

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

Last Modified on 01/19/2026 4:14 pm CST

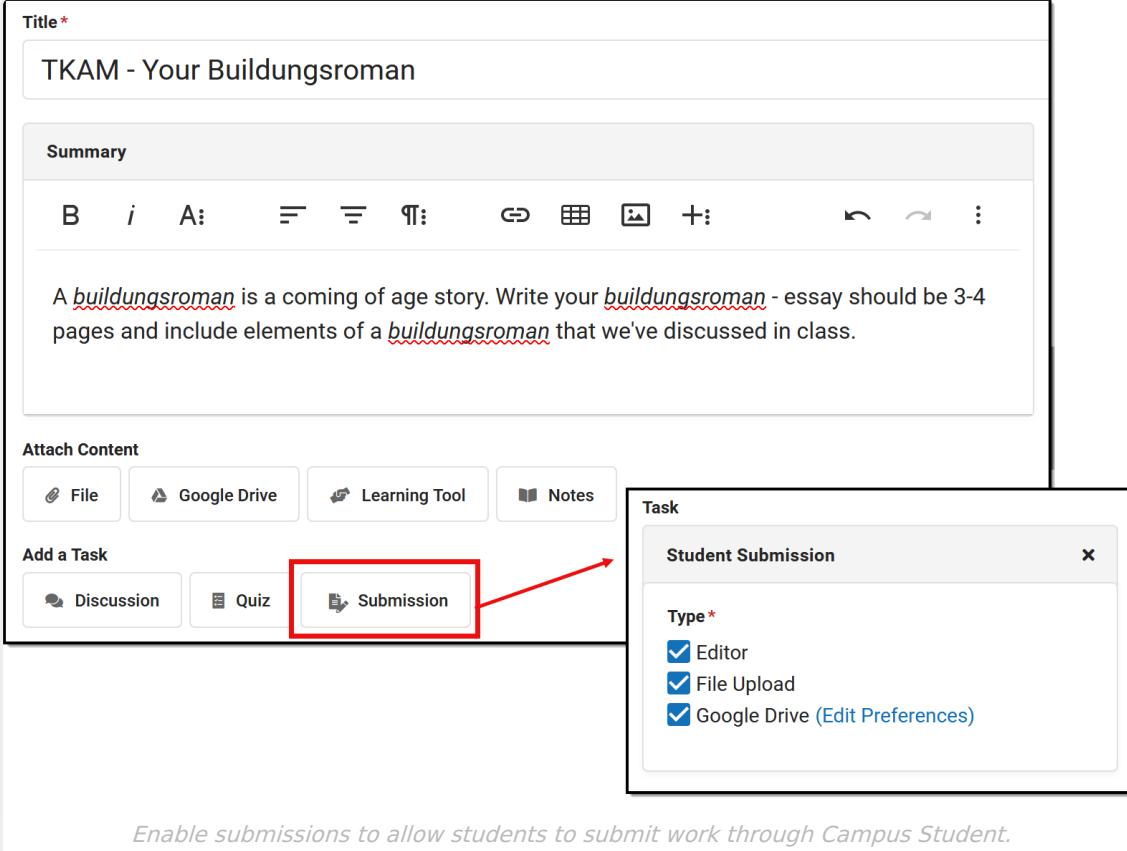
You are viewing a previous version of this article. See [Submissions \(Assignments & Resources\)](#) for the most current information.

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 'Assignments' section of the Campus Instruction interface. At the top, there is a title field containing 'TKAM - Your Buildungsroman'. Below the title is a 'Summary' section with a rich text editor toolbar. The summary text reads: 'A *buildungsroman* is a coming of age story. Write your *buildungsroman* - essay should be 3-4 pages and include elements of a *buildungsroman* that we've discussed in class.' Underneath the summary is a 'Attach Content' section with buttons for 'File', 'Google Drive', 'Learning Tool', and 'Notes'. Below that is a 'Add a Task' section with buttons for 'Discussion', 'Quiz', and 'Submission'. The 'Submission' button is highlighted with a red box and has a red arrow pointing to a callout box. The callout box is titled 'Task' and contains a 'Student Submission' dialog. The dialog has a 'Type\*' section with three checked options: 'Editor', 'File Upload', and 'Google Drive (Edit Preferences)'. At the bottom of the interface, 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 Buildungsroman**  
Start: 12/22/2020 12:00 AM End: 12/22/2020 11:59 PM

<b>Summary</b>  A <i>buildungsroman</i> is a coming of age story. Write your <i>buildungsroman</i> - essay should be 3-4 pages and include elements of a <i>buildungsroman</i> that we've discussed in class.	<b>Section Settings</b>  Class: AP Literature Start Date: 12/22/2020 12:00 AM End Date: 12/22/2020 11:59 PM
<b>Student Submission</b>  A red box highlights the text editor area with icons for A:, ¶:, link, list, image, and file. Below the editor are buttons for <b>Upload File</b> , <b>Attach File</b> , and <b>Add a Comment</b> . At the bottom are <b>Save</b> and <b>Turn In</b> buttons.	<b>Grading</b>  Term Grade: 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.

STUDENT	COMMENTS	FLAGS	STUDENT WORK
Student, Andrew	<input type="button" value="Fill"/> <input checked="checked" type="checkbox" value="Turned In"/>		Evaluate Work 01/22/2019 01:48 PM Evaluate Work 01/22/2019 01:50 PM Evaluate Work 01/22/2019 01:51 PM
Student, Jordan E	<input type="button" value="Fill"/> <input checked="checked" type="checkbox" value="Turned In"/>		
Student, Kyle M	<input type="button" value="Fill"/> <input checked="checked" type="checkbox" value="Turned In"/>		

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.

1) 3600-4 AP Literature (Daily) ▾

Classroom Curriculum Students Grades

Unit 2 Research Paper + Add Edit Score Close

**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**

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](#)

AP Literature

Classroom Curriculum Grades

Unit 2 Research Paper

**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**

**Take photo**

**Upload File**

**Add a Comment**

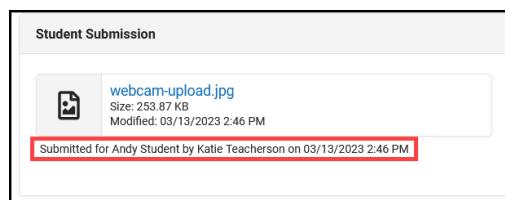
**Add photo** **New photo**

Max File Size: 20MB  
 By sharing content, I agree to be legally bound by the terms of the [Terms of](#)

**Upload** **Cancel**

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 I U H1 H2 H3 List Image Table

Use this style guide from [Purdue.com](http://Purdue.com) for tips on **MLA** style guide formatting.

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

## Previous Version

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