Via – Manage Completed Student Submissions

Group Owner User Guide

Managing Submissions

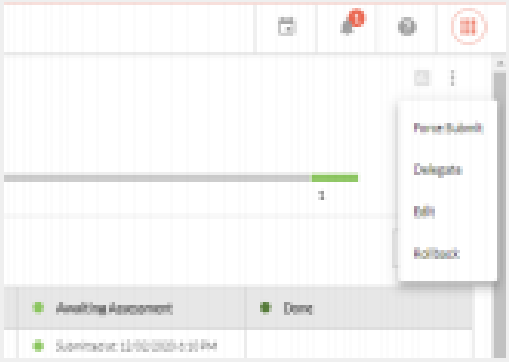
On the activity details page, a member listed in the **Awaiting Submission** column has not yet submitted work to the activity. The **Awaiting Assessment** column shows members that have submitted work, but have not yet been assessed by the group owner. The **Done** column indicates that the assessment is complete.

Force Submit Submissions

Group owners can move all member submissions forward in the assessment process without requiring members to submit by using the **Force Submit** option. The **Force Submit** option will move all submissions into the *Awaiting Assessment* column at one time. This is often used when an assessment will take place, but there is no member submission, such as an oral presentation or disposition evaluation.

To move all submissions to the Awaiting Assessment column (using Force Submit):

1. On the activity details page, click the menu button (three vertical dots).
2. Click Force Submit.



3. In the **Manual Submission** popup window, click **Submit**.

Rollback Submissions

The **Rollback** option allows a group owner to move all members' submissions backwards in the assessment process at one time. The options for **Rollback** are based on the status of the submissions.

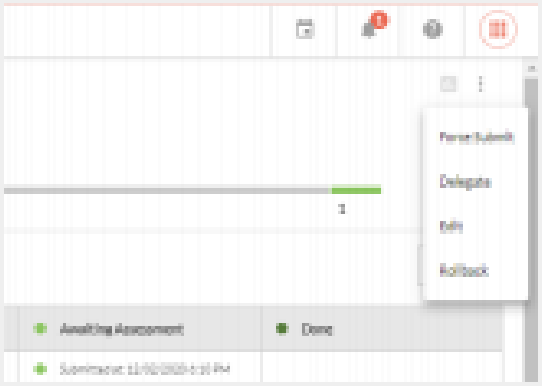
If submissions have an *Awaiting assessment* status, Rollback will move all submissions back to the *Awaiting submission* column. This is used to require all members to resubmit to an activity.

If submissions have been assessed, and so have a Done status, Rollback allows a group owner to move the submissions back to either *Awaiting assessment* or *Awaiting submission*. This can be used to require

all members to resubmit, or to allow assessors to reassess submissions.

To move all submissions backwards in the assessment process (using Rollback):

1. On the activity details page, click the menu button (three vertical dots).
2. Click Rollback.



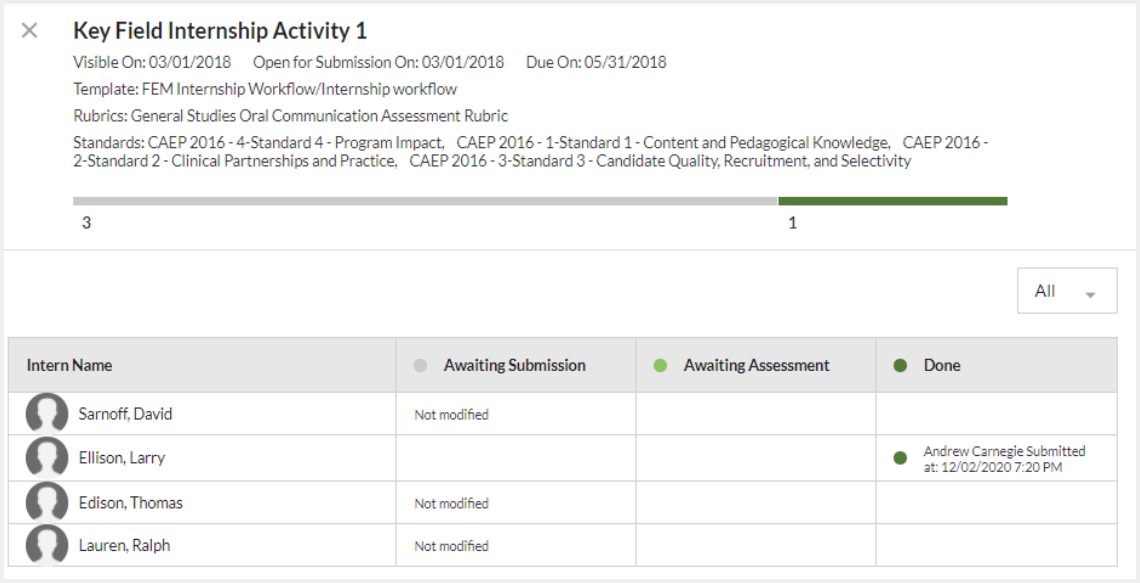
3. On the **Rollback** popup window, choose to rollback status from the dropdown menu.
4. Click Rollback.

Revising Completed Assessments

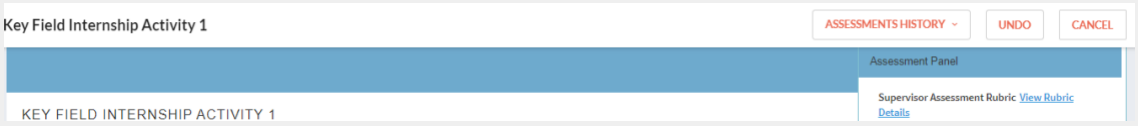
When a completed assessment is submitted by clicking the **Submit** button, the status of the assessment will change to Done on the activity details page, and no further editing of the assessment is possible. However, if revisions to an assessment do need to be made, an assessment can be “undone”. Undoing an assessment will change its status back to Awaiting Assessment om the activity details page, and an assessor can re-assess the submission.

To Undo a completed assessment:

1. On the activity details page, click on the assessment in the Done column that will be revised.



2. Click the Undo button.



Requesting Revisions of Activity Submissions

If the member's submission is incomplete or incorrect, the assessor can send the submission back to the member, allowing the member to make changes and resubmit the template. Assessors can include feedback, comments, and rubric scoring to the member as part of the request.

To request that a member resubmit to an activity:

1. On the assessment page, add any comments, feedback, and rubric scoring that should be included as part of the record.
2. Click the **Request Revision** button.

