

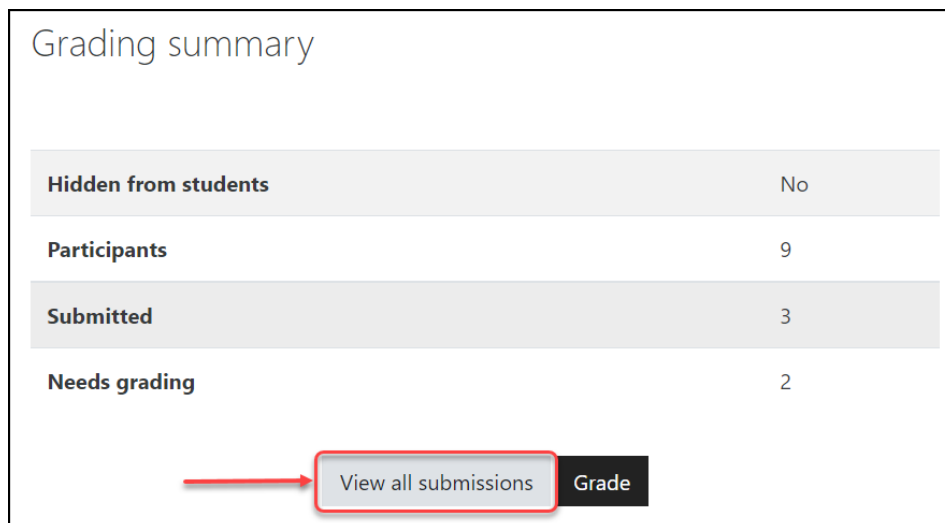
Deleting an Assignment Submission

Instructors are able to delete *Assignment* submissions as needed. Follow the steps below to delete a learner's submission for an *Assignment*.

1. Open the *Assignment* from the main course page.



2. Click on the *View all submissions* button.

A screenshot of a "Grading summary" page. The page title is "Grading summary". Below the title is a table with four rows. The first row is "Hidden from students" with the value "No". The second row is "Participants" with the value "9". The third row is "Submitted" with the value "3". The fourth row is "Needs grading" with the value "2". At the bottom of the page, there are two buttons: "View all submissions" and "Grade". A red arrow points to the "View all submissions" button, which is also highlighted with a red rectangular border.

A *Grading* page appears.

Skill Using Task: Explaining How to Purchase Something Online

Grading action Choose...

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

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online Poodll	Submission comments	Last modified (grade)
<input type="checkbox"/>		Jorge Benito	jorgebenito@fakemail.ca	Submitted for grading Graded	Grade 95.00 / 100.00	Edit	Wednesday, 28 July 2021, 1:23 PM	▶ 0:00 / 0:12	▶ Comments (0)	Wednesday, 28 July 2021, 1:53 PM
<input type="checkbox"/>		Lee Chan	leechan@fakemail.ca	No submission	Grade	Edit	-	-	-	-
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit	Wednesday, 28 July 2021, 1:22 PM	▶ 0:00 / 0:14	▶ Comments (0)	-
<input type="checkbox"/>		Maria Guptez	maria Gupta@fakemail.ca	Submitted for grading	Grade	Edit	Wednesday, 26 August 2020, 9:12 PM	▶ 0:00 / 0:04	▶ Comments (0)	-

With selected... Lock submissions Go

3. Select the attempt you want to delete by checking the box next to the learner's name.

Select	picture	Surname	Email address	Status	Grade	Edit	(submission)	Online Poodll	comments	(grade)
<input checked="" type="checkbox"/>		Jorge Benito	jorgebenito@fakemail.ca	Submitted for grading Graded	Grade 95.00 / 100.00	Edit	Wednesday, 28 July 2021, 1:23 PM	▶ 0:00 / 0:12	▶ Comments (0)	Wednesday, 28 July 2021, 1:53 PM

4. Scroll to the bottom of the page and click on the *With selected...* drop down menu.

With selected...

- Lock submissions
- Lock submissions
- Unlock submissions
- Download selected submissions
- Remove submission

Go

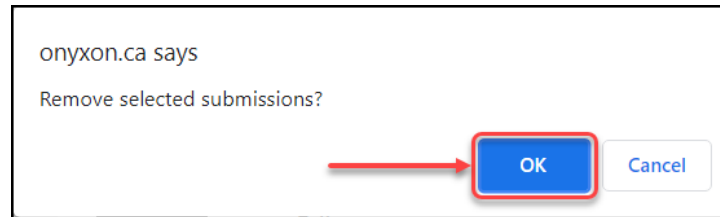
5. Select *Remove submission*.

6. Click on the *Go* button.

Go

A pop up window appears.

7. Click on OK to confirm removing the submission.



The submission is deleted.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online Poodll	Submission comments	Last modified (grade)
<input type="checkbox"/>		Jorge Benito	jorgebenito@fakemail.ca	Submitted for grading Graded	Grade 95.00 / 100.00	Edit	Wednesday, 28 July 2021, 1:23 PM		▶ Comments (0)	Wednesday, 28 July 2021, 1:53 PM
<input type="checkbox"/>		Lee Chan	leechan@fakemail.ca	No submission	Grade	Edit	-			-
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade	Edit	Wednesday, 26 August 2020, 9:12 PM	▶ 0:00 / 0:12	▶ Comments (0)	-
<input type="checkbox"/>		Maria Guptez	mariaguptez@fakemail.ca	Submitted for grading	Grade	Edit	Wednesday, 26 August 2020, 9:12 PM	▶ 0:00 / 0:04	▶ Comments (0)	-

Note that the *Status* column does not revert back to *No submission*.

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online Poodll	Submission comments	Last modified (grade)
<input type="checkbox"/>		Jorge Benito	jorgebenito@fakemail.ca	Submitted for grading	Grade 95.00 / 100.00	Edit ▾	Wednesday, 28 July 2021, 1:23 PM		▶ Comments (0)	Wednesday, 28 July 2021, 1:53
<input type="checkbox"/>		Lee Chan	leechan@fakemail.ca	No submission	Grade -	Edit ▾	-			-
<input type="checkbox"/>		Ahmed Ali	ahmedali@fakemail.ca	Submitted for grading	Grade -	Edit ▾	Wednesday, 28 July 2021, 1:22 PM	▶ 0:00 / 0:12	▶ Comments (0)	-
<input type="checkbox"/>		Maria Gupte	mariaguptez@fakemail.ca	Submitted for grading	Grade -	Edit ▾	Wednesday, 26 August 2020, 9:12 PM	▶ 0:00 / 0:04	▶ Comments (0)	-