# Change assignment 'Draft (not submitted)' status

🖹 402 🛽 🕲 Chenhui Li 🛛 🛗 Tue, Jul 8, 2025 🖿 4. Manage submissions and feedback

① 1491 
② 0
③
③
□

Select	User picture	First name / Last name	ID number	Email address —	Department —	Status —	Grade	Edit	Last modified (submission)	File sul
	SO	Student One		student1@nonmail.com		Draft (not submitted)	Grade	Edit 🗸	Friday, 14 February 2025, 11:11	L
	ST	Student Two		student2@nonmail.com		Draft (not submitted)	Grade	Edit 🗸	Friday, 14 February 2025, 11:11	····· <mark>/</mark> _ :
	ST	Student Three		student3@nonmail.com		Submitted for grading	Grade	Edit 🗸	Friday, 14 February 2025, 11:14	- <mark>/</mark> _ :

An example of 'Draft (not submitted)' status

#### Overview:

This guide will show you how to transform assignments uploaded by students in 'Draft (not submitted)' status into 'Submitted for grading' status after the due date.

#### What to know:

If the teacher selects '<u>Require students to manually finalize submission</u>' in the Assignment settings, and a student forgets to click the Submit button after uploading work, the status of the assignment will appear as 'Draft (not submitted)' after the due date. The teacher can change the assignment status to 'Submitted for grading' <u>before the Cut-off date</u>.

The 'Draft (not submitted)' status does not affect the grading function. The teacher can grade assignments as usual. Resubmitted documents will be considered as<u>late submissions</u>.

## Table of Contents

Step 1: Verify the Cut-off date of the assignmentStep 2: Contact learningmall@xjtlu.edu.cn to activate the 'Submit for grading' feature.Step 3: Click 'Submit for grading'

### Step 1: Verify the Cut-off date of the assignment

Verify the assignment's Cut-off date to ensure it has not yet passed. If the Cut-off date has passed, the draft status of the assignment cannot be altered.

Selec	User picture	First name / Last name	ID number —	Email address —	Department —	Status	Grade	Edit —	Last modified (submission)	File sul
	SO	Student One		student1@nonmail.com		Draft (not submitted)	Grade	Edit 🗸	Friday, 14 February 2025, 11:11	
	ST	Student Two		student2@nonmail.com		Draft (not submitted)	Grade	Edit 🗸	Friday, 14 February 2025, 11:11	
	ST	Student Three		student3@nonmail.com		Submitted for grading	Grade	Edit 🗸	Friday, 14 February 2025, 11:14	

Step 2: Contact learningmall@xjtlu.edu.cn to activate the 'Submit for grading' feature.

The 'Submit for grading' feature is not enabled by default.

Email address	Department —	Status —	Grade —	Edit —
student1@nonmail.com		Draft (not	Grade	Edit 🗸
		Grade		
		Prevent s	ubmission ch	nanges
student2@nonmail.com		Grant ext	ension	
		submitted)		

The following screenshot is intended solely for operational reference for Learning Mall education technicians. Assignment menu > More > Permissions Activity: Assignment Edit another student's submission MARA Administrative Staff Site Manager Teacher Module Leader/Convenor T Module Leader/Convenor T Step 3: Click 'Submit for grading'

Clicking 'Submit for grading' will change the assignment status to 'Submitted for grading'. However, please be aware that resubmitted documents will be considered as late submissions.

Select	User picture	First name / Last name	ID number	Email address —	Department —	Status	Grade	Edit —
	SO	Student One		student1@nonmail.com		Draft (not Grade	Grade	Edit v
	ST	Student Two		student2@nonmail.com		Edit subn Remove s Grant ext	nission submission ensign	liges
	ST	Student Three		student3@nonmail.com		Submit for Submitted for grading	or grading Grade	Luit 🗸

Email address	Department —	Status	Grade —	Edit	Last modified (submission)
student1@nonmail.com		Submitted for grading 4 hours 14 mins late	Grade	Edit 🗸	Friday, 14 February 2025, 15:29
student2@nonmail.com		Draft (not submitted)	Grade	Edit 🗸	Friday, 14 February 2025, 11:11

Online URL: https://knowledgebase.xjtlu.edu.cn/article/change-assignment-039%3bdraft-not-submitted-039%3b-status-402.html