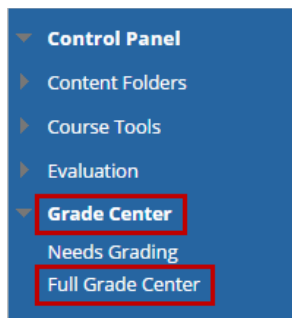# VIEWING ASSIGNMENT SUBMISSION RECEIPTS

Students receive a receipt after successfully submitting an assignment through the ulearn assignment tool. A confirmation number appears at the top of their screen once the submission is processed. Students should copy and save this number as proof of their submission. You can view submission receipts through the grade center using either the student's name or the confirmation number (if the student has sent you the confirmation number).
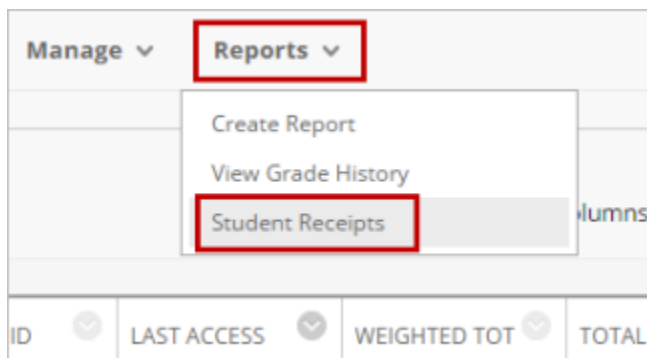
Instructions

Method 1 – Access using a student's name

1. On the left menu, click **Grade Center** to expand the menu. Select **Full Grade Center**.
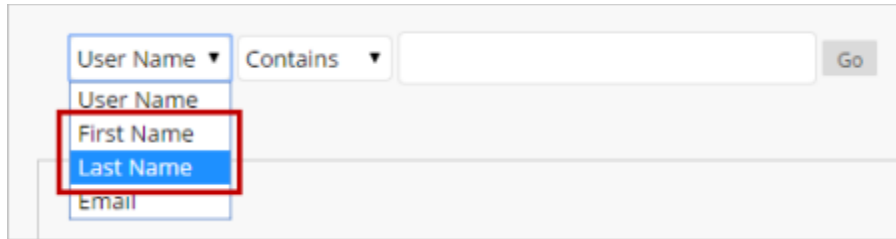

2. From the **Reports** tab choose **Student Receipts**.

3. To view a submission receipt for a specific student, select either First Name or Last Name in the first search field.
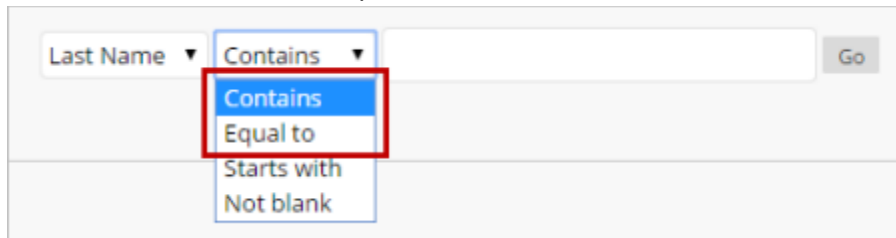
VIEWING ASSIGNMENT SUBMISSION RECEIPTS
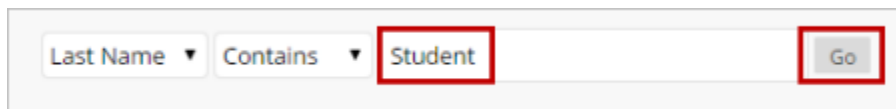
Select either Contains or Equal to in the second search field.

Type the student's first or last name (depending on the option you chose for the first search field) in the blank box. Click **Go.**

> **Note:**
>
> If you chose Contains in the second search field you can type part of the name. If you chose Equal to you must type the exact name that appears in ulearn. For example, if a student's name is Anne-Marie you can type "Anne" when using the Contains field but you must type "Anne-Marie" when using the Equal to field.

4. All assignment submission receipts for the student are visible. You can see the confirmation number, the name of the student, the coursework (name of the assignment in ulearn), submission date, the name of the submission (what the student titled their document), and the size of the submission.
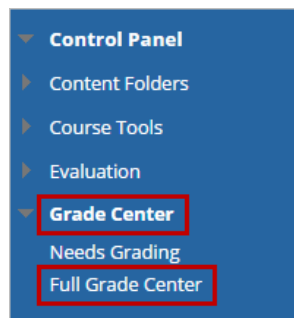

Instructional Design & Technology

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VIEWING ASSIGNMENT SUBMISSION RECEIPTS

CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK		SUBMISSION	SIZE
279bb109-44d2-41a7-8de7-cb9e1e8f8888	ap Student	ap Student	Test 6/7	Jun 8, 2017 8:23 AM	June 7th Attempt 1.docx	11.2kb
d0c46a05-2241-4754-9c2f-5aa2f2aaeb50	ap Student	ap Student	Test 6/7	Jun 7, 2017 4:39 PM	June 7th Attempt 1.docx	11.2kb

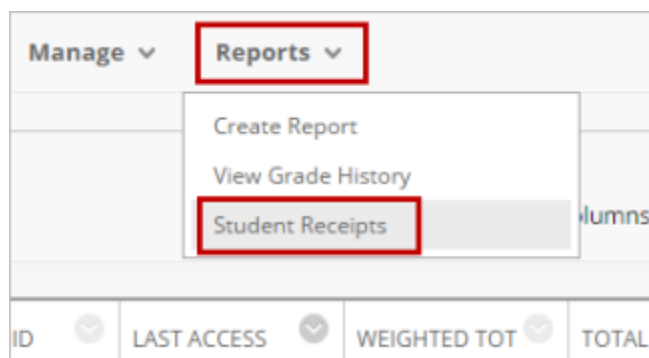Displaying **1** to **2** of **2** items | Show All | Edit Paging…

5. To search for another student's submission receipt, repeat steps 3 and 4.

Method 2 – Access using the confirmation number

1. On the left menu, click **Grade Center** to expand the menu. Select **Full Grade Center**.

- ▼ **Control Panel**
- ▶ Content Folders
- ▶ Course Tools
- ▶ Evaluation
- ▼ **Grade Center**
  - Needs Grading
  - Full Grade Center

2. From the **Reports** tab choose **Student Receipts**.

Manage ∨   Reports ∨

Create Report
View Grade History
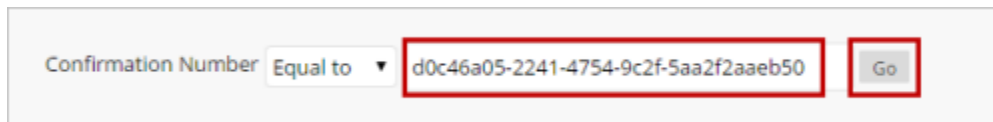Student Receipts   lumns

ID   LAST ACCESS   WEIGHTED TOT   TOTAL

3. In the upper right corner, choose **Confirmation Number** next to options.
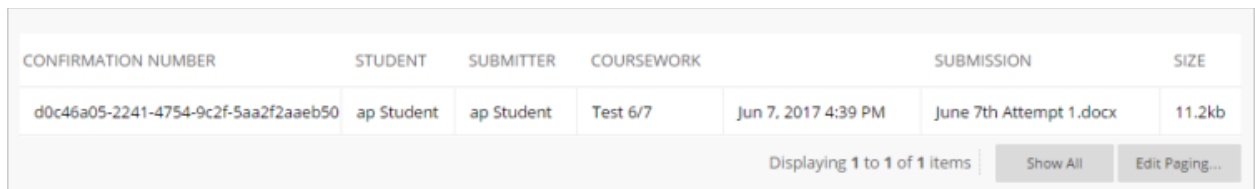
VIEWING ASSIGNMENT SUBMISSION RECEIPTS
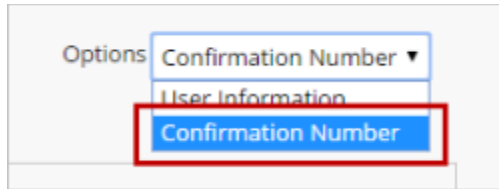
4. Make sure the first search field is set to Equal to. Paste the confirmation number you received from the student in the blank box. Click **Go.**

5. The assignment submission receipt for the single student submission is visible. You can see the confirmation number, the name of the student, the coursework (name of the assignment in ulearn), submission date, the name of the submission (what the student titled their document), and the size of the submission.

CONFIRMATION NUMBER	STUDENT	SUBMITTER	COURSEWORK		SUBMISSION	SIZE
d0c46a05-2241-4754-9c2f-5aa2f2aaeb50	ap Student	ap Student	Test 6/7	Jun 7, 2017 4:39 PM	June 7th Attempt 1.docx	11.2kb
				Displaying **1** to **1** of **1** items	Show All	Edit Paging...

6. To search for another student's submission receipt, repeat steps 4 and 5.