

How to bulk release students' grade and feedback - Assignment

346 Yexiang Wu Fri, Jul 4, 2025 3. Advanced marking

18831 0

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

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 Settings 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

[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

Filter

Workflow filter All

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)

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

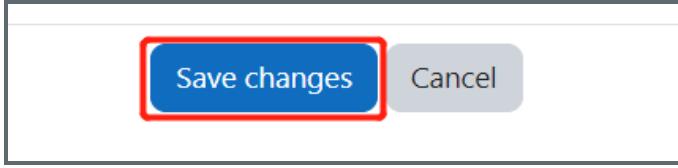
Step 4: Select the marking status to release

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
With selected...									
Options									
Assignments per page Filter No filter									
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Lock submissions </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Go </div>									
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Lock submissions </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Unlock submissions </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Download selected submissions </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Remove submission </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Grant extension </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Set marking workflow state </div>									

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	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> In marking </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Go </div>
Notify student	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> In marking </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Marking completed </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> In review </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Ready for release </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Released </div>



Save changes

Cancel

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