# Submitting a File to a Canvas Assignment on a Student's Behalf

Instructors can submit a file to a Canvas Assignment set to accept file uploads on behalf of a student in their course's Gradebook. Their submission to the assignment will include the timestamp as well as who submitted the file to the assignment. The instructor can also submit multiple files at a time for a single student, and submit beyond the availability date of a Canvas Assignment.

Currently on users with the role of **Instructor** or **Guest Instructor** in a course have the ability to upload a file on a student's behalf for a Canvas Assignment. All other course and system admin roles cannot submit a file on behalf of students.

Note: Submitting a file on behalf of a student to a Canvas Assignment that is also using Turnitin circumnavigates a student's requirement of accepting that they are submitting their work to Turnitin.

- 1. In your Canvas course, navigate to your course **Gradebook** section.
- 2. Locate the **Canvas Assignment column** you need to upload a file on behalf of a student for and the **row with the student's name**.
  - a. You may only upload a file to a Canvas Assignment that has been configured to accept "**File Uploads**" in the settings.
- 3. Select the **Gradebook cell** for the student and click the **Grade Detail Tray icon**.

Spring 2023	023 Gradebook • <u>View</u> • <u>Actions</u> •							
Home	Student Names Assignment Names							
Feedback & Accessibility	Q Search Studen	ts		Q Search Assignments				
Barriers	Student Name	Build for Tomorrow #1 - Ar Out of 30 MANUAL	ANT Diagram Out of 50 MANUAL	Week 7: Questions Concer Out of 10 MANUAL	Week 1: Questions Concer Out of 10 MANUAL	Questions Concerning Te Out of 10 MANUAL		
Syllabus	CTL Tester02	/30 🖬	3 -	-	-	-		
Announcements Ø	CTL Tester03	-	-	-	-	-		
Modules	CTL Tester05	-	-	-	-	-		
Grades 1	Test Student	_	-	-	-	-		

4. From the **Grade Detail Tray** that opens on the right-hand side for that student, click the "**Submit for Student**" button.

Spring 2023	Gradebook • <u>View</u> •	CTL Tester02				
lome	Student Names		Assignment Names			
Feedback & Accessibility	Q Search Students		``````````````````````````````````````	Q Search Assignment	s	Build for Tomorrow #1 - Annotated Bibliography
Barriers	Student Name	Build for Tomorrow #1 - Ar Out of 30 MANUAL	ANT Diagram Out of 50 MANUAL	Week 7: Questions Concer Out of 10 MANUAL	Week 1: Qu Out of 10 M	(◇) SpeedGrader
Syllabus	CTL Tester02	-		-	-	Submit for Student 4
Announcements Ø	CTL Tester03	-		-	-	
Modules	CTL Tester05	-		-	-	Grade out of 30
Grades	Test Student	-		-	-	-
Quizzes						Status
Assignments						O None
Discussions						<b>U</b> None
iles						🔵 Late
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eople						0
ourse Reserves						Excused

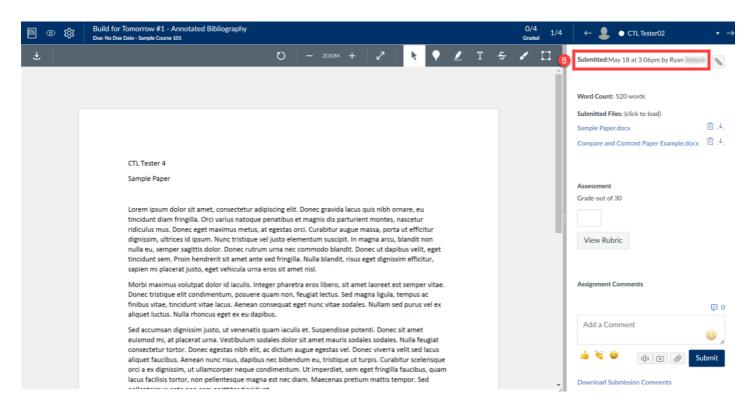
- 5. In the "**Upload File**" picker box that opens, drag and drop or search your computer for the student's file that you want to submit on their behalf.
- 6. Files that have been uploaded and are ready to submit will be **listed along the top of the box**.

a. Click the **Trash Can icon** to the right of the file name to remove it from being submitted.

7. When all files have been selected in the picker box, click the "**Submit**" button to add the files to the Canvas Assignment on behalf of your student.

Upload File		×
File Name		^
Sample Paper.docx	Û	1
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Drag a file here, or Choose a file to upload		*
Clo <mark>(</mark> 7	Subm	it

8. When viewing the documents submitted in the SpeedGrader, **the timestamp will specify who submitted the files**.



For more information please email <u>canvas@yale.edu</u>.