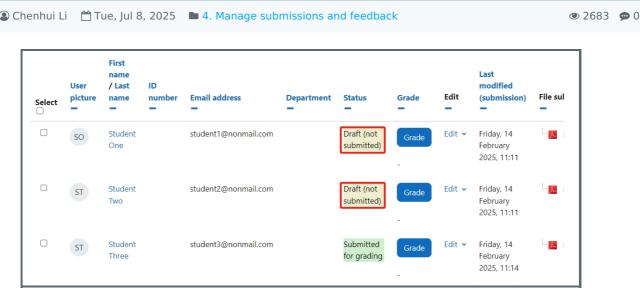
Change assignment 'Draft (not submitted)' status



An example of 'Draft (not submitted)' status

Overview:

402

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 'Require students to manually finalize submission' 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' before the Cut-off date.

The 'Draft (not submitted)' status does not affect the grading function. The teacher can grade assignments as usual.

Resubmitted documents will be considered aslate submissions.

Table of Contents

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

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

Step 3: Click 'Submit for grading'

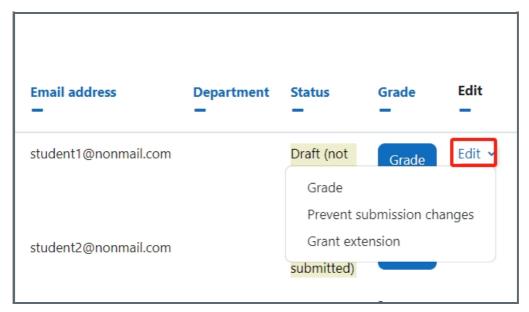
Step 1: Verify the Cut-off date of the assignment

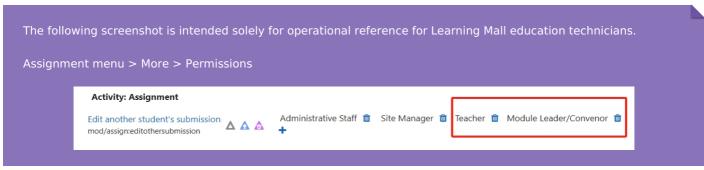
Verify the assignment's Cut-off date to ensure it has not yet passed. If the Cut-off date has passed, the draft status of the assignment cannot be altered.

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	:
	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.

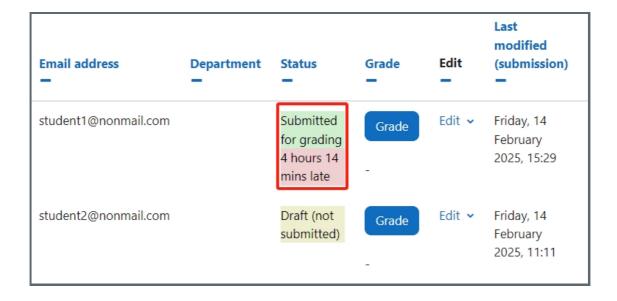




Step 3: Click 'Submit for grading'

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 ~
	ST	Student Two		student2@nonmail.com		Edit subm	ubmission	anges
	ST	Student Three		student3@nonmail.com		Submit for grading	r grading Grade	Luit



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