



Guide for Lecturers to View Only Distance-Mode Students' Assignment Submissions

Version: June 2026

Target Audience

Lecturers with courses that have distance-mode students enrolled.

What is this guide for?

This guide helps lecturers filter and grade only distance mode students' submissions without being distracted by on-campus student submissions.

Introduction

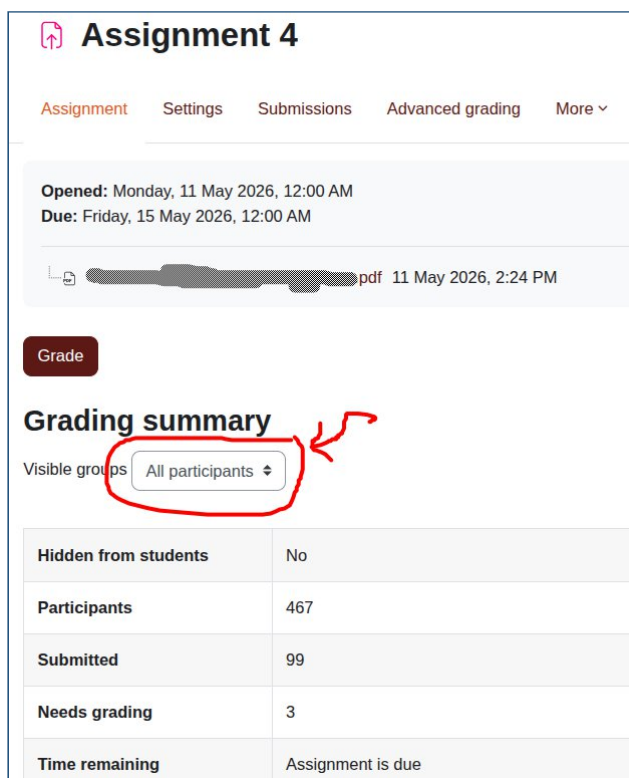
This guide shows how the lecturer can view and select only assignment submissions from students who are registered in distance mode.

The process consists of four steps:

1. Go to the assignment activity
2. Choose the Distance group from the Visible groups drop-down menu
3. Click the Grade button to start grading
4. While in the grading window, check the filter so it is set to 'Requires grading'.

1. Go to assignment activity

Go to the assignment activity to see the grading summary and a drop-down menu for visible groups, as shown in the screenshot below. *If "Distance" does not appear and you have students registered for distance mode, contact your e-learning support team to ensure that distance students are correctly enrolled in that group.*



Assignment 4

Assignment Settings Submissions Advanced grading More ▾

Opened: Monday, 11 May 2026, 12:00 AM
Due: Friday, 15 May 2026, 12:00 AM

📎 [redacted] pdf 11 May 2026, 2:24 PM

Grade

Grading summary

Visible groups **All participants ▾**

Hidden from students	No
Participants	467
Submitted	99
Needs grading	3
Time remaining	Assignment is due

Figure 1: Assignment activity showing Grading summary for all students

2. Choose the Distance group from the Visible groups drop-down menu

When you click the drop-down menu indicated in the screenshot, you will see “**Distance**” in the list; select it to view the summary for distance-mode students only.

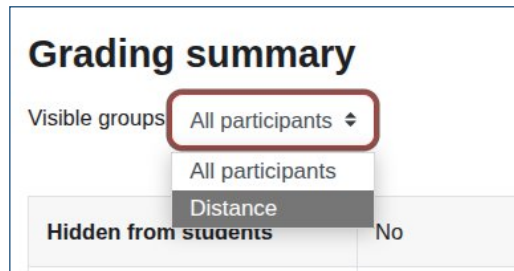
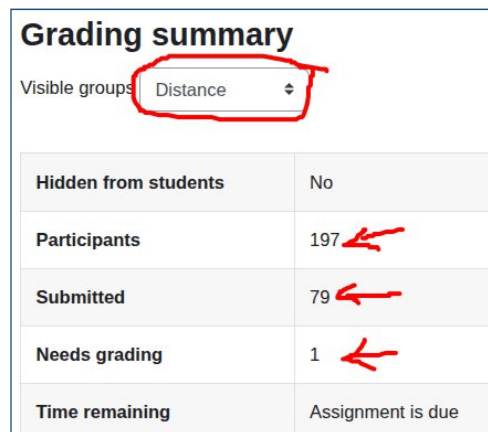


Figure 2: Selecting Distance group

Once you select the Distance group, you will notice the numbers also change to reflect only those from the selected group—in this case, students registered in distance mode.

A screenshot of the 'Grading summary' interface after selecting the 'Distance' group. The 'Visible groups' dropdown menu is now set to 'Distance'. Below this, there is a table with two columns. The first column is labeled 'Hidden from students' and the second column is labeled 'No'. The table contains the following data:

Hidden from students	No
Participants	197
Submitted	79
Needs grading	1
Time remaining	Assignment is due

Red arrows point to the numbers 197, 79, and 1 in the 'No' column.

Figure 3: Grading summary detail updated for Distance group selected

3. Click the Grade button to start grading

Click the Grade button after selecting the Distance group from the Visible Groups drop-down menu.

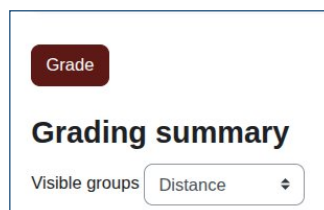


Figure 4: Grade button

4. While in the grading window, check filter to be Requires grading.

To view only the submissions not yet graded, make sure to check the filter indicated in the screenshot below so that the option “**Requires grading**” is selected.

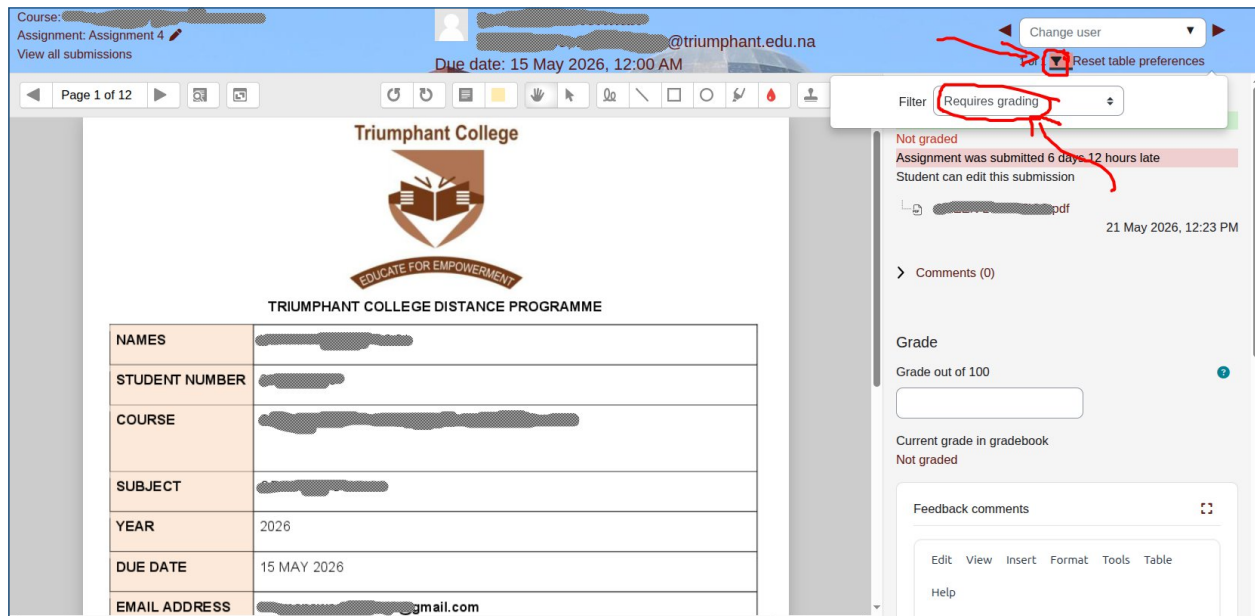


Figure 5: Grading assignment and selecting filter for "Requires grading"

You are now ready to grade only distance mode student submissions. Repeat these steps for each assignment.

————— End of Guide —————