

Force Submit Instructions

In order to provide scores on a rubric, provide feedback on an assignment, or upload documentation for the Internship Evaluations, students must be in the Awaiting Submission category which requires them to submit the assignment. If the students do not do this, the activity awaits in the “Awaiting submission” stage and is not open for assessment.

You may force submit this activity to move all students into “Awaiting assessment.” Below are the force submit directions. This is an excerpt from the VIA Group Owner’s User Guide:

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.

The screenshot shows the 'Manual Thinking MidTerm' activity page. At the top, there is a title 'Manual Thinking MidTerm' and a date '10/04/2016'. Below the title, there is a progress bar with a green segment. A callout box points to the menu button (three vertical dots) in the top right corner, labeled 'Menu button'. Another callout box points to the 'Force submit' option in the dropdown menu, with the text 'To move all submissions to the Awaiting Assessment column, click Force Submit.' The dropdown menu also includes 'Delegate', 'Edit', and 'Rollback' options. Below the menu, there is a table with columns for 'Awaiting submission', 'Awaiting assessment', and 'Done'. The 'Awaiting assessment' column has a green dot and a 'Submitted at: 10/04/2016 10:57 AM' entry. The 'Done' column has a green dot. The table also includes a 'Not modified' entry and a 'Submitted at: 10/04/2016 10:57 AM' entry.

	Awaiting submission	Awaiting assessment	Done	
		Submitted at: 10/04/2016 10:57 AM		
	Not modified			

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