

# 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 only 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**.

The screenshot shows the Canvas interface for 'Sample Course 101 > Grades'. On the left sidebar, the 'Grades' link is highlighted with a red circle and the number 1. The main area displays the 'Gradebook' with a table of student scores. A red circle with the number 2 points to the 'CTL Tester02' row. A red circle with the number 3 points to the 'Submit for Student' icon (a document with an arrow) in the 'Build for Tomorrow #1 - Ar' column for that student. The table has columns for 'Student Name', 'Build for Tomorrow #1 - Ar', 'ANT Diagram', 'Week 7: Questions Concern', 'Week 1: Questions Concern', and 'Questions Concerning Tec'.

Student Name	Build for Tomorrow #1 - Ar Out of 30 MANUAL	ANT Diagram Out of 50 MANUAL	Week 7: Questions Concern Out of 10 MANUAL	Week 1: Questions Concern Out of 10 MANUAL	Questions Concerning Tec Out of 10 MANUAL
CTL Tester02	1 / 30 	-	-	-	-
CTL Tester03	-	-	-	-	-
CTL Tester05	-	-	-	-	-
Test Student	-	-	-	-	-

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

# Canvas @ Yale

The screenshot displays the Canvas LMS interface for 'Sample Course 101' in the 'Grades' section. The left sidebar contains navigation links: Home, Feedback & Accessibility Barriers, Syllabus, Announcements, Modules, Grades (selected), Quizzes, Assignments, Discussions, Files, Media Library, People, Course Reserves, and Ed Discussion. The main content area shows the 'Gradebook' with tabs for 'View' and 'Actions'. It includes search bars for 'Student Names' and 'Assignment Names'. A table lists students and their scores for various assignments. The right sidebar shows the user profile 'CTL Tester02', a list of assignments including 'Build for Tomorrow #1 - Annotated Bibliography' and 'SpeedGrader', a 'Submit for Student' button with a red notification badge '4', a 'Grade out of 30' field, and status options: None, Late, Missing, and Excused.

Student Name	Build for Tomorrow #1 - Annotated Bibliography Out of 30 MANUAL	ANT Diagram Out of 50 MANUAL	Week 7: Questions Concerning the Ant Out of 10 MANUAL	Week 1: Questions Concerning the Ant Out of 10 MANUAL
CTL Tester02	--	--	--	--
CTL Tester03	--	--	--	--
CTL Tester05	--	--	--	--
Test Student	--	--	--	--

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

6

✓


✕

Compare a...mple.docx

✓

✕

5



Drag a file here, or  
Choose a file to upload

Close 7

Submit

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

Build for Tomorrow #1 - Annotated Bibliography

Due: No Due Date - Sample Course 101

0/4 Graded 1/4

CTL Tester02

Submitted: May 18 at 3:06pm by Ryan

8

Word Count: 520 words

Submitted Files: (click to load)

Sample Paper.docx

Compare and Contrast Paper Example.docx

Assessment

Grade out of 30

View Rubric

Assignment Comments

Add a Comment

Submit

CTL Tester 4

Sample Paper

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec gravida lacus quis nibh ornare, eu tincidunt diam fringilla. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec eget maximus metus, at egestas orci. Curabitur augue massa, porta ut efficitur dignissim, ultrices id ipsum. Nunc tristique vel justo elementum suscipit. In magna arcu, blandit non nulla eu, semper sagittis dolor. Donec rutrum urna nec commodo blandit. Donec ut dapibus velit, eget tincidunt sem. Proin hendrerit sit amet ante sed fringilla. Nulla blandit, risus eget dignissim efficitur, sapien mi placerat justo, eget vehicula urna eros sit amet nisl.

Morbi maximus volutpat dolor id iaculis. Integer pharetra eros libero, sit amet laoreet est semper vitae. Donec tristique elit condimentum, posuere quam non, feugiat lectus. Sed magna ligula, tempus ac finibus vitae, tincidunt vitae lacus. Aenean consequat eget nunc vitae sodales. Nullam sed purus vel ex aliquet luctus. Nulla rhoncus eget ex eu dapibus.

Sed accumsan dignissim justo, ut venenatis quam iaculis et. Suspendisse potenti. Donec sit amet euismod mi, at placerat urna. Vestibulum sodales dolor sit amet mauris sodales sodales. Nulla feugiat consectetur tortor. Donec egestas nibh elit, ac dictum augue egestas vel. Donec viverra velit sed lacus aliquet faucibus. Aenean nunc risus, dapibus nec bibendum eu, tristique ut turpis. Curabitur scelerisque orci a ex dignissim, ut ullamcorper neque condimentum. Ut imperdiet, sem eget fringilla faucibus, quam lacus facilisis tortor, non pellentesque magna est nec diam. Maecenas pretium mattis tempor. Sed



For more information please email [canvas@yale.edu](mailto:canvas@yale.edu).