

Viewing Assignments

Once your students have started submitting assignments using the link in your Moodle course, you can keep track of who has yet to submit and which submissions are draft or final. Once the due date has passed you can then retrieve the submissions for marking, printing or archiving.

Viewing Submissions

Introduction to Moodle

 News forum

Course Information

 Assignment Submission

1. Click the assignment name

Introduction to Moodle

Assignment Submission

Grading summary

Participants	1
Submitted	0
Needs grading	0
Due on	2/12/16
Time remaining	Assignment is due

2. Click View/grade all submissions

[View/grade all submissions](#)

Introduction to Moodle

Assignment Submission

Grading action

First 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](#)
Surname : 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](#)
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[Reset table preferences](#)

3. Click the file to view the document

Select	User picture	First name / Surname / Alternate name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
<input type="checkbox"/>		tel student	janeseymour50@hotmail.com	Submitted for grading	-	Edit	10/11/16	Assignment - abc12345678 Export to portfolio	Comments (1)	-	-	-	-

Page: 1

With selected...

Options

Assignments per page

Filter

Quick grading ?

Show only active enrolments ?

Dealing with Submissions

If a student has made a final submission before the due date but has uploaded an incorrect file, you can 'revert submission to draft status' to allow them to replace the file with the correct one.

The screenshot shows the Moodle 'Assignment Submission' interface. At the top, there's a 'Grading action' dropdown set to 'Choose...'. Below that are search filters for 'First name' and 'Surname', both set to 'All' with an alphabet list. A 'Page: 1' indicator is present. A table lists submissions with columns: Select, picture, name, Email address, Status, Grade, Edit, Last modified (submission), File submissions, Submission comments, Last modified (grade), Feedback comments, Annotate PDF, and Final grade. One submission is visible for 'tel student' (janeseymour50@hotmail.com) with a status of 'Submitted for grading' and a date of '10/11/16'. A red arrow points from a text box '1. Click the check box next to the student' to the 'Select' checkbox. Another red arrow points from a text box '2. Select Grant extension from here or here' to the 'Go' button in the 'With selected...' section. Below the table are 'Options' for 'Assignments per page' (set to 'All') and 'Filter' (set to 'No filter'). There are also checkboxes for 'Quick grading' and 'Show only active enrolments'.

If the due date has passed and there are draft submissions you can now lock submissions (so you can mark draft submissions as final)

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First Surname Page
3. Click the check box to select all

Select	User picture	Surname / Alternate name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
<input type="checkbox"/>		tel student	janeseymour50@hotmail.com	Submitted for grading	-	Edit	10/11/16		Comments (1)				

4. Select Lock submissions and click Go

Page: 1
With selected...

Options

Assignments per page

Filter

Quick grading ?

Show only active enrolments ?

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at elearning-support@arts.ac.uk



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