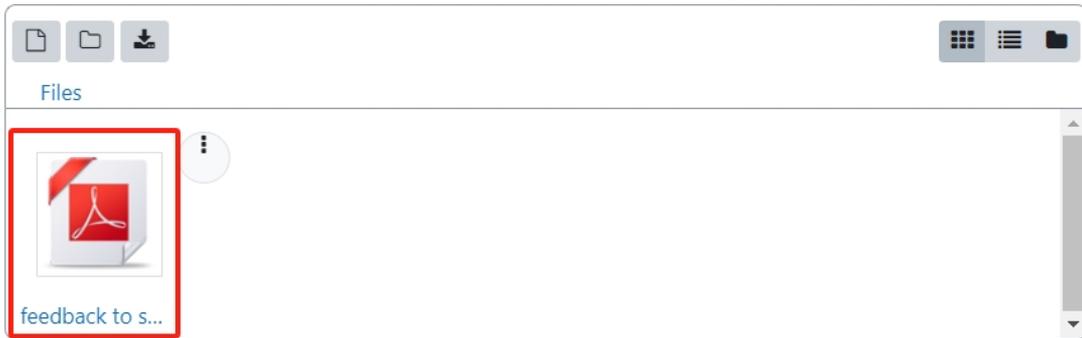
Maximum size for new files: Unlimited



Send feedback files

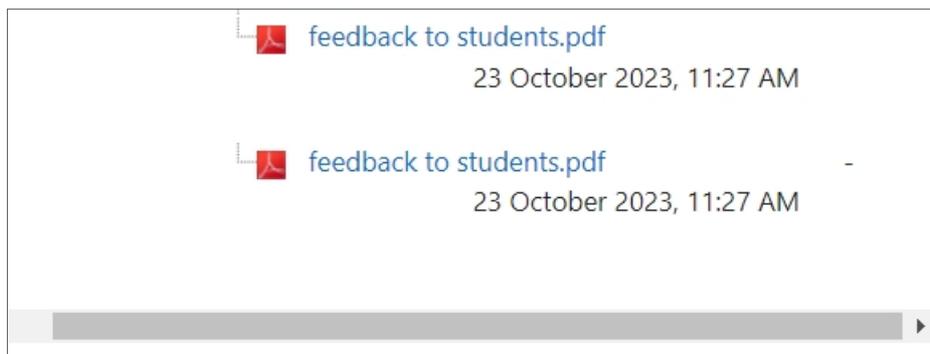
Cancel

Maximum size for new files: Unlimited



**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.



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