

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

If enabled by your institution, you can submit an assignment on behalf of a student in the Gradebook.

Notes:

- A File Upload submission type must be allowed to submit an assignment on behalf of a student.
- If you are unable to submit on behalf of a student, your institution has not enabled this permission. Please contact your Canvas admin.

Open Grades

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In Course Navigation, click the **Grades** link.

Open Grade Detail Tray

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Locate the student name and assignment. Click the Gradebook cell [1] and click the **Grade Detail Tray** icon [2].

Submit for Student

Select Submit for Student

To submit for a student, click the **Submit for Student** link.

Upload File

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To upload a file from your computer, drag and drop a file [1], or browse your computer files by clicking the **Choose a file to upload** link [2]. To submit the file, click the **Submit** button [3].

View Submission Details

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View submission details in the Grade Detail Tray. You can also [view the uploaded file uploaded in Speedgrader](#).

Note: Students and Observers can see the submission details when they view the assignment.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-submit-an-assignment-on-behalf-of-a-student-as-an/ta-p/560948>]

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