

Manage Assignments

This article will walk you through all the ways in which you can manage uploaded assignments. If you have not yet read our article on [how to enable assignments](#), we recommend reviewing that first.

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Viewing Assignments

By default, admins with the Administrator role will be able to fully manage all uploaded assignments, and Group Leaders can manage assignments uploaded by users who are part of the group that they administer. However, there are user management plugins that allow you to expand these capabilities to other users & user roles.

Where to Find Them

1. Navigate to LEARNDASH LMS > ASSIGNMENTS
2. You'll immediately land on the **All Assignments** screen, where you can see all uploaded assignments

A few things to keep in mind when viewing assignments.

- By default, you'll see a maximum of 20 assignments per page
- Assignments are sorted in reverse chronological order (most recently uploaded assignment appears first, at the top)
- Use the navigation arrows at the top & bottom of the table to locate the rest of your assignments (if you have more than 20)

Assignments Per Page

If you'd like to view more than 20 assignments at a time:

- Click the **Screen Options** tab at the top of the page
- In the "Number of items per page" box, enter your desired number of assignments
- Click the **Apply** button

NOTE

The higher the number you set, the longer it will take this admin page to load. In most cases, we don't recommend you go much higher than 100 per page.

Filter Assignments

If you have hundreds or thousands of assignments, viewing all assignments on one page based on when they were uploaded might not be the most helpful. You can filter assignments based on the following criteria:

- Date uploaded
- Course uploaded to
- Lesson uploaded to
- Approval status

[← Overview](#)

Assignments

All Assignments

Settings

All (6) | [Published](#) (6)

Bulk Actions ▾ Apply All dates ▾ Show All Courses ▾ Show All Lessons ▾ Appro

<input type="checkbox"/>	Title	Author	Status	Points
<input type="checkbox"/>	sample_encapsulation_1.pdf	Dave Warfel	Not Approved approve	<input type="text" value="0"/> / 10
<input type="checkbox"/>	demo.html	Dave Warfel	Not Approved approve	<input type="text" value="0"/> / 10

To filter assignments:

1. Locate the filter bar near the top of the screen
2. Click the dropdown menu for the criteria you want to filter by
3. Choose a date, course, lesson or approval status
4. Click the **Filter** button

You can use multiple filters at once. For example, you can filter by assignments uploaded in **March 2019**, to **Course A**, which are **Not Approved**.

Search Assignments

Another way to locate a specific assignment is to search for it.

- You can only search the **Title** column, which is equal to the file name. You **cannot** search by author or user's name.
- If you plan to utilize the search feature while managing assignments, you might want to ask your users to name their file in a specific way so they are easier for you to find.

[← Overview](#)

Assignments

All Assignments

Settings

All (6) | Published (6)

Bulk Actions

Apply

All dates

Show All Courses

Show All Lessons

Approval Status

Filter

<input type="checkbox"/>	Title	Author	Status	Points	Assigned Course	Assigned L
<input type="checkbox"/>	sample_encapsulati on_1.pdf	Dave Warfel	Not Approved approve	<input type="text" value="0"/> / 10	Basic LearnDash Overview (Free)	Final Assignn
<input type="checkbox"/>	demo.html	Dave Warfel	Not Approved approve	<input type="text" value="0"/> / 10	Basic LearnDash Overview (Free)	Final Assignn
<input type="checkbox"/>	903816_101513477	Dave Warfel	Not Approved	<input type="text" value="0"/> / 10	Basic LearnDash	Final Assignn

If you allow multiple file types to be uploaded, you can use the file extension to find all assignments of the same file type. For example:

- Search **pdf** to find all PDF files
- Search **mp3** to find all mp3 audio files

Download Assignments

There are two ways to download a user's assignment.


From the "All Assignments" screen (easiest):

1. Hover over the row that contains the assignment you want to download
2. Click the **Download** link

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Bulk Actions ▾ Apply All dates

Title

sample_encapsulation_1.pdf
Edit | Quick Edit | Trash | View |
Download 

sample_encapsulation.pdf

From the single assignment view:

1. From the **All Assignments** screen, click on an assignment to edit it
2. Locate the box titled **Assignments**
3. At the bottom, next to **Actions**, click the **Download** button

Assignment


Associated Course ? Basic LearnDash Overview (Free) [\(edit\)](#)

Associated Lesson ? Final Assignment [\(edit\)](#)

Status ? Not Approved

Points ? Awarded Points (Out of 10):

[Update & Approve](#)

Actions ? [Download](#) 

Approve Assignments

WARNING

Once you've approved an assignment, you **cannot** unapprove it.

You can approve an assignment from the **All Assignments** screen, or on any individual assignment.

From the "All Assignments" screen:

1. Under the **Status** column, simply click the **Approve** button



<input type="checkbox"/>	Title	Auth
<input type="checkbox"/>	sample_encapsulation_1.pdf	Dave

When viewing an individual assignment:

1. Scroll down to the **Assignments** box
2. Next to **Points**, click the **Update & Approve** button
(adjust the points first, if necessary)

Assignment	
Associated Course	? Basic LearnDash Overview (Free) (edit)
Associated Lesson	? Final Assignment (edit)
Status	? Not Approved
Points	? Awarded Points (Out of 10) <input type="text" value="0"/> Update & Approve
Actions	? Download

What the User Sees

When assignments are pending approval, the user will see a note explaining that they have assignments awaiting approval.



Award/Adjust Points

If you've enabled points for an assignment upload, you can adjust them at any time.

From the "All Assignments" screen:

You can only adjust points on this screen if the assignment has not been approved yet.

1. In the **Points** column, enter the number of points you'd like to award
2. In the **Status** column, click the **Approve** button

<input type="checkbox"/>	Title	Author	Status	Points
<input type="checkbox"/>	sample_encapsulation_1.pdf	Dave Warfel	Approved	10
<input type="checkbox"/>	demo.html Edit Quick Edit Trash View Download	Dave Warfel	Not Approved	<input type="button" value="approve"/>
<input type="checkbox"/>	903816_10151347709877997_1686519673_o.jpg	Dave Warfel	Not Approved	<input type="button" value="approve"/>

If the assignment has already been approved, you can adjust points **from the individual assignment page**.

1. Click on the assignment you'd like to adjust points for
2. Scroll down to the **Assignments** box
3. Next to **Points**, enter the points you'd like to award
4. Click the **Update & Approve** button

NOTE

Adjusting points is always available, even after you've approved an assignment. There is no limit to the amount of times you can adjust the points.

What the User Sees

When viewing a lesson or topic to which they've uploaded an assignment, the user will see how many points were awarded for each assignment.

Provide Feedback/Comments

As a course administrator, you have the ability to provide feedback (or comments) on assignments.

NOTE

Make sure you've enabled comments in your [global assignment settings](#).

1. From the **All Assignments** screen, click on the assignment you'd like to provide feedback on
2. Scroll down to the **Comments** box
3. Click the **Add Comment** button
4. Type in your feedback
5. Click the **Add Comment** button once more

sample_encapsulation_1.pdf

Assignment page

sample_encapsulation_1.pdf

Permalink: https://ld3.fly/assignment/sample_encapsulation_1-pdf/

Comments

Assignment

Associated Course	<input type="button" value="ⓘ"/> Basic LearnDash Overview (Free) (edit)
Associated Lesson	<input type="button" value="ⓘ"/> Final Assignment (edit)
Status	<input type="button" value="ⓘ"/> Approved
Points	<input type="button" value="ⓘ"/> Awarded Points (Out of 10): <input type="text"/>

When your users view the lesson or topic that they uploaded assignments to, they'll be able to see that you've posted a comment.

- They can click on the comment icon to be taken to the individual assignment page where all comments are listed.
- They'll be able to respond with their own comments, as well.

Delete Assignments

Many course administrators choose to keep all assignments so they can be referred back to. However, you might want to delete your assignments (when a course is over, if the user is no longer a student in the course, etc.).

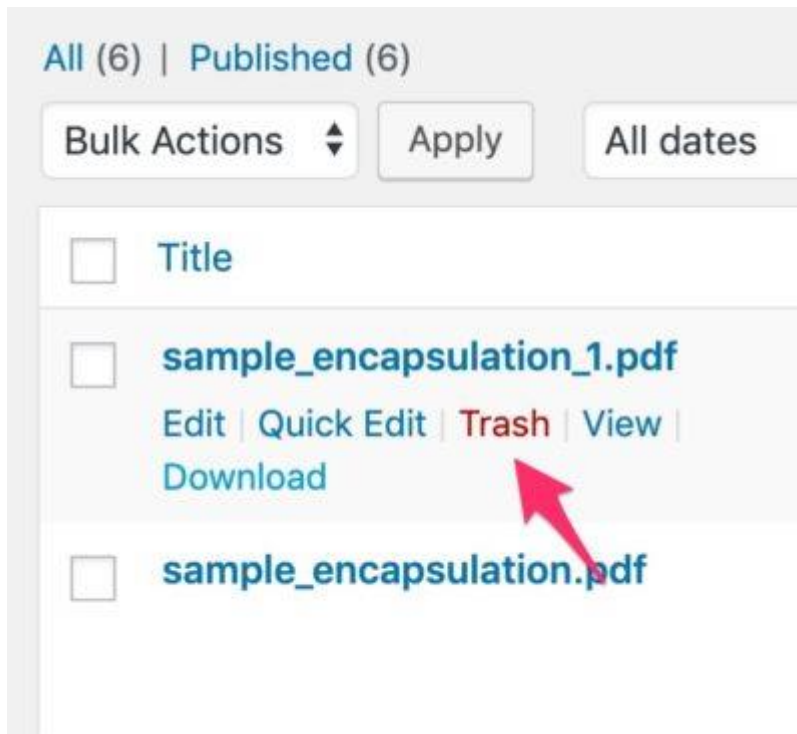
To delete an assignment:

1. From the **All Assignments** screen, hover over the row for the assignment that you want to delete
2. Click the red **Trash** link

All (6) | Published (6)

Bulk Actions ▾ Apply All dates

<input type="checkbox"/>	Title
<input type="checkbox"/>	sample_encapsulation_1.pdf Edit Quick Edit Trash View Download
<input type="checkbox"/>	sample_encapsulation.pdf



The assignment will immediately disappear from the lesson/topic page, and the user will no longer be able to see it.

However, as an admin, the assignment is placed in a trash bin. It can be recovered for up to 30 days, at which point it will then be permanently deleted.

Notifications

It's also possible to send & receive notifications about activity on assignments, to both administrators & users. The following options are available:

- When a user has uploaded an assignment
- When an assignment is approved