# 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.



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