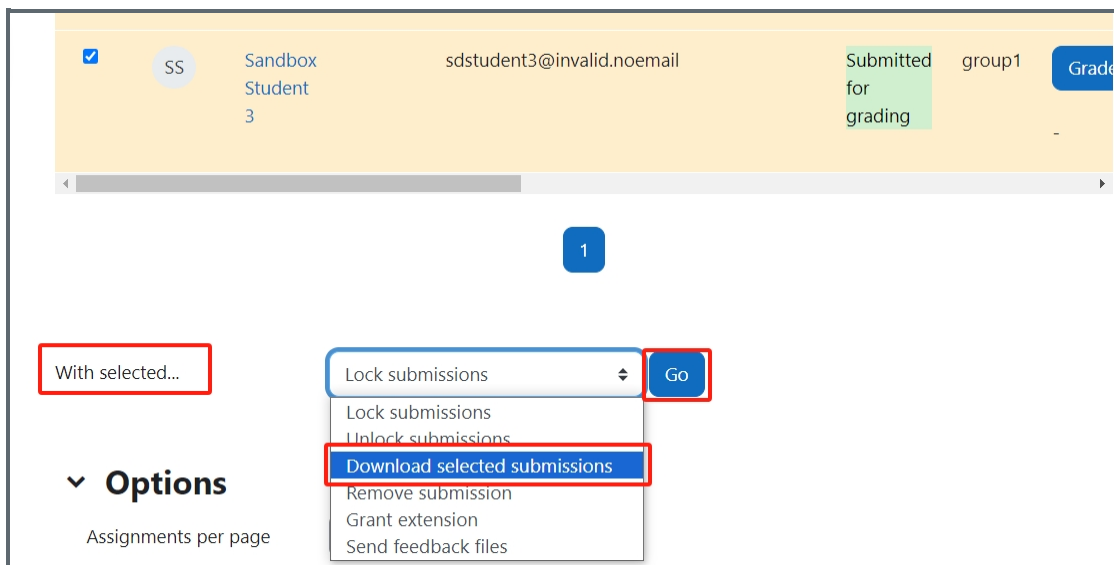


# Download all submissions in a group



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**


 Assignment Task1 Make a submission

**Opened:** Tuesday, 17 October 2023, 12:00 AM  
**Due:** Tuesday, 24 October 2023, 12:00 AM

## Step 2: View submissions

Click on the 'View all submissions' button.

Chenhui's Test Module / Assignment Task1

 **Assignment Task1**

Assignment Settings Advanced grading Download renamed submissions Export More ▼

Make a submission

**Opened:** Tuesday, 17 October 2023, 12:00 AM  
**Due:** Tuesday, 24 October 2023, 12:00 AM

View all submissions Grade

**Grading summary**

Separate groups 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

group1

group2

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.

Separate groups All participants ▾

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 type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	Grade
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	Grade
<input type="checkbox"/>	SS	Sandbox Student		sdstudent3@invalid.noemail		Submitted for	group1	Grade ?

### 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: Choose...

Separate groups: group1

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 type="checkbox"/>	SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	Grade
<input type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	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 groups 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	Grade
<input checked="" type="checkbox"/>	SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	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 submission management interface. At the top, a student record is displayed with a checkmark, a 'SS' icon, the name 'Sandbox Student', the email 'sdstudent3@invalid.noemail', and a 'Submitted for grading' status. Below this, a blue button with the number '1' is visible. In the lower section, a dropdown menu is open, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions', 'Remove submission', 'Grant extension', and 'Send feedback files'. The 'Download selected submissions' option is highlighted with a red box. To the left of the dropdown is a 'With selected...' label, also highlighted with a red box. To the right of the dropdown is a 'Go' button, also highlighted with a red box. Below the dropdown, an 'Options' section is partially visible, showing 'Assignments per page'.

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