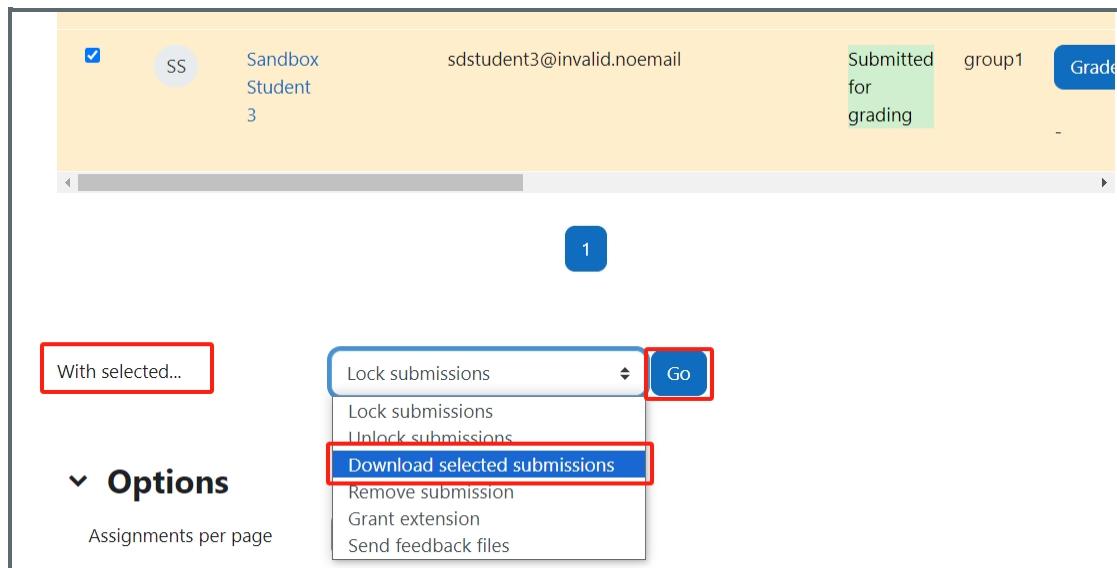


Download all submissions in a group



The screenshot shows a list of student submissions. The first submission is selected, indicated by a blue checkmark icon and a blue 'SS' icon. The student's name is 'Sandbox Student' and their email is 'sdstudent3@invalid.noemail'. The submission status is 'Submitted for grading' and it is associated with 'group1'. A blue 'Grade' button is visible. Below the list, there is a dropdown menu with the following options: 'With selected...', 'Lock submissions', 'Unlock submissions', 'Download selected submissions' (which is highlighted with a red box), 'Remove submission', 'Grant extension', and 'Send feedback files'. A blue 'Go' button is also part of the dropdown. The number '1' is displayed in a blue box at the top center of the list area.

An example of downloading selected submissions in Assignment

Overview:

This guide will show you how to download submissions in a group within the Assignment activity.

What to know:

The downloading of submissions within a group will provide the user with the flexibility to filter out submissions by specific groups within their module, if they have groups setup and applied within

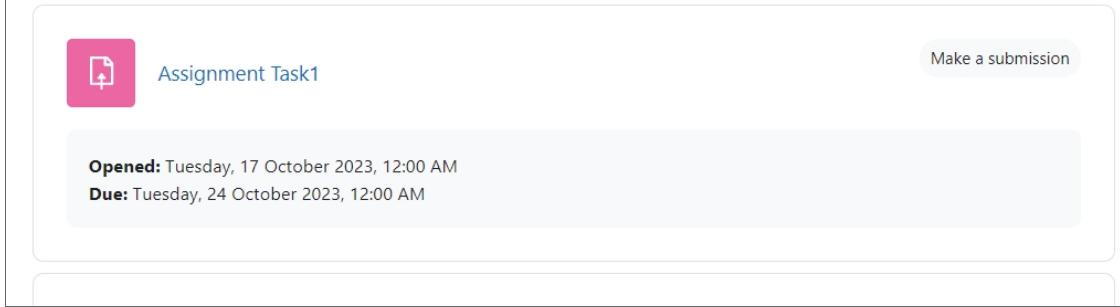
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Step 1: The Assignment activity

Go to your Assignment activity on your module page

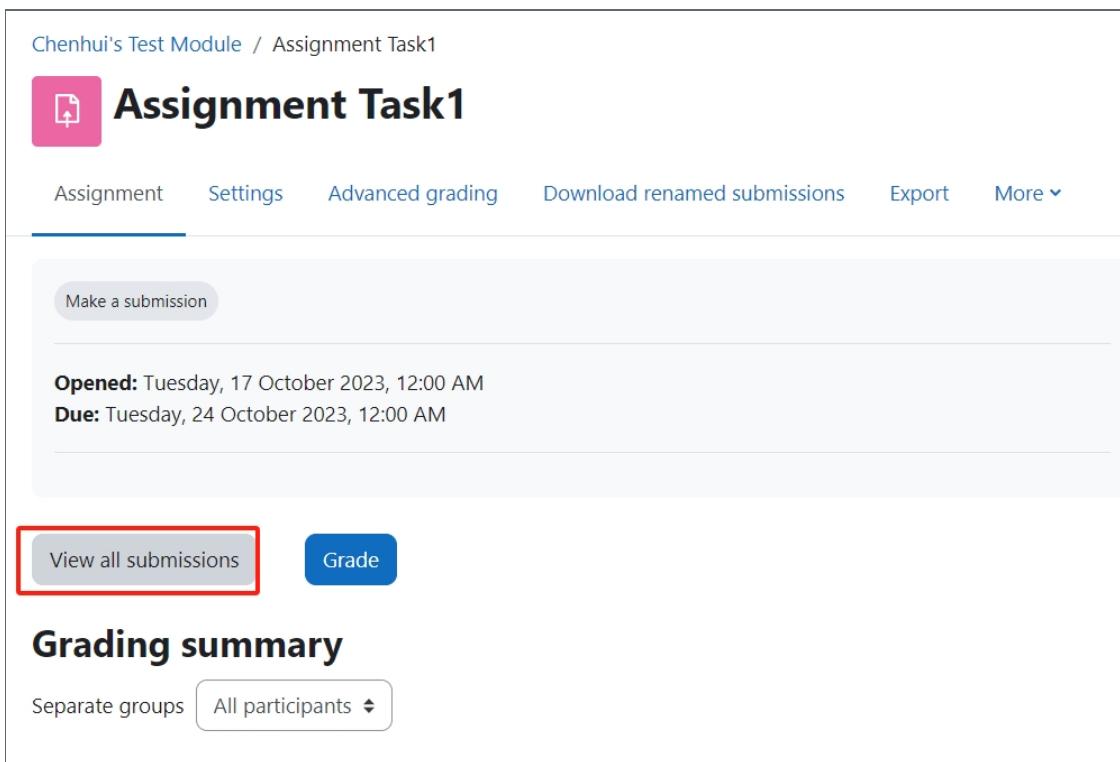
▼ Topic 2



The screenshot shows a submission interface for 'Assignment Task1'. At the top left is a pink icon of a document with a plus sign. To its right is the text 'Assignment Task1'. In the top right corner is a grey button labeled 'Make a submission'. Below this, a light grey box contains the text 'Opened: Tuesday, 17 October 2023, 12:00 AM' and 'Due: Tuesday, 24 October 2023, 12:00 AM'.

Step 2: View submissions

Click on the 'View all submissions' button.



The screenshot shows the 'Assignment Task1' page. At the top left is a pink icon of a document with a plus sign. To its right is the text 'Assignment Task1'. Below this is a navigation bar with tabs: 'Assignment' (underlined in blue), 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More ▾'. In the top right corner is a grey button labeled 'Make a submission'. Below this, a light grey box contains the text 'Opened: Tuesday, 17 October 2023, 12:00 AM' and 'Due: Tuesday, 24 October 2023, 12:00 AM'. At the bottom of the page, 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 'Separate groups' dropdown menu set to 'All participants'.

Step 3: Select a particular group of students

You will now go to the page where student submissions are viewable. At the top of the page you'll be presented with the 'Separate groups' drop-down menu (if you have already set up groups on your module, and implemented it in assignment settings for the separate groups menu to be visible).



Assignment Task1

Assignment

Settings

Advanced grading

Download renamed submissions

Export

More ▾

Back

Download all submissions

Submissions

Grading action

Choose...

Separate groups

All participants

First name

All

E F G H I J K L M

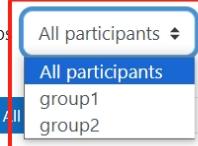
N O P Q R S T U V W X Y Z

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



Currently the the menu is set to all participants, therefore all of the student submissions will be visible despite which group that they belong to.

Submissions							
Separate groups		All participants					
First name		Last name				Group	
Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group
<input type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1
<input type="checkbox"/>	SS	Sandbox Student		sdstudent3@invalid.noemail		Submitted for	group1

Step 4: Groups

Select the groups' submission that you wish to view and select the it from the 'Separate groups' drop-down menu. You will now only be presented with the members of that group and their submissions or non submissions.

Submissions

Grading action

Separate groups

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

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group	Grade
<input type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	<input type="button" value="Grade"/>
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	<input type="button" value="Grade"/> ?

Step 5: Selecting members of the group

By clicking the 'select' tick box at the top of the table, you can select all the students and their submissions of that page.

Hint: if there are plenty of students in that group displayed in different pages, you can either go to different pages with the same process below to download the submissions, or you can choose to display all students in one page and download the submissions.

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					
Select	User picture	First name / Last name	ID number	Email address	Department	Status	Group	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	<input type="button" value="Grade"/>
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	<input type="button" value="Grade"/> ?

You can choose to show all students of that group by clicking 'all' in 'assignment per page' setting in 'Options'.

▼ Options

Assignments per page

All 

Filter

No filter 

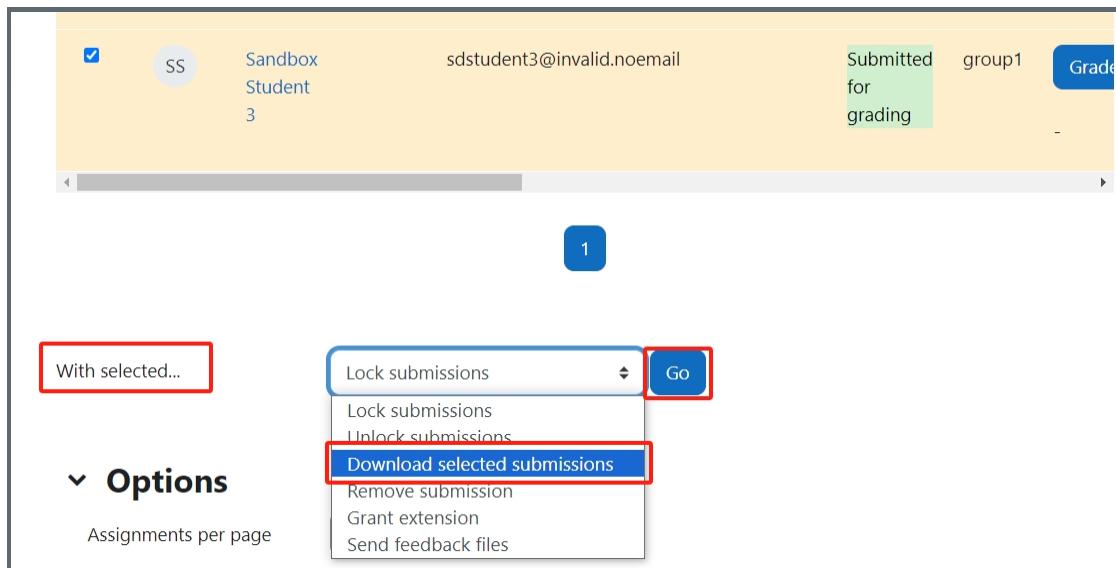
Quick grading 

Show only active enrolments 

Download submissions in folders 

Step 6: Downloading the submissions

Now go down to the 'With selected' drop-down menu click on the 'Download selected submissions' and then click 'Go' you will now download all of the submissions within the selected group.



The screenshot shows a list of submissions in a Moodle interface. At the top, there is a table with columns: a checkbox, a user icon (SS), the student's name (Sandbox Student), their email (sdstudent3@invalid.noemail), and a status box (Submitted for grading group1 Grade). Below the table, a blue button labeled '1' indicates one item selected. In the bottom left, there is a 'With selected...' button with a red box around it. To its right is a dropdown menu with options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions' (which is highlighted with a red box), 'Remove submission', 'Grant extension', and 'Send feedback files'. The 'Download selected submissions' option is the one intended to be selected. A 'Go' button is also visible in the dropdown menu.

Online URL: <https://knowledgebase.xjtu.edu.cn/article/download-all-submissions-in-a-group-154.html>