

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

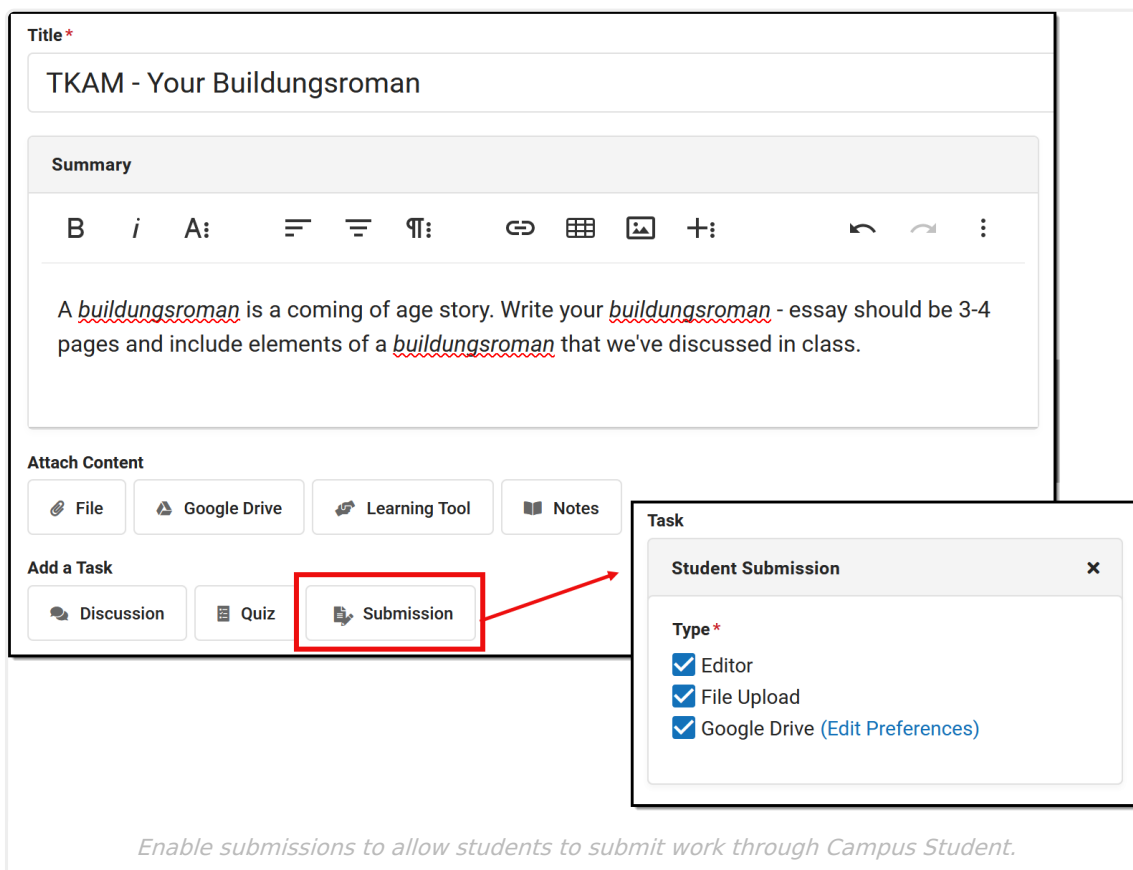
Last Modified on 01/13/2026 3:30 pm CST

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.

PATH: *Campus Instruction > Grade Book or Planner > Assignments*

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 shows the 'Add a Task' dialog in the Infinite Campus interface. The 'Title' field contains 'TKAM - Your Bildungsroman'. The 'Summary' field contains a text editor with the text: '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.' Below the summary, there are buttons for 'Attach Content' (File, Google Drive, Learning Tool, Notes) and 'Add a Task' (Discussion, Quiz, Submission). The 'Submission' button is highlighted with a red box, and a red arrow points to the 'Task' configuration window that appears. This window shows the 'Student Submission' task type with the following options: Editor (checked), File Upload (checked), and Google Drive (checked) with a link to '(Edit Preferences)'. At the bottom of the dialog, there is a note: 'Enable submissions to allow students to submit work through Campus Student.'

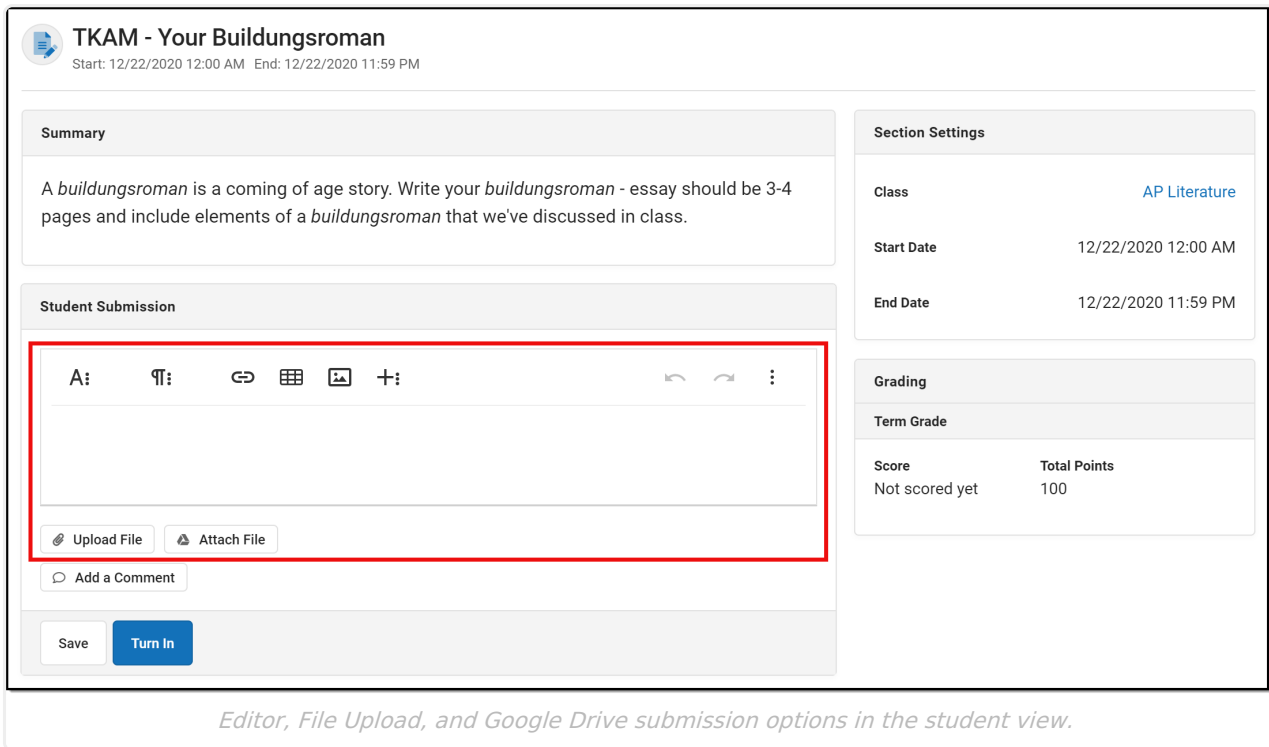
From an assignment or resource, click **Submission** and then select which types of submissions should be allowed. Options available depend on your district's setup.

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.)

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.

Section Settings
Class: [AP Literature](#)
Start Date: 12/22/2020 12:00 AM
End Date: 12/22/2020 11:59 PM

Student Submission

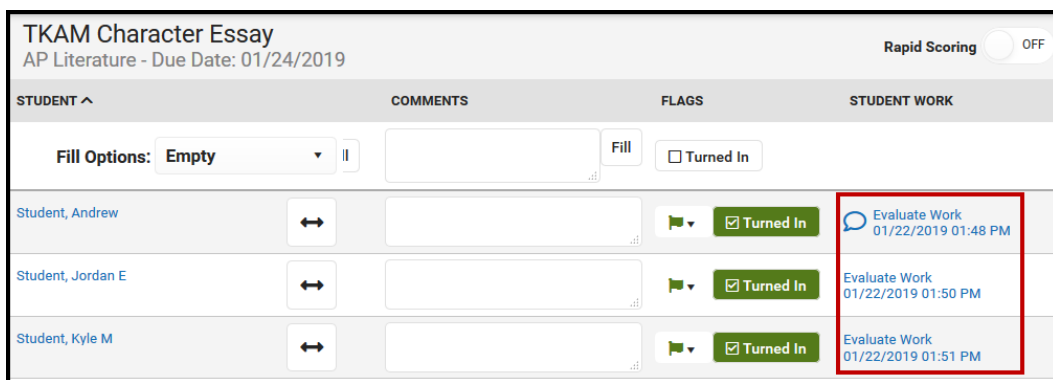
Grading
Term Grade
Score: Not scored yet Total Points: 100

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

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

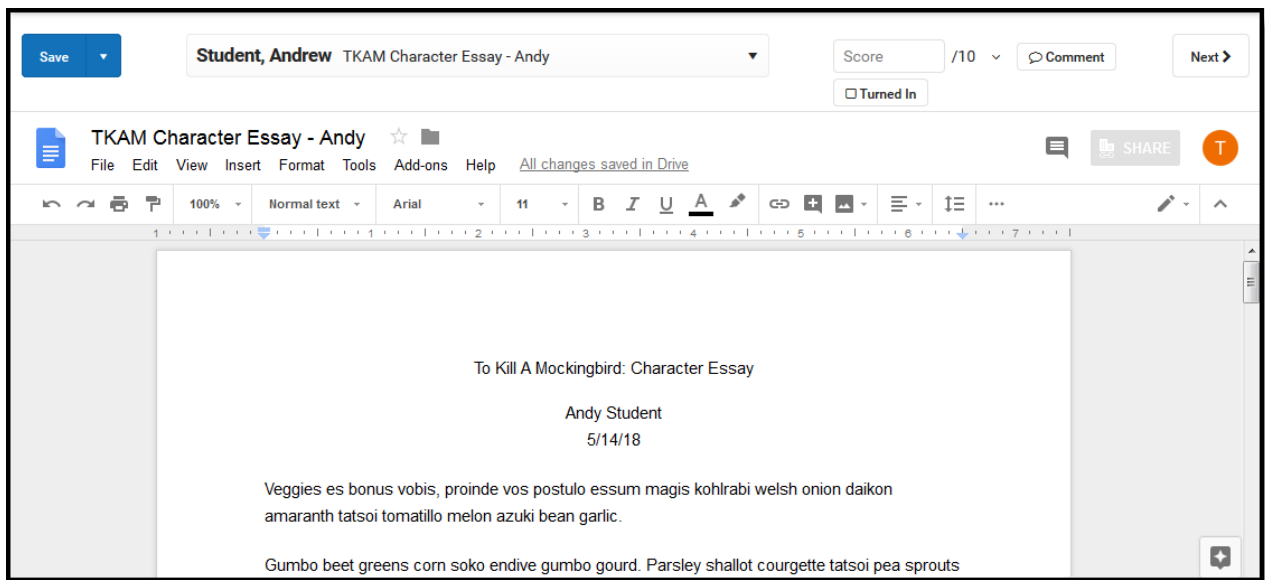
Student Submission Column in the Scoring Editor

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.

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 *I* 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.