

# Submissions (Assignments & Resources)

Last Modified on 10/21/2024 8:21 am CDT

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The Submissions option displays if your district has Campus Learning and has given you the *Enhanced Curriculum* tool right. Specific options are dependent on district and school configuration.

**Location:** Anywhere you view assignments, such as [Grade Book](#), [Planner > My Curriculum](#), or [Progress Monitor](#)

Submissions are one type of task that can be added to assignments and resources. This option allows students to submit work in various forms through [Campus Student](#), work which teachers can then view and score within Campus.

Types of submissions include through a text editor or file attachment.

The screenshot displays the 'Add a Task' section of the Infinite Campus interface. The 'Submission' option is highlighted with a red box. A modal window titled 'Task' is open, showing the configuration for a 'Student Submission'. The modal includes the following settings:

- Title \***: TKAM - Your Bildungsroman
- Summary**: A *bildungsroman* is a coming of age story. Write your *bildungsroman* - essay should be 3-4 pages and include elements of a *bildungsroman* that we've discussed in class. See the attached scoring rubric for grading criteria.
- Attach Content**: File, Google Drive, Learning Tool
- Add a Task**: Discussion, Quiz, **Submission**
- Task Configuration**:
  - Type \***:
    - Editor
    - File Upload
    - Google Drive ([Set Up Preferences](#))
  - Settings**:
    - Allow multiple attempts
    - Limit attempts: 3

*Enable submissions to allow students to submit work through Campus Student.*

The **Enhanced Curriculum** tool right in Additional Access Rights > Instruction Tools grants access to this option. See the [Instruction Tool Rights](#) article for more information.

From an assignment or resource, click **Submission** and then select which types of submissions should be allowed. Options available depend on your district's setup.

Include instructions for the submissions in the Summary of the assignment.

### Types of Submissions

- **Editor:** Gives students a text editor where they can type their response.
- **File Upload:** Allows students to upload files to the Digital Repository (The [Digital Repository](#) must be enabled by your district to use this option)
- **Google Drive:** Allows students to upload a Google Drive file to the assignment. (Your district must configure the Google Drive connection to use this option.)

### Settings

Mark the **Allow multiple attempts** checkbox to let students resubmit an assignment that they have already turned in. Leave **Limit attempts** unmarked to allow unlimited reattempts, or mark the checkbox and select a number of reattempts if desired.

Here's an example of what all three submission options look like from the student view:

**TKAM - Your Bildungsroman**

Start: 12/22/2020 12:00 AM End: 12/22/2020 11:59 PM

**Summary**

A *bildungsroman* is a coming of age story. Write your *bildungsroman* - essay should be 3-4 pages and include elements of a *bildungsroman* that we've discussed in class.

**Student Submission**

A: ¶ ↺ ↻ 📎 +: ↶ ↷ ⋮

📎 Upload File
📎 Attach File

🗨 Add a Comment

Save
Turn In

**Section Settings**

Class AP Literature

Start Date 12/22/2020 12:00 AM

End Date 12/22/2020 11:59 PM

**Grading**

**Term Grade**

Score	Total Points
Not scored yet	100

*Editor, File Upload, and Google Drive submission options in the student view.*

If multiple attempts are allowed, the number of reattempts allowed is shown next to the Turn In

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button. Once the assignment is turned in, a **Reattempt Submission** button displays. Students can switch between each of their attempts to see what they submitted each time.

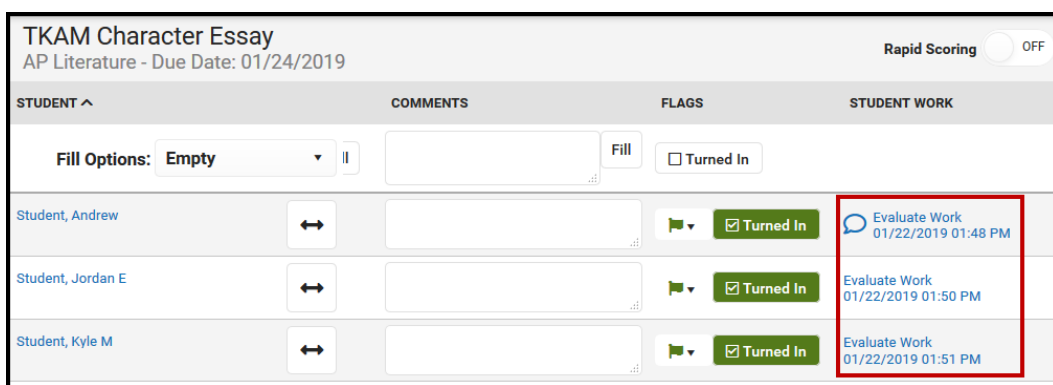
For assignments submitted via Google Drive: when the student initiates a reattempt, they receive Edit rights to the Google Drive file, but the teacher retains ownership of the file.

To learn more, watch the video below.

## Receiving Submissions

There are two ways to access student submissions:

- From an assignment (accessed through the Grade Book, the Planner, or the Assignment Overview), click **Score**. A **Student Work** column appears at the far right of the Scoring Editor.
- From the Grade Book, expand the assignment and click the **Evaluate Work** timestamp.



*Student Submission Column in the Scoring Editor*

Student submissions are indicated by a date stamp in blue, which functions as a link to the submission itself. The date reflects the most recent time the student saved the submission. The blue speech bubble icon, as shown in *Image 6*, indicates that the student has submitted a comment separate from the response.

Students may enter comments without submitting an assignment. The date stamp and all comment icons function as links to the specific submission.

## Submitting on Behalf of a Student

**Classroom** must be **enabled** to submit work for a student. The **Digital Repository** must also be enabled by your district.

Teachers have the option of submitting an assignment on behalf of a student. To do so, open the assignment and then select a student in the **View as Student** dropdown list in the top right

corner. Any submission options enabled for the assignment then display.

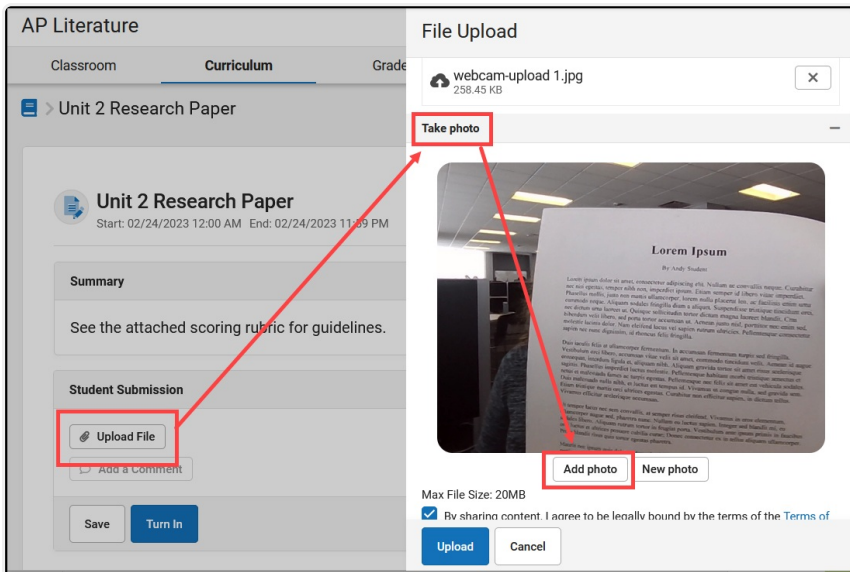
The screenshot displays the Infinite Campus interface for an assignment titled "Unit 2 Research Paper". At the top, there are navigation tabs for "Classroom", "Curriculum", "Students", and "Grades". The "Curriculum" tab is active. Below the navigation, there are buttons for "+ Add", "Edit", "Score", and "Close". The main content area is divided into several sections:

- Unit 2 Research Paper**: Start: 02/24/2023 12:00 AM, End: 02/24/2023 11:59 PM
- Summary**: See the attached scoring rubric for guidelines.
- Student Submission**:
  - Type\*
    - Editor
    - File Upload
    - Google Drive
- Section Settings**:
  - Visible to Class: **VISIBLE**
  - Start Date: 02/24/2023 12:00 AM
  - End Date: 02/24/2023 11:59 PM
  - Students: All Assigned
- Grading**: (Section header, content not visible)

At the bottom of the interface, a note reads: "Use View as Student mode to submit an assignment for a student."

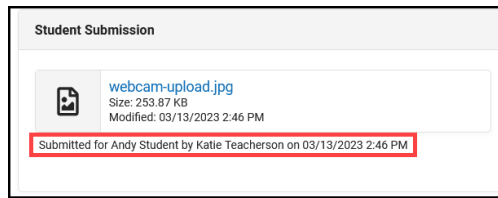
Based on the options enabled, type in the text box, upload a file, and/or attach a Google Drive file and then click **Turn In**. If uploading files is enabled via the Digital Repository, you also have the option of taking a photo using your webcam or phone camera and attaching the picture to the assignment.

Click **Upload File** and expand **Take photo**. Take a picture using your webcam or phone camera of the work, click **Add Photo**, and then **Upload**. Students are also able to submit photos via [Campus Student](#)



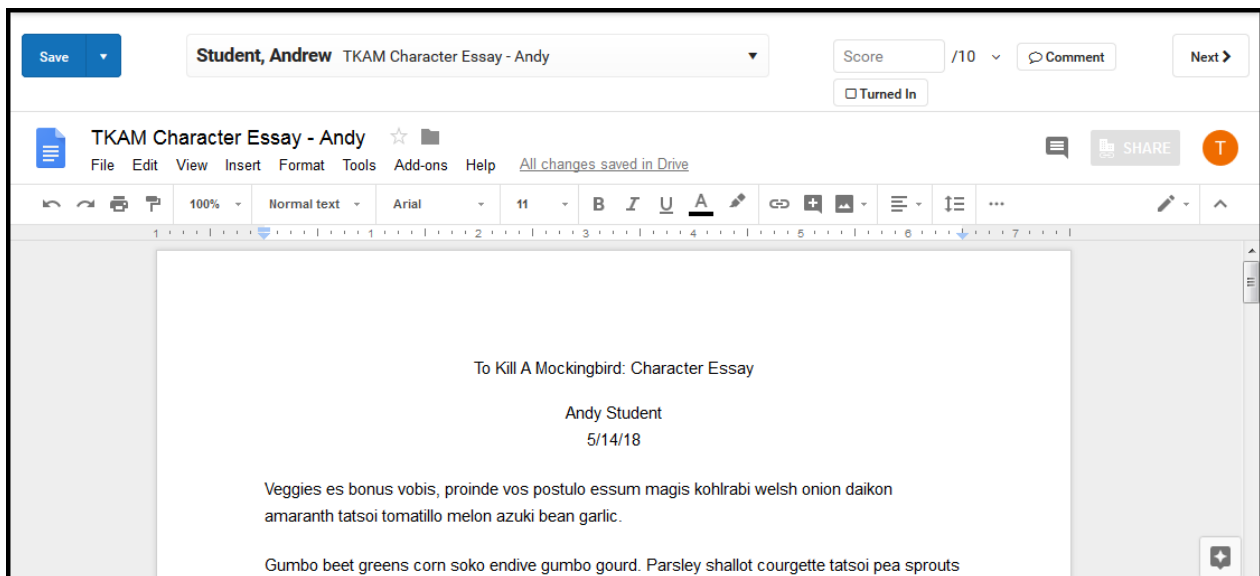
Take a photo to attach it to an assignment as a submission.

When you submit work for a student, your name is displayed in both teacher and student views.



## Viewing a Student Submission

Clicking the date stamp or the comment icon opens the **Submission Scoring Screen**.



### Scoring Student Submissions

From this screen, teachers can page through student submissions and enter scores, comments, and flags. Navigate between students using **Next >**.

Click **Submissions** to view additional submissions for the student, and to view student comments, provide feedback to comments, or give students edit rights to their Google files (if using [Google Drive Integration](#)).

See the [Scoring Submissions](#) article for more information about scoring assignments from this screen.

## Teacher Feedback

Teachers can enter feedback in response to student comments. From the Submission Scoring Screen, click **Submissions** to view student comments and respond as needed. This feedback is different from assignment comments; feedback can be used to respond to student comments or student work, whereas comments may apply to the assignment and score as a whole. Feedback is available to students in [Campus Student](#) upon **Save**.

The screenshot shows a user interface for entering teacher feedback. It is divided into two main sections: 'Student's Comment' and 'Teacher Feedback'. The 'Student's Comment' section contains the text: 'I'm confused about how to site a website in my bibliography.' The 'Teacher Feedback' section features a rich text editor with a 'Format' dropdown menu and various icons for bold, italic, underline, bulleted list, numbered list, link, unlink, and table. Below the editor, the text reads: 'Use this style guide from [Purdue.com](#) for tips on ~~MLA~~ style guide formatting.'

*Teacher feedback can be used to respond to student comments.*

## Previous Version

[Submissions \(Assignments & Resources\) \[.2311 - .2323\]](#)

[Submissions \(Assignments & Resources\) \[.2211-.2307\]](#)