

# Submissions (Assignments & Resources)

Last Modified on 12/14/2025 8:45 pm CST

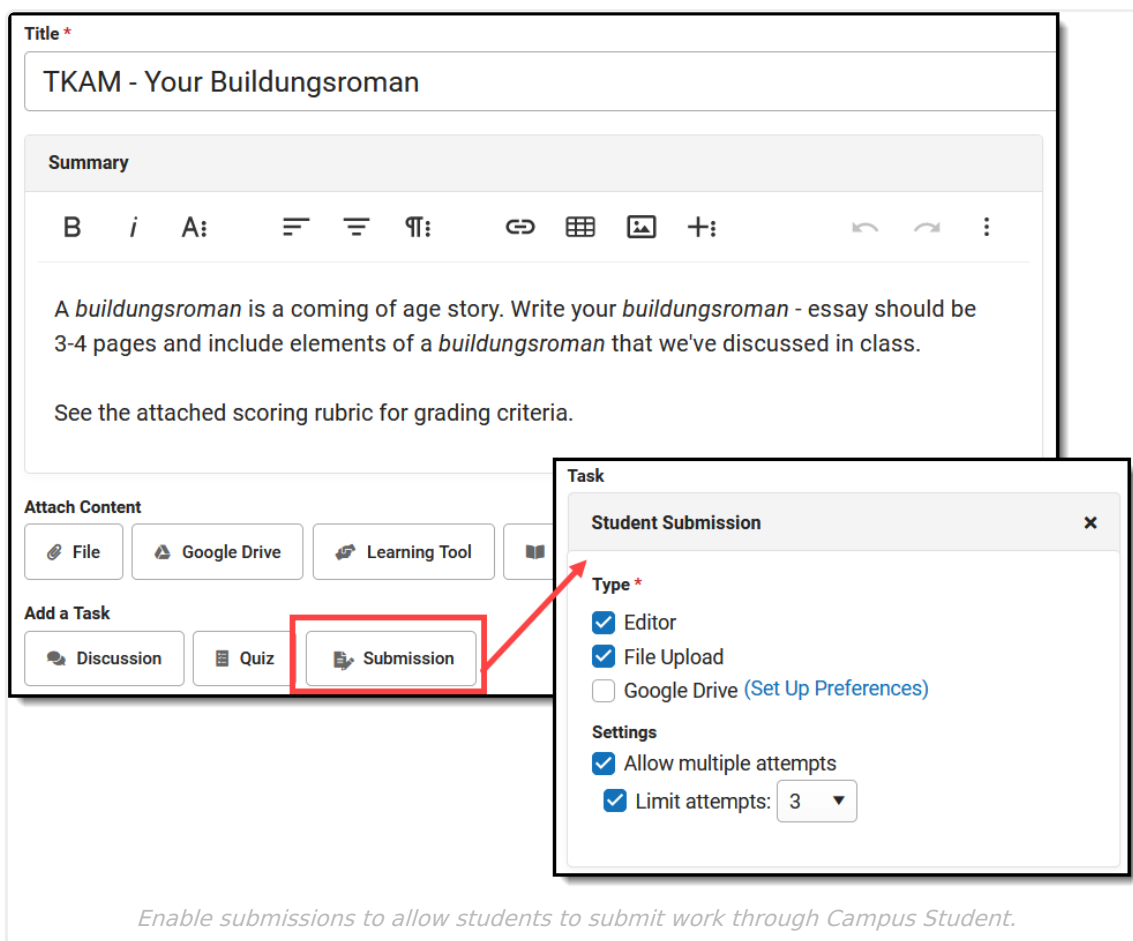
[Receiving Submissions](#) | [Submitting on Behalf of a Student](#) | [Viewing a Student Submission](#)

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 Planner, 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.



**Title \***

TKAM - Your Bildungsroman

**Summary**

**B i A:** [Formatting icons]

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**

**Student Submission**

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

**Summary**

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

**Student Submission**

A:
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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 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.

TKAM Character Essay				Rapid Scoring <input type="checkbox"/> OFF	
AP Literature - Due Date: 01/24/2019					
STUDENT ^	COMMENTS	FLAGS	STUDENT WORK		
Fill Options: <div>Empty</div>	<div></div>	<div>Fill</div>	<div><input type="checkbox"/> Turned In</div>		
Student, Andrew	<div></div>	<div><div></div><div>Turned In</div></div>	<div><div></div>Evaluate Work 01/22/2019 01:48 PM</div>		
Student, Jordan E	<div></div>	<div><div></div><div>Turned In</div></div>	<div><div></div>Evaluate Work 01/22/2019 01:50 PM</div>		
Student, Kyle M	<div></div>	<div><div></div><div>Turned In</div></div>	<div><div></div>Evaluate Work 01/22/2019 01:51 PM</div>		

*Student Submission Column in the Scoring Editor*

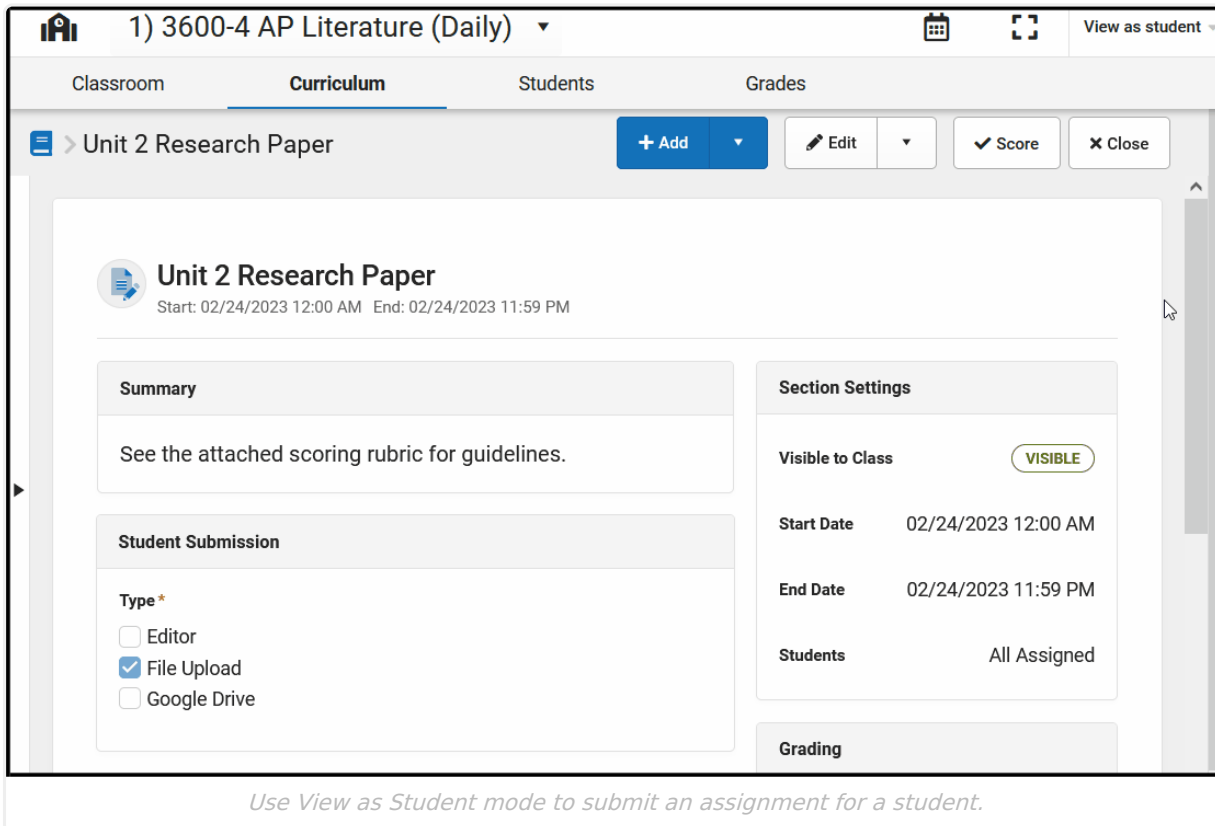
Student submissions are indicated by a date stamp in blue, which functions as a link to the submission itself. The date reflects the most recent time the student saved the submission. The blue speech bubble icon, as shown in *Image 6*, indicates that the student has submitted a comment separate from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

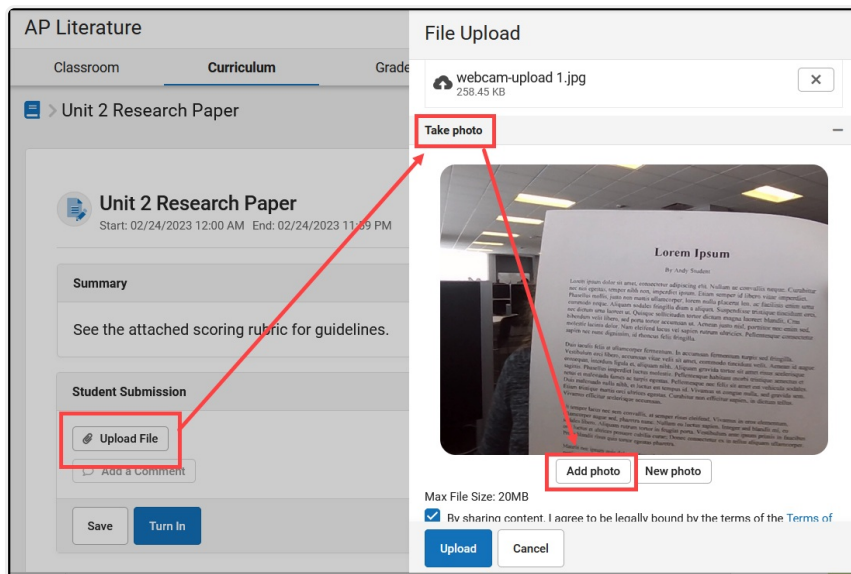
Teachers have the option of submitting an assignment on behalf of a student. To do so, open the assignment and then select a student in the **View as Student** dropdown list in the top right corner. Any submission options enabled for the assignment then display.



The screenshot shows the Infinite Campus interface for an assignment titled "Unit 2 Research Paper". The top navigation bar includes "Classroom", "Curriculum", "Students", and "Grades". The assignment title "1) 3600-4 AP Literature (Daily)" is displayed in the top left, and "View as student" is in the top right. Below the navigation bar, there are buttons for "+ Add", "Edit", "Score", and "Close". The main content area is divided into two columns. The left column contains a "Summary" section with the text "See the attached scoring rubric for guidelines." and a "Student Submission" section with a "Type" dropdown menu. The right column contains a "Section Settings" section with fields for "Visible to Class" (set to "VISIBLE"), "Start Date" (02/24/2023 12:00 AM), "End Date" (02/24/2023 11:59 PM), and "Students" (All Assigned). At the bottom of the right column is a "Grading" section. A note at the bottom of the interface states: "Use View as Student mode to submit an assignment for a student."

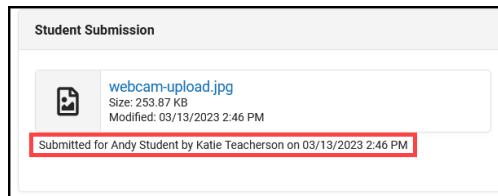
Based on the options enabled, type in the text box, upload a file, and/or attach a Google Drive file and then click **Turn In**. If uploading files is enabled via the Digital Repository, you also have the option of taking a photo using your webcam or phone camera and attaching the picture to the assignment.

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](#)



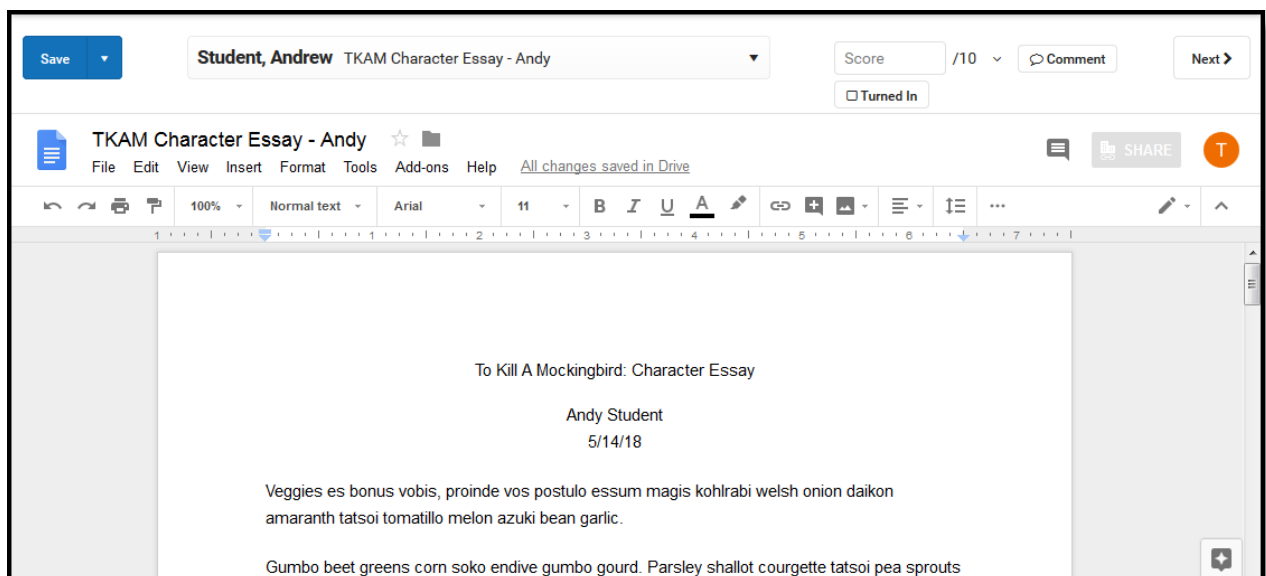
Take a photo to attach it to an assignment as a submission.

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**.

Student's Comment

I'm confused about how to site a website in my bibliography.

Teacher Feedback

Format

**B**
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U

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