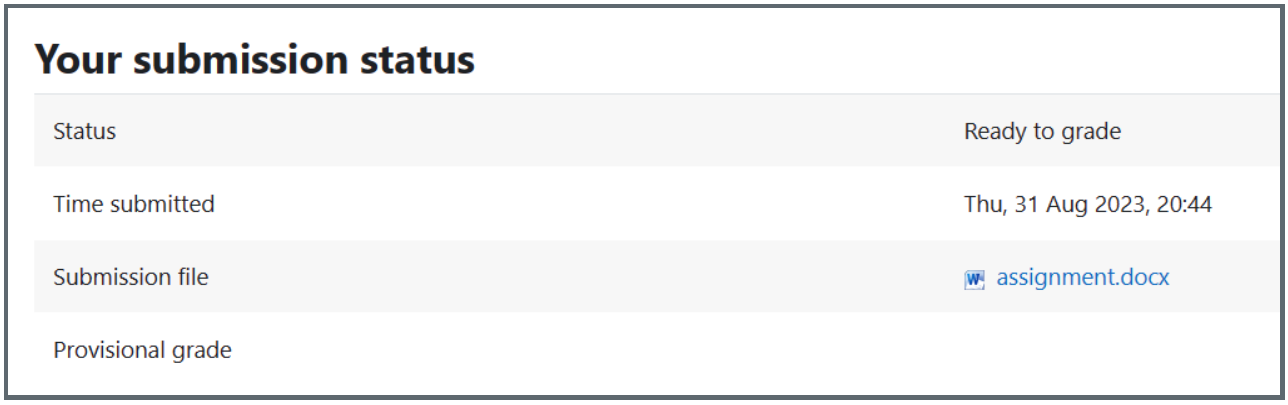
How to submit work in a Double-marking Assignment

267 Knowledge Base Administrator Tue, May 26, 2026 Double-marking Assignment 9068 0



An example of Double-marking Assignment submission page

Overview:

This guide will show you how to submit in a Double-marking Assignment on LM Core as well as other features.

What to know:

Double-marking Assignment is similar to Assignment, which allows students to submit their work. The difference is it allows several markers to mark one submission, that is not possible in an assignment activity. It is often used in Final year dissertation assessment. Teachers will choose the tool based on their own needs.

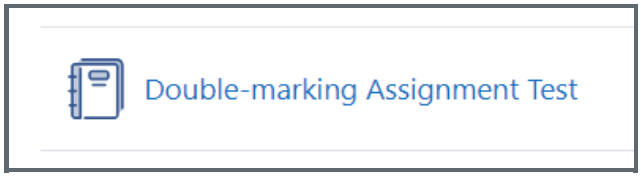
Table of Contents

Step 1: Submit your articles
Step 2: Upload your submissions
Step 3: How to make a change
Step 4: How to finalize the submission

Step 1: Submit your articles

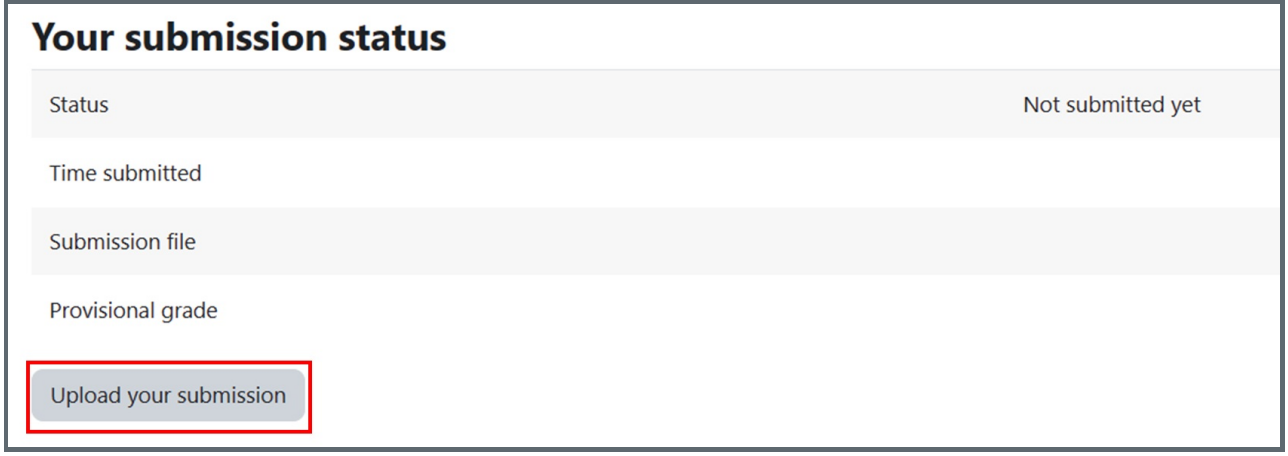
Submitting in a Double-marking Assignment is as simple as what you do in the assignment activity, although the interface may look a little different.

Please click the Double-marking Assignment activity as your teacher told you:

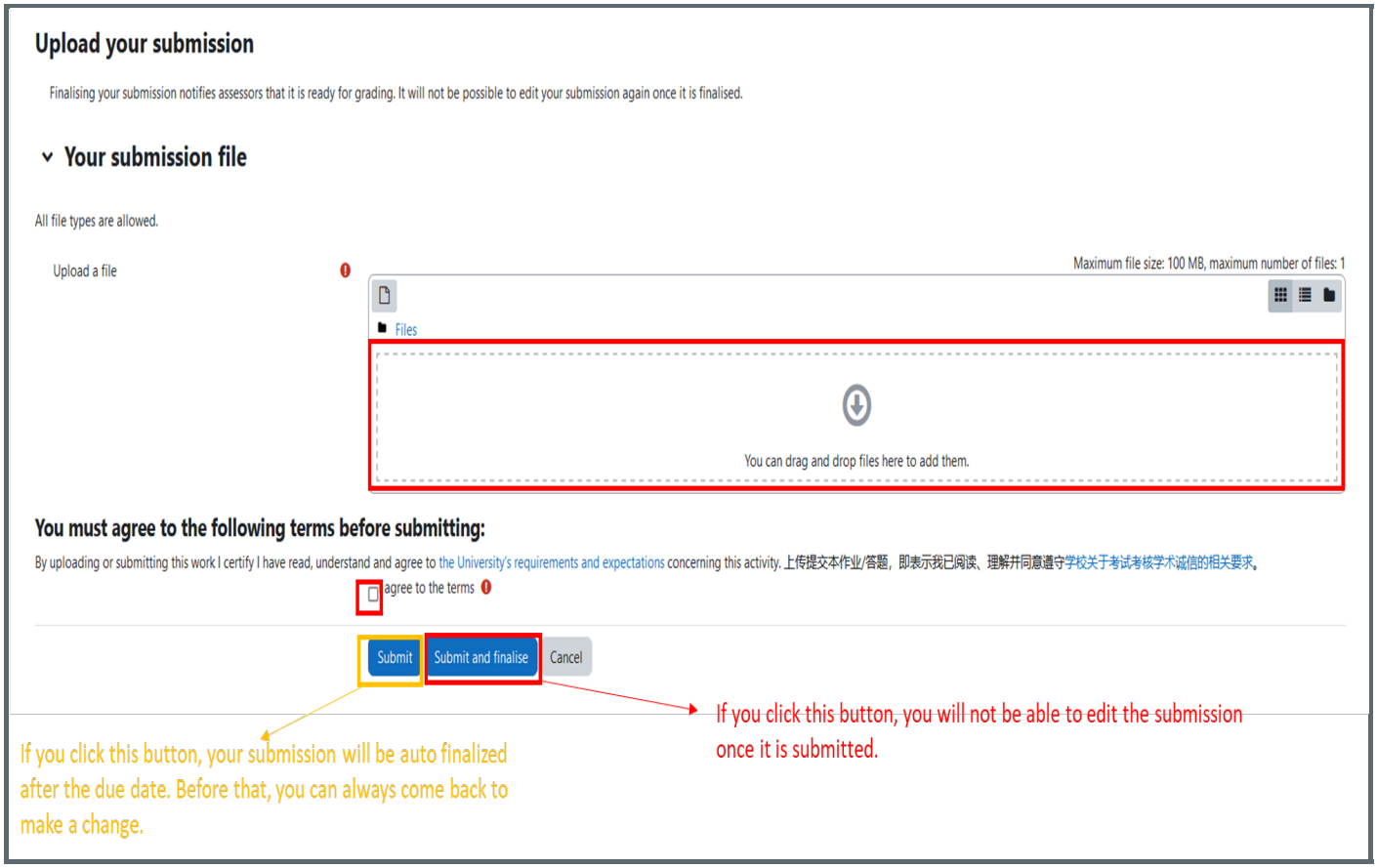


Step 2: Upload your submissions

Now, you can click "Upload your submission" to submit your assignment.



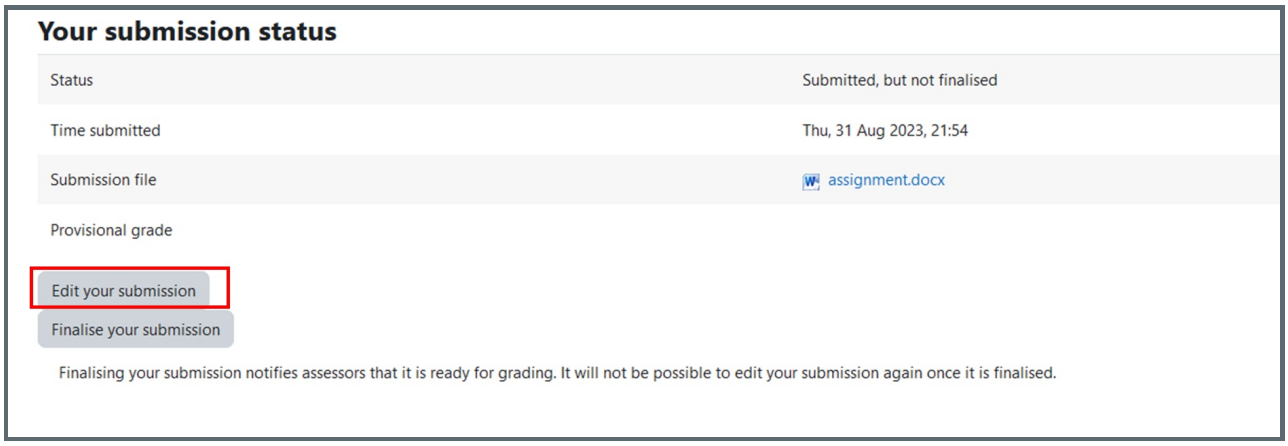
1. On the uploading page, firstly, drag and drop the file into the box, or you can click the above file shape icon to upload.
2. Then you need to read and agree to the terms.
3. Finally, click the "Submit and finalize" or "Submit" button on the bottom to submit your work. (The buttons you see may be different from the following example, it depends on how teachers set it.)



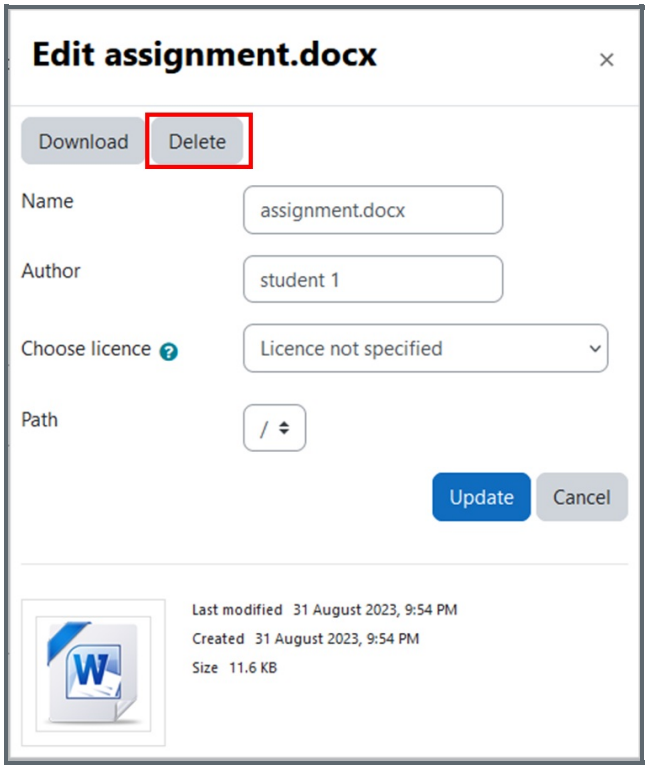
Step 3: How to make a change

If you didn't finalise the submission, you will be able to edit the submission before the due date.

1. Click "Edit your submission" button on the submission status page:



2. Now you will see the uploading page again. Please delete the original file if you want to update it.

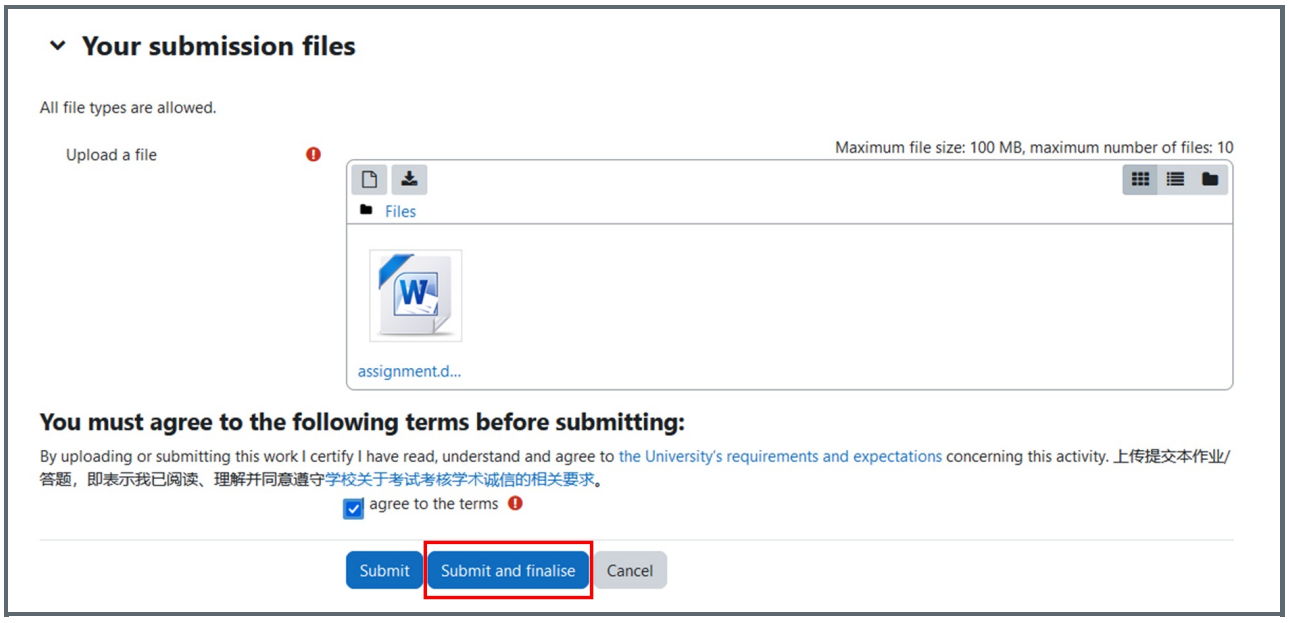


3. Repeat the uploading process as you did onStep 2 as above.

Step 4: How to finalize the submission

Generally speaking, only finalised submission will be marked by the teacher. If your teacher allow students to finalise before the due date, you can click the buttons as below to finalise the submission yourself. However, after doing that, you will not be able to make any changes.

You can click " Submit and finalise " button when you are uploading the work:



You've finalized your coursework and it's ready to grade.

Your submission status

Status	Ready to grade
Time submitted	Thu, 31 Aug 2023, 20:44
Submission file	assignment.docx
Provisional grade	

Tips:

If you can't find any buttons to finalise which means your teacher don't allow students to finalise before the due date. All the submissions will be auto finalised after the deadline.

Online URL: https://knowledgebase.xjtlu.edu.cn/article/how-to-submit-work-in-a-double-marking-assignment-267.html