Submit a Canvas Assignment
on Behalf of a Student

For Teacher, Head TA, TA, Admin Assistant, and Grader course roles

Important Notes: *This permission is useful when submissions are collected outside of Canvas (ie: email or in-person), when a student has been granted an extension past the assignment availability date, or when students are unable to upload submissions themselves due to technical difficulties.*

Submissions are timestamped and indicate who submitted the assignment, and instructors are able to annotate in Speedgrader and retain submission history as usual. Note that assignments may only be submitted on behalf of students when Online > File Uploads is one of the available submission types. Text entry, quiz, discussion, and external tool submissions are not supported.

If a student requests submission assistance as an academic accommodation and has not yet registered with Caltech Accessibility Services for Students (CASS) or received relevant documentation, please refer them to CASS for more information.

Procedure

1. Login to Canvas at https://caltech.instructure.com/ and navigate to Gradebook (the Grades course menu link) in your Canvas course.
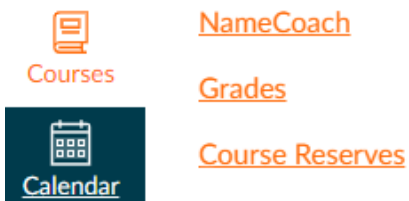
2. Locate the assignment column and student row, and click in the corresponding cell to access the icon for the **Grade Detail Tray** (*below left*). Open it and click the **Submit for Student** link (*below right*).
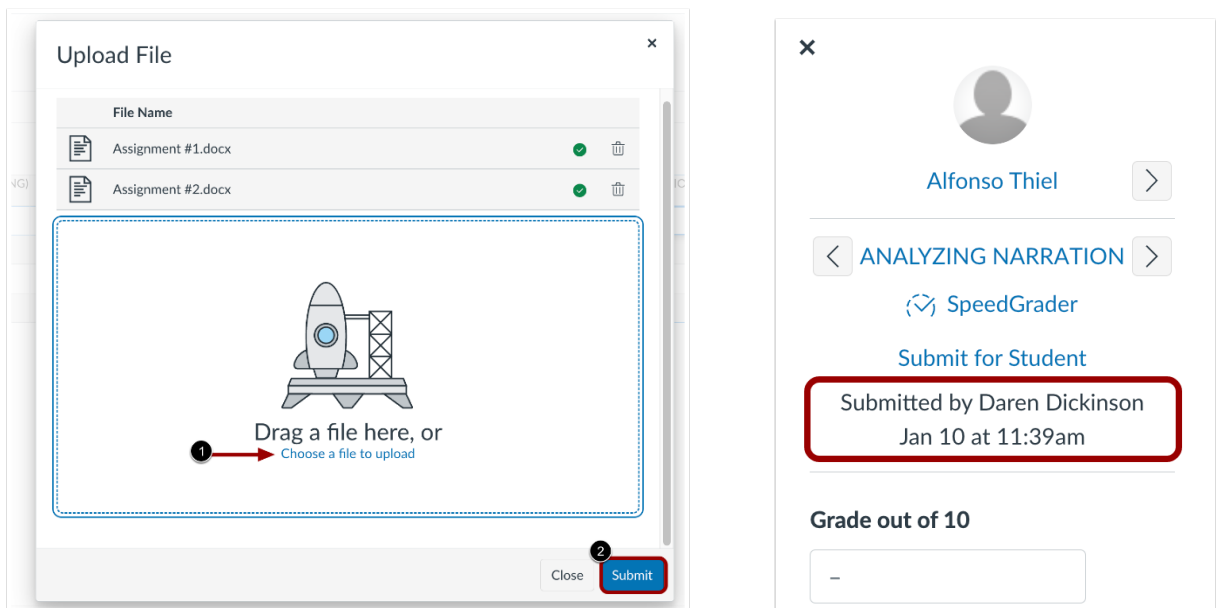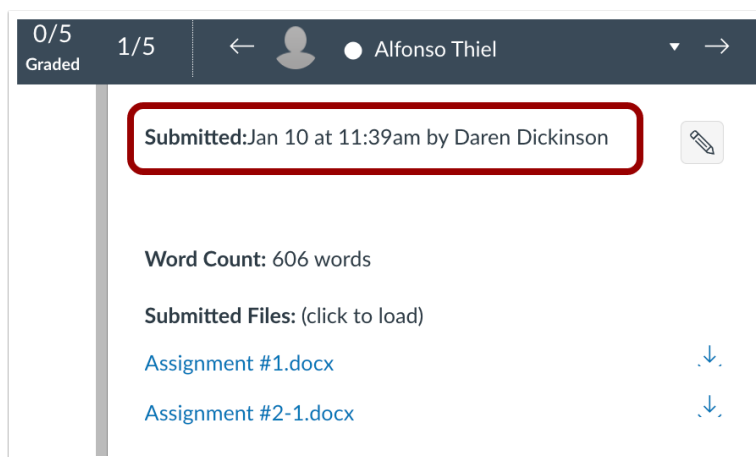
3. Choose the file(s) to upload [1], then click **Submit** [2]. The timestamp and name of the person who submitted the assignment will be displayed in the Grade Detail Tray (*below right*).

Instructors may also view timestamp and submitter in SpeedGrader.

Students can view submission information in Assignment Details.