



KBA: How to Force Submit, Unsubmit, or Delete Student Assignments in Content2Classroom

This Knowledge Base Article (KBA) provides step-by-step instructions for teachers on managing student assignments in Content2Classroom (C2C), including force submitting, unsubmitting, and deleting assignments.

Accessing the Gradebook

1. Log in to your C2C teacher account.
2. Click "Assignments" in the class you want to work on.
4. Find the assignment you want to manage and click "Gradebook."

Force Submitting Assignments

Option A: Individual Student Submission

1. Locate the student with an unsubmitted assignment (indicated by a "Submit" button in their row).
2. Click the "Submit" button in the row with the student's name.

Option B: Bulk Submission

1. Select students by clicking the checkbox to the left of their names.
2. To select all students, click the checkbox next to "Assignment" at the top of the list.
3. Click the "Edit" button on the right side of the screen (under "Export").
4. In the "Edit Assignment" window, click "Submit/Unsubmit Assignment(s)."
5. Click "Save" to confirm your action.

Unsubmitting Assignments

1. Follow steps 1-3 from the "Bulk Submission" instructions above.
2. In the "Edit Assignment" window, click "Submit/Unsubmit Assignment(s)."
3. This action will unsubmit previously submitted assignments for the selected students.
4. Click "Save" to confirm your action.

Deleting Assignments

1. Select the student(s) whose assignment(s) you want to delete using the checkboxes.
2. Click the "Edit" button on the right side of the screen.
3. In the "Edit Assignment" window, click "Delete Assignment(s)."
4. Click "Save" to confirm the deletion.



Important Notes

- The "Edit Assignment" window can be resized by dragging the arrow button on the bottom right corner.
- You can move the "Edit Assignment" window by dragging the blue bar at the top.
- Deleting an assignment cannot be undone, so use this option with caution.
- Always double-check your selections before confirming any bulk actions.

Remember, the exact interface and options may vary slightly depending on your school's specific C2C setup and version. Consult your school's IT department or application support team for further assistance.