




# How to bulk release students' grade and feedback - Assignment

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input type="checkbox"/>		Student One	student1@nonmail.com	Submitted for grading Released	<div>Grade</div> 80.00 / 100.00	Edit ▾	Tuesday, 20 June 2023, 2:52 PM	<div>Comments</div> (0)	<div>student1 assignment.docx</div> 20 June
<input type="checkbox"/>		Student Two	student2@nonmail.com	Submitted for grading Released	<div>Grade</div> 50.00 / 100.00	Edit ▾	Wednesday, 21 June 2023, 11:23 AM	<div>Comments</div> (0)	<div>student2 assignment.docx</div> 21 June 21
<input type="checkbox"/>		Student Three	student3@nonmail.com	Submitted for grading Released	<div>Grade</div> 75.00 / 100.00	Edit ▾	Wednesday, 21 June 2023, 11:24 AM	<div>Comments</div> (0)	<div>student3 assignment.docx</div> 21 June 21

An example of releasing grades

## Overview:

This guide will show you how to release all the students' grades and feedback in assignment activity.

## What to know:

You will have to enable the "Marking workflow" first in the setting area of Assignment. The bulk releasing feature is useful to control and manage the grades before moderation.

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- Step 1: Go to the assignment submission list
- Step 2: Show All the Students In The Submission List
- Step 3: Select all students
- Step 4: Select the marking status to release

Step 1: Go to the assignment submission list

View all submissions

Grade

## Grading summary

Hidden from students	No
Participants	6
Submitted	6
Needs grading	3
Time remaining	5 days 12 hours

### Step 2: Show All the Students In The Submission List

Scroll down to the bottom of the filter area, and select "All" for the "Assignment per page"

#### Options

Assignments per page

10

10

20

50

100

All

Filter

Workflow filter

☐ Quick grading ?

☒ Show only active enrolments ?

☒ Download submissions in folders ?

### Step 3: Select all students

Scroll up to the top of the table, and tick the square to select all the students. (if you only want to release some of them, you will need to tick them one by one, or you can filter by groups)

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

1

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	Submission comments	File submissions
<input checked="" type="checkbox"/>	SO	Student One	student1@nonmail.com	Submitted for grading Not marked	Grade 80.00 / 100.00	Edit	Tuesday, 20 June 2023, 2:52 PM	Comments (0)	student1 assignment.docx 20 June
<input checked="" type="checkbox"/>	ST	Student Two	student2@nonmail.com	Submitted for grading Not marked	Grade 50.00 / 100.00	Edit	Wednesday, 21 June 2023, 11:23 AM	Comments (0)	student2 assignment.docx 21 June 2
<input checked="" type="checkbox"/>		Student	student3@nonmail.com	Submitted		Edit	Wednesday		student3 assignment.docx

## Step 4: Select the marking status to release

Scroll down to the bottom of the table again, and select "Choose marking workflow state"

marked

<input checked="" type="checkbox"/>	SS	Student Six	student6@nonmail.com	Submitted for grading In marking	Grade 95.00 / 100.00	Edit	Tuesday, 20 June 2023, 3:03 PM	Comments (0)	student6 assignment.docx 20 June
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1

With selected...

Options

Assignments per page

Filter

Lock submissions

Unlock submissions

Download selected submissions

Remove submission

Grant extension

Set marking workflow state

Go

No filter

On the new window, please change the marking state to "Released", then save changes.

ST Student Three (student3@nonmail.com)

SF Student Four (student4@nonmail.com)

SF Student Five (student5@nonmail.com)

1 more...

Marking workflow state

Notify student

In marking

In marking

Marking completed

In review

Ready for release

Released

Save changes

Cancel

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-bulk-release-students-039%3b-grade-and-feedback-assignment-346.html>