

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

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You are viewing a previous version of this article. See [Submissions \(Assignments & Resources\)](#) for the most current information.

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' interface. At the top, the title is 'TKAM - Your Bildungsroman'. Below it is a 'Summary' section with a rich text editor containing 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 is an 'Attach Content' section with buttons for 'File', 'Google Drive', 'Learning Tool', and 'Notes'. Underneath is the 'Add a Task' section with buttons for 'Discussion', 'Quiz', and 'Submission'. The 'Submission' button is highlighted with a red box, and a red arrow points to a 'Task' configuration dialog box. This dialog box is titled 'Student Submission' and has a 'Type *' section with three checked options: 'Editor', 'File Upload', and 'Google Drive (Edit Preferences)'. At the bottom of the screenshot, 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 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

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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.

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: Empty	<input type="text"/>	Fill <input type="checkbox"/> Turned In	
Student, Andrew	<input type="text"/>	<input checked="" type="checkbox"/> Turned In	Evaluate Work 01/22/2019 01:48 PM
Student, Jordan E	<input type="text"/>	<input checked="" type="checkbox"/> Turned In	Evaluate Work 01/22/2019 01:50 PM
Student, Kyle M	<input type="text"/>	<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.

Submitting on Behalf of a Student

Classroom must be **enabled** to submit work for a student.

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.

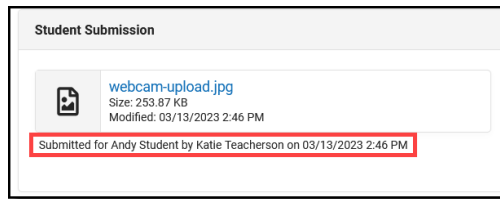
Use View as Student mode to submit an assignment for a student.

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](#)

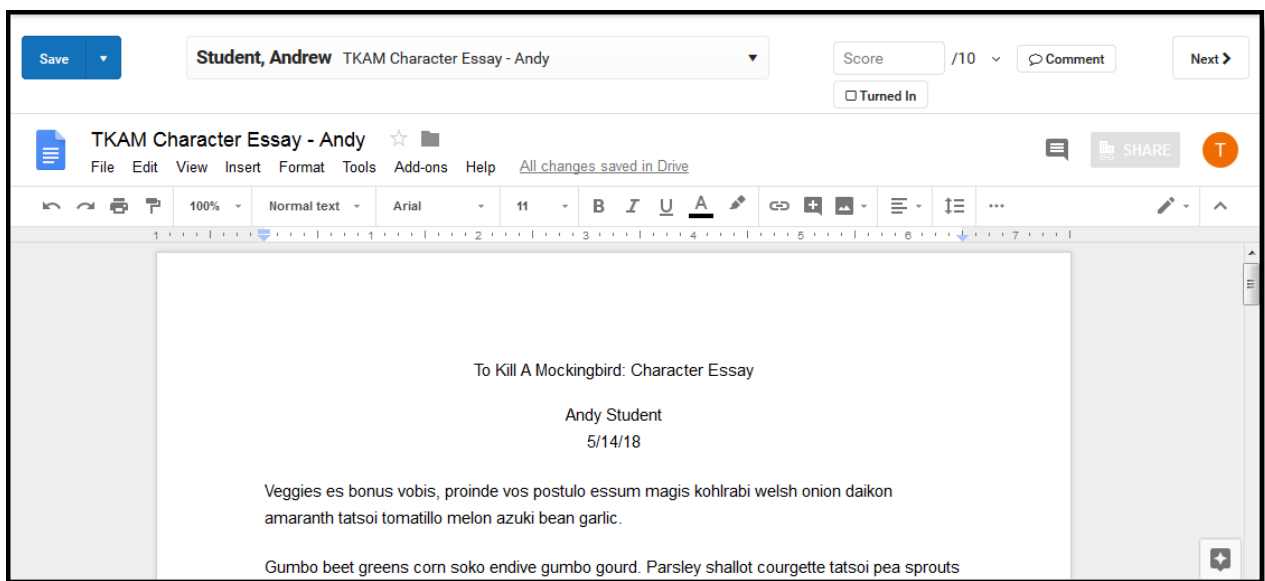
Take a photo to attach it to an assignment as a submission.

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 >**.

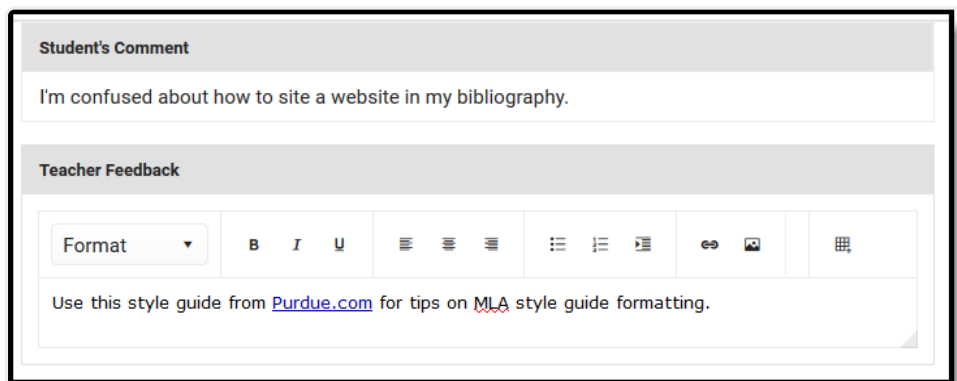
Click **Submissions** to view additional submissions for the student, and to view student comments, provide feedback to comments, or give students edit rights to their Google files (if using [Google Drive Integration](#)).

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 student comments and 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](https://www.purdue.edu) for tips on MLA style guide formatting.'

Teacher feedback can be used to respond to student comments.

Previous Version

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