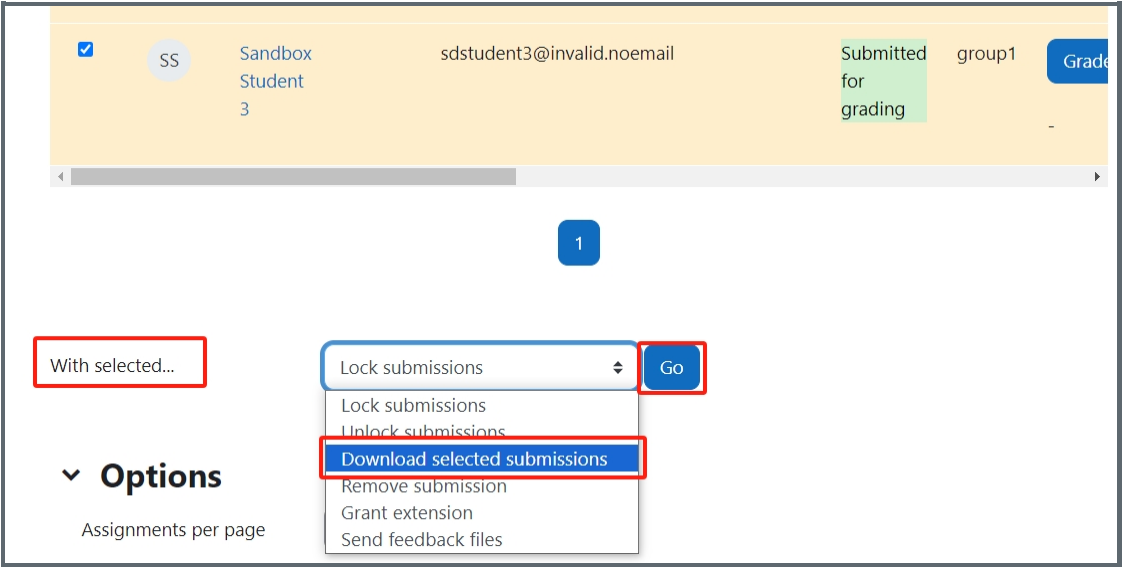


# Download all submissions in a group



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

## Table of Contents

- Step 1: The Assignment activity
- Step 2: View submissions
- Step 3: Select a particular group of students (optional)
- Step 4: Groups
- Step 5: Selecting members of the group
- Step 6: Downloading the submissions

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 participants  
group1  
group2

Last name

AllA B C D E F G H I J K L MN 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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	<a href="#">Grade</a>
<input type="checkbox"/>		Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	group1	<a href="#">Grade</a>
<input type="checkbox"/>		Sandbox Student		sdstudent3@invalid.noemail		Submitted for	group1	<a href="#">Grade</a>

### 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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	Grade
<input type="checkbox"/>		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"/>		Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	group1	Grade
<input checked="" type="checkbox"/>		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 student record for 'SS Sandbox Student' with email 'sdstudent3@invalid.noemail'. The status is 'Submitted for grading' and the group is 'group1'. Below the record, there is a 'With selected...' dropdown menu. The dropdown menu is open, showing options: 'Lock submissions', 'Unlock submissions', 'Download selected submissions' (highlighted with a red box), 'Remove submission', 'Grant extension', and 'Send feedback files'. To the right of the dropdown is a 'Go' button (also highlighted with a red box). Below the dropdown, there is an 'Options' section with 'Assignments per page'.

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