

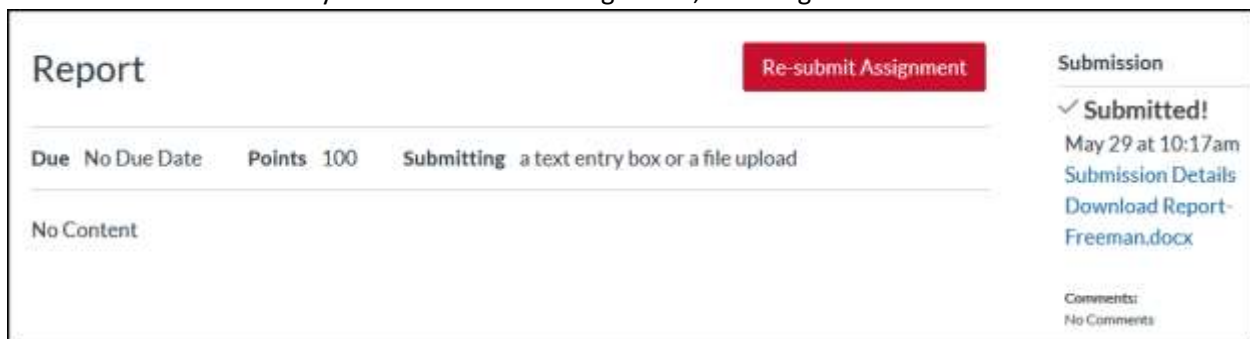
## CANVAS: How to manage multiple assignment submissions

By default, students always have the option to resubmit their Canvas assignments, even after the Due date. However if a student resubmits, they lose all access to any earlier submissions they have made – including access to feedback the instructor may have provided. (Aside: A new feature allows instructors to limit submissions, if that is desired.) Re-submission can be particularly problematic for group assignments, should one student resubmit and thus overwrite a group member’s earlier submission.

All submissions and resubmissions can be viewed by the instructor in SpeedGrader by the date and time of submission. If a student has made multiple submissions, the instructor must process each one, otherwise the student’s course grade will not be accurate.

### What does this look like for students in Canvas?

After a student successfully submits an online assignment, the assignment screen looks like this:



The screenshot shows the Canvas assignment submission interface. On the left, under the 'Report' heading, there is a table with columns: 'Due', 'No Due Date', 'Points', and 'Submitting'. The 'Points' column shows '100'. The 'Submitting' column shows 'a text entry box or a file upload'. Below this table, it says 'No Content'. On the right, under the 'Submission' heading, there is a red button labeled 'Re-submit Assignment'. Below the button, it says 'Submitted!' with a checkmark. The submission date and time are 'May 29 at 10:17am'. There are links for 'Submission Details' and 'Download Report-Freeman.docx'. At the bottom right, it says 'Comments: No Comments'.

If the activity allows resubmissions (which is the default for Canvas), the red “Re-submit” assignment button will remain in place up until the assignment closes, as defined by the activity’s “Until” date (not “Due” date).

***TIP:** As a matter of good course management, instructors should include an appropriate “Until” date on all assignments to prevent submissions after a specific point. However, remember that because it is the “Due” date that generates alert and “To do” messages for students, Due dates should also always be defined in the activity settings.*

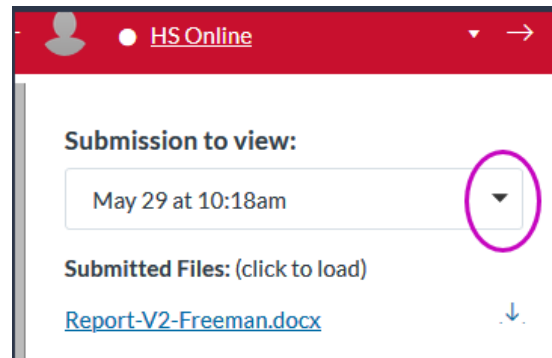
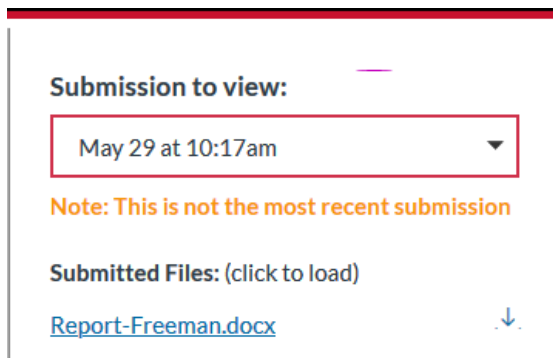
### What does this look like for instructors in Canvas?

If there are ungraded assignment submissions – or a resubmission after an earlier submission has been graded for a student – the instructor see an “ungraded submission” icon in the student’s gradebook cell and a note in the “To Do” list on the course home page.

***TIP:** The “To Do” list is an easy place to check for unexpected resubmissions and the it is also the fastest way to bring up the Speedgrader interface.*

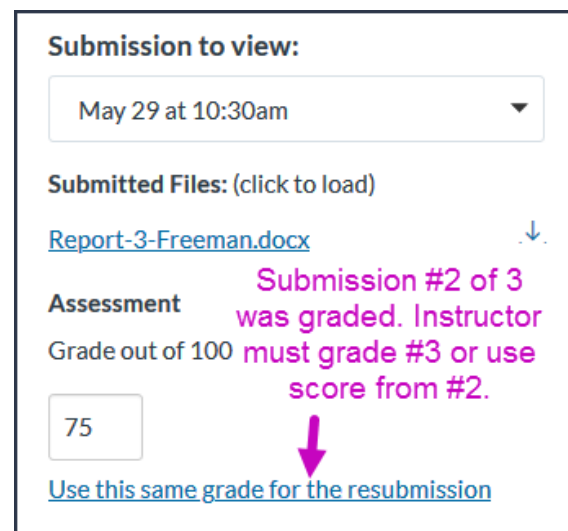
If a student has submitted more than once, the instructor sees a toggle in the upper right corner of the Speedgrader interface when the student’s submission is being graded. The instructor uses this toggle to display each submission individually.

Several different messages may display based on which submission the instructor is currently viewing and on whether any submission has yet been graded.



If the student **resubmits after the instructor has already assigned a score** to an earlier submission, Canvas is unsure of how to handle the latest submission.

- If the newer submission is graded, the newer score replaces the previous one.
- The instructor can choose to use the earlier submission's grade for the newer submission, but remember that the student will not see the feedback provided on the earlier submission.



**Reminder:** there is only one grade cell for each assignment. If an instructor wishes to have students submit an activity in parts which each receive a separate score, or to submit a draft and then a final version, each submission should be set up as a separate online assignment.