

Enable Student Submission in Assignments

[Assignment Setup](#) | [Attaching a File](#) | [Receiving Submissions](#) | [Viewing a Student Submission](#)

PATH: *Instruction > Assignments*

Teachers have the option of allowing students to submit assignments using the student [Portal](#), whether through text responses or by using file attachments. Teachers provide the details of the assignment within the Assignment Editor and access the submitted response through the Scoring Editor. Students respond through the student Portal.

The following image is an example of how Assignment Submission appears from the student's perspective when both Text Editor and File Attachment options are enabled.


Assignment Detail for 580000-1000 AP Calculus

580000-1000 AP Calculus

Teacher: Teacherson, Katie 

[Grade Book view for 580000-1000 AP Calculus](#)

Assignment Detail

Name	Trigonometric Functions Worksheet
Due Date	06/11/2015
Date Assigned	06/11/2015
Description	Complete the attached worksheet.
Objectives	Demonstrate understanding of basic trigonometric concepts.
References	<i>Calculus</i> pp. 14-19
Assignment Files	 Introduction to Trigonometry Worksheet (Introduction to Trigonometry Worksheet.docx)

Assignment Submissions

Status: **OPEN**

Attachments

[Attach File](#)

Student Response



Student Comments

[Save](#)

[Grade Book view for 580000-1000 AP Calculus](#)

Image 1: Student Assignment Submission from the Student Portal Perspective

This article explains how to:

- [Create an assignment for Portal Submission](#)
- [View student submissions](#)
- [Respond to student submissions](#)

Assignment Setup

Options for enabling student responses are set in the **Student Work Product** area of the Assignments editor. To establish an assignment to which students can respond by entering text in the Portal, mark **Enable Student Submission** and the **Editor** checkbox. This checkbox makes the submission editor appear for that assignment in the Portal. To allow students to attach a file in response to an assignment, mark **Enable Student Submissions** and the **File Attachments** checkbox. If only the **Attachments** checkbox is marked, students can only submit a file or a comment, not enter other text responses.

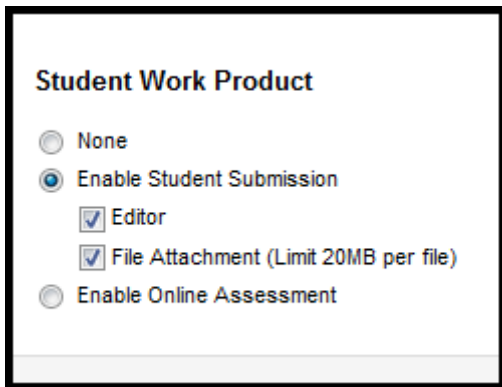


Image 2: Student Work Product Area

The assignment to be completed, such as questions to answer, and any other information, should be included in the **Description**, **Objectives** and **References** fields of the Assignment Editor. This information is always viewable in the assignment detail on the Portal, but using the Assignment Submission tool allows students to respond to an assignment.

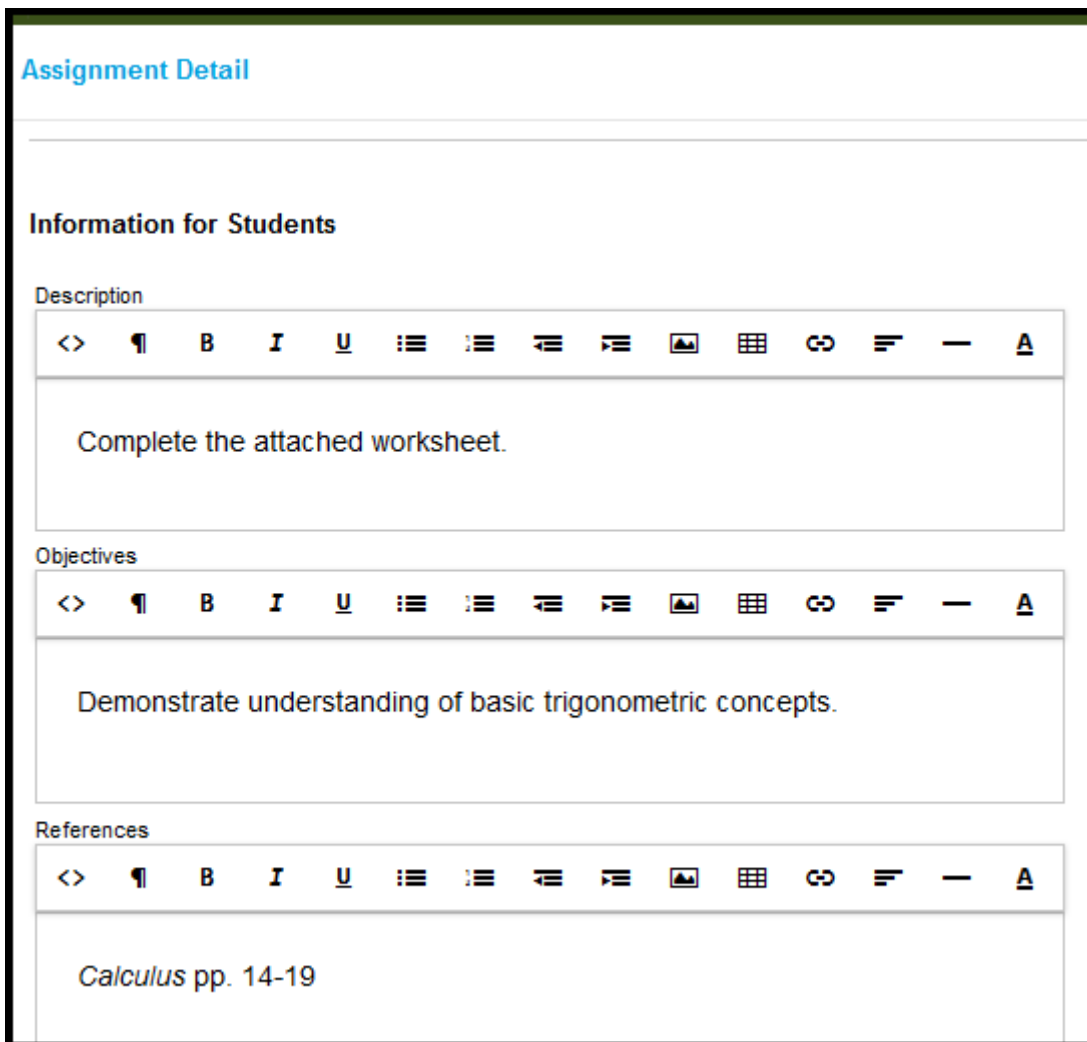


Image 3: Assignment Details

Attaching a File

The option to enable file attachments and attach files is only available once the appropriate [Digital Repository Preferences](#) are set by the district. These preferences determine the number of files and file size limits.

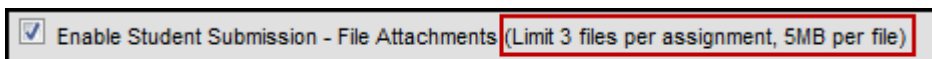


Image 4: File Limits

Users will be notified if they exceed the limits set by the district.

To attach a file, click **Add Files** to open your local drive. Select the file to attach to the assignment and click *OK*. The file displays with an editable **Display Name** and other information. Make sure you mark to Consent to Terms and Conditions checkbox to indicate that you have understand the Acceptable Use Policies of your district and Campus. Complete the upload by saving the assignment.

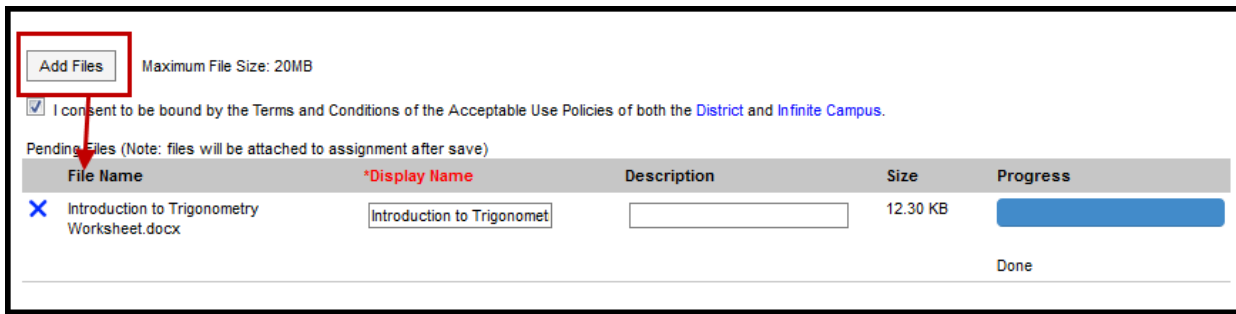


Image 5: Adding Files

Campus acts as only a carrier for attached files - files are downloaded and opened in the program in which they are saved. For example, if a teacher attaches an Excel file, students will need Excel in order to download and view the file. Teachers should keep in mind the software programs their students are likely to have when attaching files.

File Types

The following file types can be uploaded to the Digital Repository:

Text Files	Data Files	Raster Image Files
.doc Microsoft Word Document	.csv Comma Separated Values File	.bmp Vitmap Image file
.docx Microsoft Word Open XML Document	.efx eFax Document	.dds DirectDraw Surface
.log Log File	.epub Open eBook File	.dng Digital Negative Image File
.msg Outlook Mail Message	.ibooks Multi-Touch Book	.gif Graphical Interchange Format File
.odt OpenOffice Text Document	.key Keynote Presentation	.jpg or .JPEG JPEG Image
.pages Pages Document	.otp Open office presentation	.png Portable Network Graphic
.rtf Rich Text Format File	.pps PowerPoint Slide Show or	.psd Adobe Photoshop Document
.txt Plain Text File	.ppsx PowerPoint Slide Show	.pspimage PaintShop Pro Image
.wpd WordPerfect Document	.ppt PowerPoint Presentation	.tif or .tiff Tagged Image File
.wps Microsoft Works Word Processor Document	.pptx PowerPoint Open XML Presentation	
.tsv Tab-Separated Values	.dat Data File	
	.qfx Quicken	
	.ofx Open Financial Exchange	

MISC Files	3D Image Files	Vector Image Files	Page Layout Files	CAD Files
.vcf vCard File .xml XML File	.3dm Rhino 3D Model .3ds common 3D modeling format .max 3ds Max Scene File .obj Wavefront 3D Object File .xcf native image format of GIMP	.ai Adobe Illustrator File .eps Encapsulated PostScript File .ps PostScript File .svg Scalable Vector Graphics File	.indd Adobe InDesign Document .pct Picture File .pdf Portable Document Format File	.dwg AutoCAD Drawing Database File .dxf Drawing Exchange Format File .blend Blender Graphics File

Spreadsheet Files	Database Files	Compressed Files	Backup Files	LMS-Related Files
.123 Lotus 1-2-3 Spreadsheet .odf OpenOffice Formula .ods Open Office Spreadsheet .xlr Works Spreadsheet .xls Excel Spreadsheet .xlsx Microsoft Excel Open XML Spreadsheet	.accdb Access 2007 Database File .db or .dbf Database File .fmp Filemaker .mdb Microsoft Access Database .odb Open Office database .sql Structured Query Language Data File	.pkg Mac OS X Installer Package .rar WinRAR Compressed Archive .tar.gz Compressed Tarball File .zip Zipped File .zipx Extended Zip File	.bak Backup File .tmp Temporary File	.flipchart Promethean whiteboard users .flp Promethean whiteboard users .notebook SMART whiteboard .gsp The Geometer's Sketchpad

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 Submission** column appears at the far right of the Scoring Editor.
- From the Grade Book, expand the assignment and click the **Submission** timestamp.

Score

Assignment: TR: Trig Review
Due: 06/12/2015

Scoring Alignment Legend
UTF: Understands Trigonometric Functions
GT2: Term Grade

[Fill Scores/Comments](#)


Students	Att 06/12	UTF	Dr	GT2 (10 pts)	Dr	Assignment Comments	T	M	L	I	Ch	X	Student Submissions
10 Student, Andrew			Dr		Dr		T	M	L	I	Ch	X	06/11/2015 10:48 AM 

Image 6: 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 Detail Editor**.

Student Submission

Assignment: TR: Trig Review
Due: 06/12/2015
Submitted: 06/11/2015 10:48 AM

Scoring Alignment Legend
UTF: Understands Trigonometric Functions
GT2: Term Grade

Students	Att 06/12	UTF	Dr	GT2 (10 pts)	Dr	Assignment Comments	T	M	L	I	Ch	X
10 Student, Andrew			Dr		Dr		T	M	L	I	Ch	X

Student Comments
I'm not sure how to answer #3.

Student Response

1. SOHCAHTOA
2. Opposite, Adjacent, Hypotenuse
3. ??

Assignment Feedback

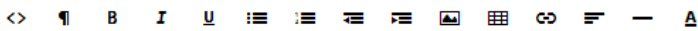


Image 7: Viewing the Student Submission - Text

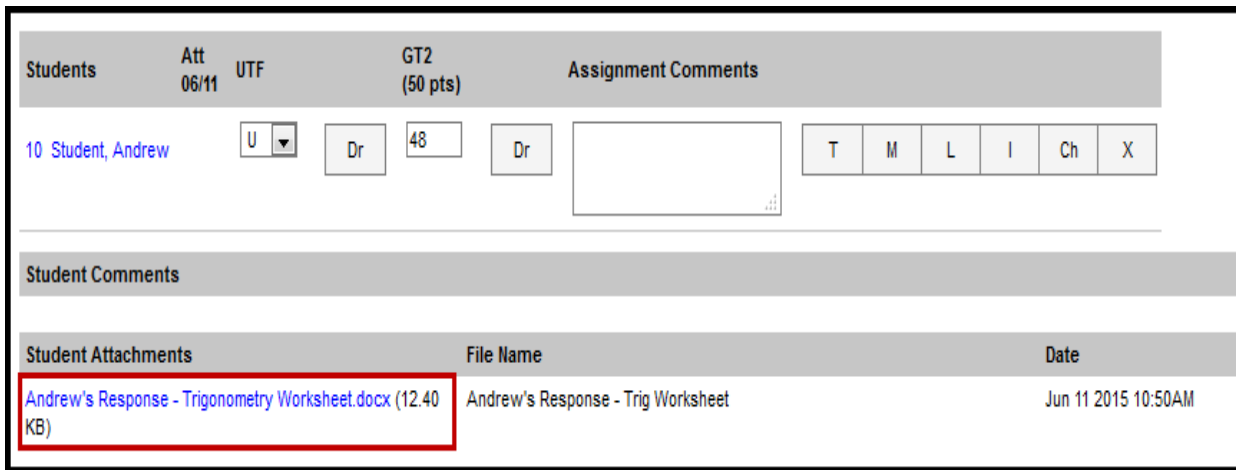


Image 8: Viewing the Student Submission - Attachment

At the top of the Submission Editor, the line of the **Scoring Editor** for that student appears. Teachers can score the student's response and enter any comments or designations of missing, late, etc., as desired.

The student's comments appear below the **Scoring Editor**. If the student attached a file in response to the assignment, a link will appear in the **Student Attachments** section. Click the link to download the attached file. If a text response was submitted, it will appear in the **Student Response** section just as the student entered it, including any formatting.

Remember to save any changes made to the scoring editor by clicking the **Save** button at the top of the editor.

Click **Next Student** or **Previous Student** to view the scoring editor for other students' submissions.

Once an assignment is marked as **Turned In**, the submission will be locked from editing by the student. This should not be done until the due date of the assignment, in case the student wants to make changes to the submission. Submissions can be unlocked by removing the **Turned In** flag, allowing students another opportunity to submit a response.

Teacher Feedback

Teachers can enter feedback in response to a student comment or the submission itself. Feedback appears in the Portal within the Assignment Detail.

When a teacher enters and saves feedback, a white speech bubble icon appears in the Student Submission column of the Scoring Editor.

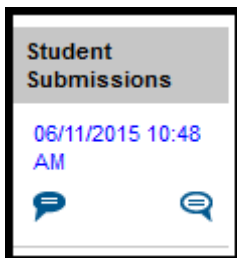


Image 9: Teacher Feedback Icon

After entering any scores and feedback and saving the changes, teachers can choose to return the the Scoring Editor for the section by selecting **All Students** at the top of the editor or move to the next student submission by clicking **Next Student**.

The [Student Assignment Submission \(Portal\)](#) article provides information and directions for students on using the Assignment Submission tool. Please distribute this article to students as desired.

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