

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

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

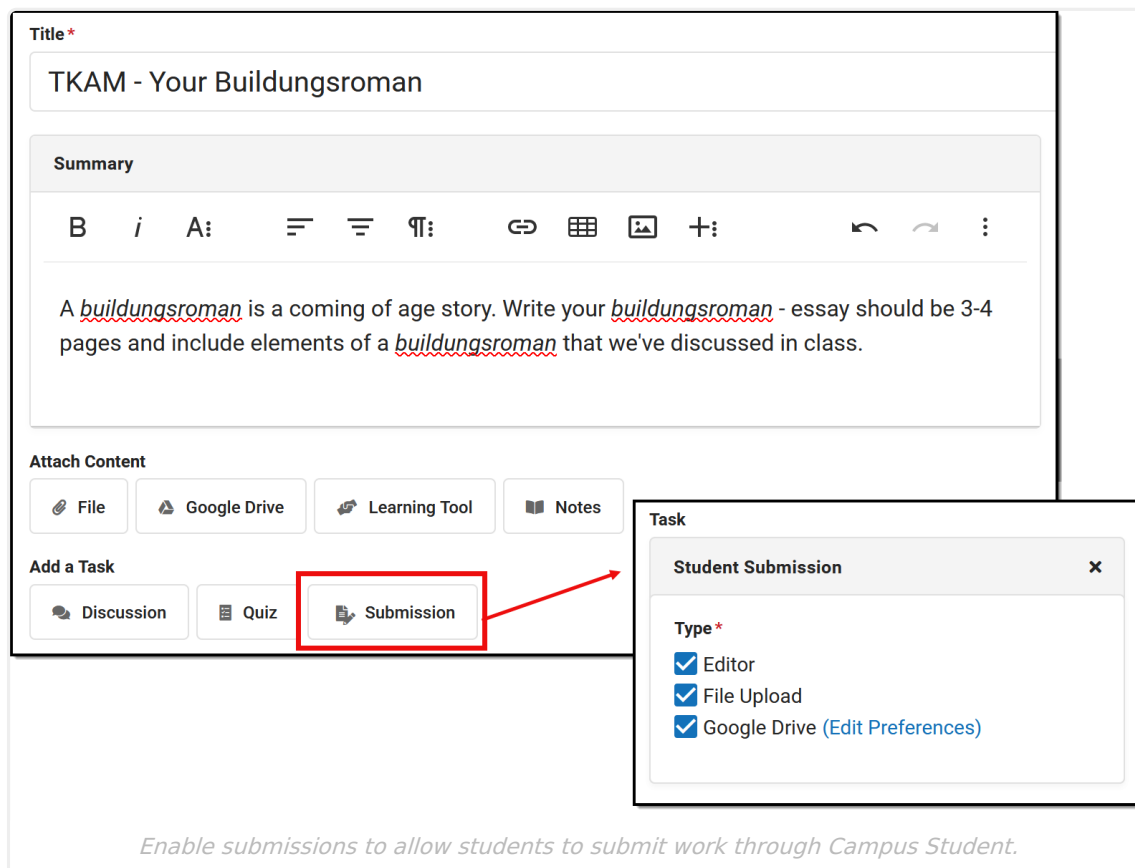
You are viewing a previous version of this article. See [Submissions \(Assignments & Resources\)](#) for the most current information.

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 'Add a Task' dialog in the Campus Student interface. The 'Title' field is '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 four buttons: 'File', 'Google Drive', 'Learning Tool', and 'Notes'. Under the 'Add a Task' section, there are three buttons: 'Discussion', 'Quiz', and 'Submission'. The 'Submission' button is highlighted with a red box and a red arrow points to it. A 'Task' configuration window is open, showing the 'Student Submission' task type. The 'Type' section has three checked options: 'Editor', 'File Upload', and 'Google Drive (Edit Preferences)'.

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

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.

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.

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TKAM Character Essay

AP Literature - Due Date: 01/24/2019

Rapid Scoring

OFF

STUDENT ^	COMMENTS	FLAGS	STUDENT WORK
<div>Fill Options: Empty</div> <div>Fill</div> <div>Turned In</div>			
Student, Andrew		Turned In	<div>Evaluate Work</div> <div>01/22/2019 01:48 PM</div>
Student, Jordan E		Turned In	<div>Evaluate Work</div> <div>01/22/2019 01:50 PM</div>
Student, Kyle M		Turned In	<div>Evaluate Work</div> <div>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.

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)

View as student

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.

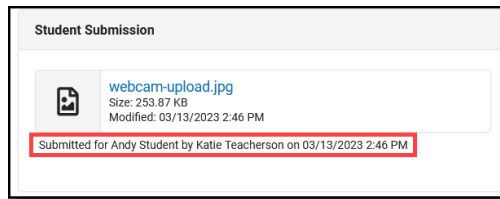
Based on the options enabled, type in the text box, upload a file, and/or attach a Google Drive file and then click **Turn In**. If uploading files is enabled via the Digital Repository, you also have the option of taking a photo using your webcam or phone camera and attaching the picture to the assignment.

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](#)

The screenshot displays the 'AP Literature' assignment interface. On the left, the 'Unit 2 Research Paper' section shows the start and end times (02/24/2023 12:00 AM to 02/24/2023 11:59 PM) and a 'Summary' section with the text 'See the attached scoring rubric for guidelines.' Below this is the 'Student Submission' section, which includes an 'Upload File' button highlighted with a red box. A red arrow points from this button to the 'File Upload' modal on the right. The modal shows a file named 'webcam-upload_1.jpg' (258.45 KB) with a 'Take photo' button highlighted by a red box. Below the file preview, there are 'Add photo' and 'New photo' buttons, both also highlighted with red boxes. At the bottom of the modal, there is a 'Max File Size: 20MB' notice and a checkbox for 'By sharing content, I agree to be legally bound by the terms of the Terms of Use', which is checked. Below this are 'Upload' and 'Cancel' buttons.

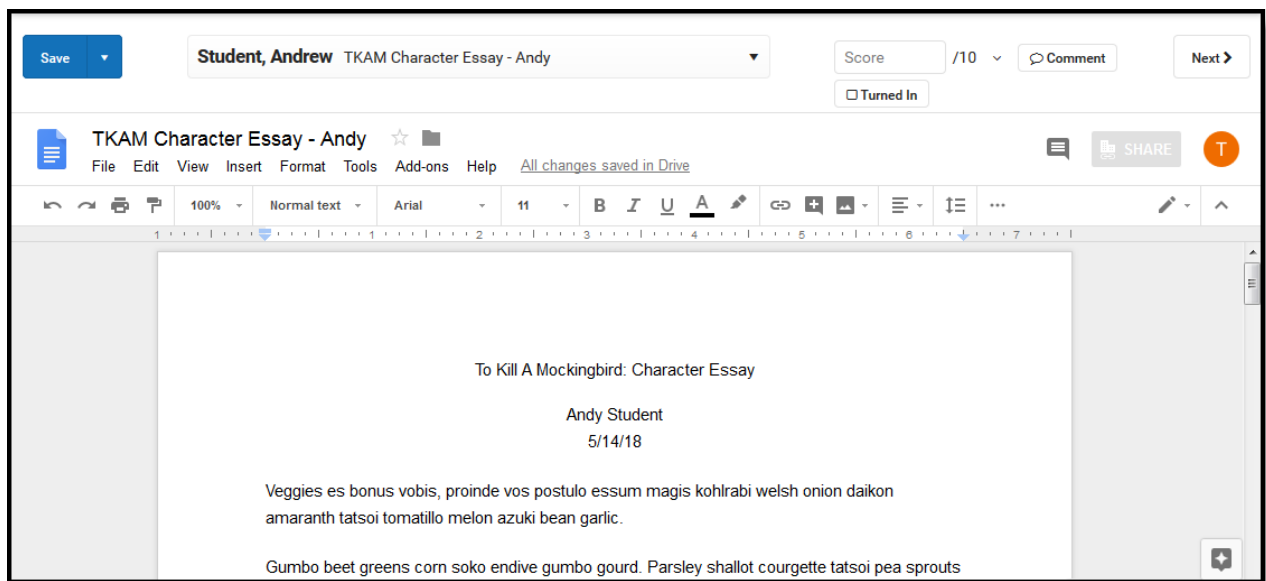
Take a photo to attach it to an assignment as a submission.

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

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