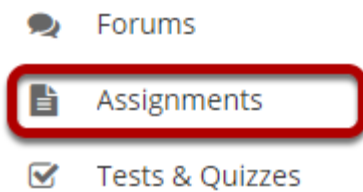


# How do I submit an assignment on behalf of a student?

## Go to Assignments.



Select the **Assignments** tool from the Tool Menu in your site.

## Click Assignments by Student.



### Assignments by Student

View

Search

Student	Assignment	Submitted	Status	Grade
▶ <a href="#">Johnson, Steven (student02)</a>				
▶ <a href="#">Martin, Erin (student03)</a>				
▶ <a href="#">Smith, Jeremy (student04)</a>				
▶ <a href="#">Thompson, Mary (student01)</a>				

# Select a student.

## Assignments by Student

View  ▼

Search

Student	Assignment	Submitted	Status	Grade
▶ <a href="#">Johnson, Steven (student02)</a>				
▶ <a href="#">Martin, Erin (student03)</a>				
▶ <a href="#">Smith, Jeremy (student04)</a>				
▶ <a href="#">Thompson, Mary (student01)</a>				

You will see a list of all the students in the class. Click on the student's name to view submission information for that student.

# Click Submit on behalf of Student.

## Assignments by Student

View  ▼

Search

Student	Assignment	Submitted	Status	Grade
▼ <a href="#">Johnson, Steven (student02)</a>				
	<a href="#">Group Assignment 1</a> <a href="#">Submit on behalf of Student</a>			No Grade
	<a href="#">Peer Review Assignment 1</a> <a href="#">Submit on behalf of Student</a>		No Submission	
	<a href="#">Assignment 1</a> <a href="#">Submit on behalf of Student</a>		No Submission	
▶ <a href="#">Martin, Erin (student03)</a>				
▶ <a href="#">Smith, Jeremy (student04)</a>				
▶ <a href="#">Thompson, Mary (student01)</a>				

# Submit the student assignment.

## Submit Example Assignment

Complete the form, then choose the appropriate button at the bottom.

Title	Assignment 2
Due	Feb 27, 2020 9:15 AM
Number of resubmissions allowed	0
Status	Not Started
Grade Scale	No Grade

### Instructions

Please submit your 10 page research paper.

### Additional resources for assignment

No attachments yet

### Submission

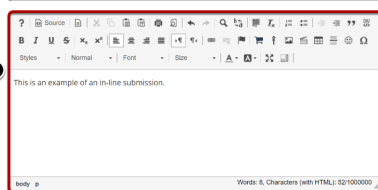
#### Submit on behalf of Student

Steven Johnson

#### Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**

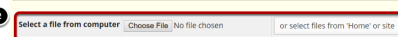
1



#### Attachments

No attachments yet

2



3



1. Enter an inline submission (if applicable).
2. Select a file to attach (if applicable).
3. Click **Proceed** to submit the student assignment.

# A submission confirmation will display.

## Submission Confirmation

You have successfully submitted your work.

**User:** Steven Johnson (student02)  
**Class site:** Discussion 1 SMPL101  
**Assignment:** Assignment 1  
**Submission ID:** **9a09ee19-8e46-4b17-bee5-d93bdcffc32b**  
**Submitted on:** Feb 20, 2020 11:11 AM

### Your submission included the following:

This is an example of an inline submission.

### Submitted Attachments

No attachments yet

[Back to list](#)

**When you view the list, you will see the date and time of the submission next to the assignment.**

### Assignments by Student

View  ▾

Search

Student	Assignment	Submitted	Status	Grade
▾ <a href="#">Johnson, Steven (student02)</a>				
	<a href="#">Group Assignment 1</a> <a href="#">Submit on behalf of Student</a>			No Grade
	<a href="#">Peer Review Assignment 1</a> <a href="#">Submit on behalf of Student</a>		No Submission	
	<a href="#">Assignment 1</a> <a href="#">Submit on behalf of Student</a>	Feb 19, 2020 10:40 AM	Ungraded	
▶ <a href="#">Martin, Erin (student03)</a>				
▶ <a href="#">Smith, Jeremy (student04)</a>				
▶ <a href="#">Thompson, Mary (student01)</a>				