

# How does Automatic Submission work in Tests & Quizzes?

You can use the **Automatic Submission (Auto-submit)** feature to retrieve a student's saved work in an untimed assessment when the student failed to submit it. You may enable **Auto-submit** to force the submission of tests or quizzes that remain *In Progress* after the assessment's **Final Submission Deadline** has passed.

Unlike a timed assessment, the **Automatic Submission** process will **not** automatically save work; rather, it will only automatically **submit** answers that have already been saved by the student.

For in-class assessments, it is recommended to set a **time limit** instead of using **Auto-submit**. For more information, see the [Best Practices for Delivering Online Tests & Quizzes](#).

For detailed information and steps to enable **Auto-submit**, see below:

- [When should I use Auto-submit?](#)
- [How does automatic submission work?](#)
- [How do I enable Auto-submit on an assessment that students have not taken?](#)
- [How do I trigger Auto-submit on a completed assessment?](#)

## When should I use Auto-submit?

The **Auto-submit** feature is useful for **untimed** assessments that are available for students to take over a relatively long time period (e.g., 24 hours), and assessments that remain *In Progress* after their latest submission date has passed.

 **Important:** Please note that **Auto-submit** does **not** save student work before submitting. If you are using **Auto-submit**, students should be advised to **save** their work often.

## How does automatic submission work?

Every 5 minutes, behind the scenes of UVACollab, an automated process checks:

1. Did the instructor select the **Auto-submit** setting on this assessment?

2. Is it past the **Final Submission Deadline** for this assessment?
3. Did this student select **Begin Assessment**, but fail to successfully submit the assessment via the **Submit for Grading** button on the *Assessment Submission Warning* screen?
4. Is this the student's first submission attempt?

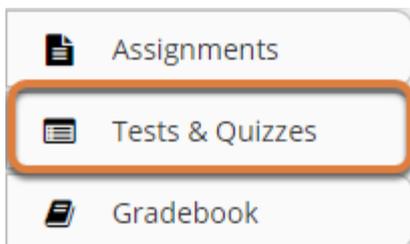
If all four conditions above are true, the system will automatically submit the student's saved assessment. The submission data will be available to instructors on the [Total Scores](#) screen within 5 minutes after the **latest submission date** passes.

Assessments that were submitted via the automatic submission feature will be flagged on the *Total Scores* screen with *AUTO-SUBMIT*. All answers that were saved will be included in the student's automatic submission.

**Note:** Timed assessments are automatically saved and submitted when the timer expires, so you do not need to enable **Auto-submit** for a timed assessment. For more information, see the section above: [When should I use Auto-submit?](#)

## How do I enable Auto-submit on an assessment that students have not taken?

**Go to Tests & Quizzes.**



Select **Tests & Quizzes** from the tool menu in your site.

## Edit the settings.

### Assessment List

Working Copies: not released to students

Published Copies: released to students

Display 50 assessments per page

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">For</a> ▾	<a href="#">Last Modified</a>
Quiz #1	1 <b>Actions</b> ▾	Entire Site	Tiffany Stull
Quiz #2		Site	Tiffany Stull

Remove Selected

2 **Settings**

- Edit
- Preview
- Print
- Settings
- Publish
- Duplicate
- Export

1. Select the **Actions** menu for the assessment.
2. Select **Settings**.

**Alternatively, access assessment settings from the edit assessment screen.**

### Questions: Quiz #1

Actions: + Add Part Preview Print **Settings** Publish

Part 1 - 5 questions

If you are currently editing an assessment, select the **Settings** button near the top of the *Questions* screen.

## Editing settings in Working or Published Copies

You can modify the settings of any assessment listed under **Working Copies**. When you publish an assessment, a copy is created and listed under **Published Copies**.

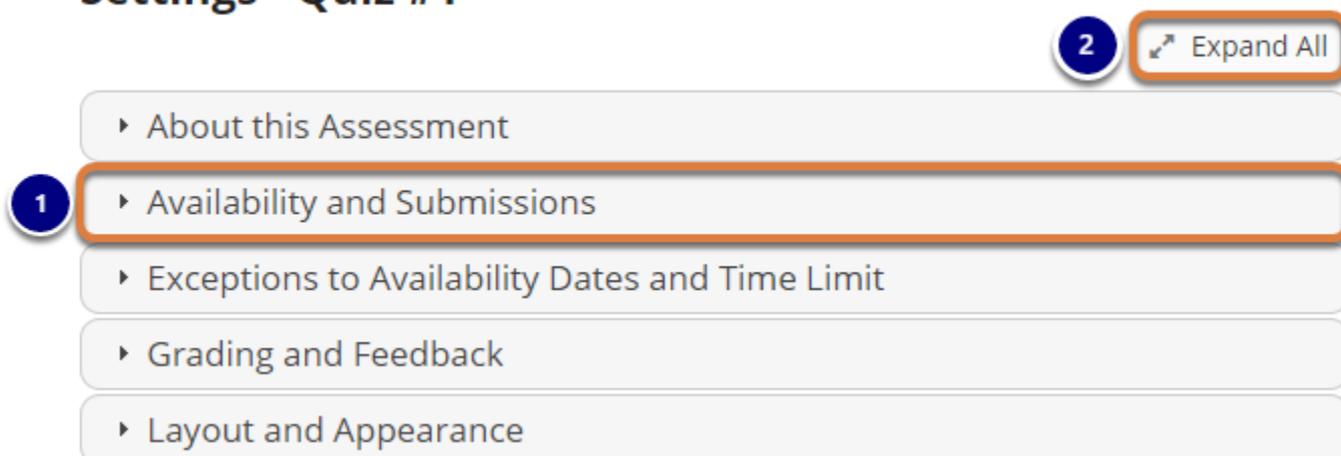
After you have published an assessment, modifying the settings in the unpublished version under **Working Copies** will NOT affect the settings in the published version under **Published Copies**.

 Avoid modifying the settings of a published assessment while testing is in progress.

## Verify dates and enable Auto-submit.

### Select Availability and Submissions.

#### Settings - Quiz #1



The screenshot shows the 'Settings - Quiz #1' page. On the right side, there is a blue circle with the number '2' and a button labeled 'Expand All' with a right-pointing arrow. Below this, there is a list of settings sections, each with a right-pointing arrow: 'About this Assessment', 'Availability and Submissions', 'Exceptions to Availability Dates and Time Limit', 'Grading and Feedback', and 'Layout and Appearance'. The 'Availability and Submissions' section is highlighted with a blue circle and the number '1'.

When you first access the *Settings* page, the **Availability and Submissions** options are expanded by default. If they are not displaying:

1. Select the section title on the assessment's *Settings* page.
2. Or select the **Expand All** button to open all the sections on the *Settings* page.

## Enable Auto-Submit.

Availability and Submissions

Who can access this assessment? Each member of the site

How many submissions are allowed?  
 Unlimited  
 Only 1 submissions allowed

Available Date 08/31/2021 12:00 am

Due Date 1 09/06/2021 11:59 am and has a time limit of 00 hrs. 00 min.

What is the Final Submission Deadline?  
 The Due Date (No late submissions allowed)  
 Accept late submissions. Late Submission Deadline: 09/07/2021 11:59 am

Students get one chance to submit after due date if they haven't already submitted.

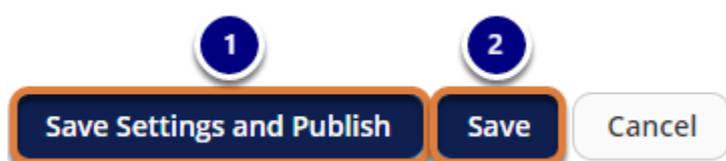
Enable Auto-submit? 2  Auto-submit after Final Submission Deadline

1. Make sure that the **Due Date** and/or **Late Submission Deadline** fields have dates entered in them. If late submissions are not allowed, for the *Final Submission Deadline*, select **The Due Date (No late submissions allowed)**. Assessments will be automatically submitted at the **Final Submission Deadline**.

If the dates are incorrect, make adjustments as needed. For more information about date formatting and entering dates, see the Help article [Availability and Submissions: Availability Dates](#).

2. Select the checkbox to **Auto-submit after Final Submission Deadline**.

## Save settings and/or publish the assessment.



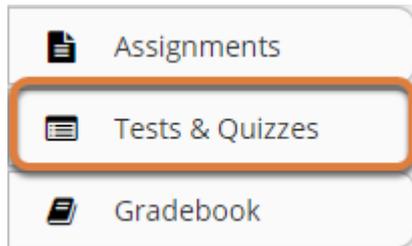
To save your changes:

1. **Working Copies:** If your assessment is ready to be made available to students, scroll to the bottom of the page and select **Save Settings and Publish**. For more information, see [How do I publish an assessment \(i.e. test or quiz\)?](#) Alternatively, if you are not ready to publish the assessment, select **Save** to save your settings selections.
2. **Published Copies:** Scroll to the bottom of the page and select **Save**.

# How do I trigger Auto-submit on a completed assessment?

You can enable **Auto-submit** on a published assessment that students have taken. Doing so will complete submissions remaining *In Progress*.

## Go to Tests & Quizzes.



Select **Tests & Quizzes** from the tool menu in your site.

## Select the Published Copies tab.

### Assessment List

Working Copies: not released to students **Published Copies: released to students**

View **All** ▼

Display **50** ▼ assessments per page

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">Status</a> ⚙	<a href="#">In Progress</a>
Quiz #1	<b>Actions</b> ▼	Active	1

# Edit the settings.

## Assessment List

Working Copies: not released to students    Published Copies: released to students

View **All** ▾

Display **50** ▾ assessments per page

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">Status</a> ▾	<a href="#">In Progress</a>
Quiz #1	1 <b>Actions</b> ▾	Active	1
Quiz #2		ive	0

Remove Selected    2 **Settings**

*Note: In the image, the 'Actions' menu for Quiz #1 is open, showing options: Scores, Preview, Print, and Settings. The 'Settings' option is highlighted with a red box. A red circle with the number '1' is next to the 'Actions' menu, and a red circle with the number '2' is next to the 'Settings' option.*

1. Select the **Actions** menu for the assessment.
2. Select **Settings**.

**!** Avoid modifying the settings of a published assessment while testing is in progress. Instead, wait until the **Final Submission Deadline** has passed.

If the Final Submission Deadline is in the past, verify dates and select Auto-submit.

Select Availability and Submissions.

The screenshot shows the 'Settings - Quiz #1' page. At the top right, there is a blue circle with the number '2' and a button labeled 'Expand All' with a right-pointing arrow. Below this, there is a list of settings sections, each with a right-pointing arrow and a blue circle with the number '1' next to it. The sections are: 'About this Assessment', 'Availability and Submissions', 'Exceptions to Availability Dates and Time Limit', 'Grading and Feedback', and 'Layout and Appearance'. The 'Availability and Submissions' section is highlighted with a blue border.

When you first access the *Settings* page, the **Availability and Submissions** options are expanded by default. If they are not displaying:

1. Select the section title on the assessment's *Settings* page.
2. Or select the **Expand All** button to open all the sections on the *Settings* page.

## Enable Auto-submit.

### Settings - Quiz #1

▸ About this Assessment

▾ Availability and Submissions

Who can access this assessment? Each member of the site

How many submissions are allowed?  
 Unlimited  
 Only 1 submissions allowed

Available Date 09/20/2021 12:00 am

Due Date 1 09/24/2021 10:00 am and has a time limit of 00 hrs. 00 min.

What is the Final Submission Deadline?  
 The Due Date (No late submissions allowed)  
 Accept late submissions. Late Submission Deadline: 09/24/2021 10:05 am

**Stop Accepting Now**

Students get one chance to submit after due date if they haven't already submitted.

Enable Auto-submit? 2  Auto-submit after Final Submission Deadline

By default, when you view an assessment's *Settings*, the **Availability and Submissions** section will display.

1. Verify that the **Due Date** and/or **Late Submission Deadline** fields have dates entered in them. Assessments will be automatically submitted at the **Final Submission Deadline**. If the **Final Submission Deadline** is in the past, assessments will be automatically submitted the next time the **Automatic Submission** process runs; this occurs once every 5 minutes.
2. Select the checkbox to **Auto-submit after Final Submission Deadline**.

## Select Save.

**Save** Cancel

Scroll to the bottom of the page and select **Save**.

## Or enable Auto-submit, then Stop Accepting Now.

### Select Availability and Submissions.

#### Settings - Quiz #1

2

Expand All

▸ About this Assessment

1

▸ Availability and Submissions

▸ Exceptions to Availability Dates and Time Limit

▸ Grading and Feedback

▸ Layout and Appearance

When you first access the *Settings* page, the **Availability and Submissions** options are expanded by default. If they are not displaying:

1. Select the section title on the assessment's *Settings* page.
2. Or select the **Expand All** button to open all the sections on the *Settings* page.

▼ Availability and Submissions

Who can access this assessment?

How many submissions are allowed?  
 Unlimited  
 Only  submissions allowed

Available Date

Due Date  and has a time limit of  hrs.  min.

What is the Final Submission Deadline?  
 The Due Date (No late submissions allowed)  
 Accept late submissions. Late Submission Deadline:

2 **Stop Accepting Now**  
Students get one chance to submit after due date if they haven't already submitted.

Enable Auto-submit?  1 Auto-submit after Final Submission Deadline

If the assessment's **Final Submission Deadline** is in the future, but you would like to prevent more students from submitting and automatically submit *In Progress* assessments, you can use the option **Stop Accepting Now**.

1. Select the checkbox to **Auto-submit after Final Submission Deadline**.
2. Select **Stop Accepting Now**.

**!** **Warning:** You should **ONLY** use this option if you are sure that students are not currently working on the assessments in progress. Stopping and automatically submitting an active assessment will submit it immediately without warning; the student will not be able to save their work before it submits.

## Confirm to Stop Accepting.

### Stop Accepting Now

This assessment will no longer be available to take. Stop Accepting Now will override any future Available or Due Date. Are you sure you want to proceed?

**Stop Accepting**

Cancel

You will be shown a warning indicating that the assessment will no longer be available for students to take. If you are sure you do not want to accept any more student submissions, select **Stop Accepting** to confirm.

## Wait for submissions to become available.

**Working Copies:** not released to students    **Published Copies:** released to students

View **All** | ▾

Display **50** | ▾ assessments    **Before Automatic Submission**

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">Status</a> ▾	<a href="#">In Progress</a>	<a href="#">Submitted</a>
Quiz #1	Actions ▾	Inactive	1	2

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**Working Copies:** not released to students    **Published Copies:** released to students

View **All** | ▾

Display **50** | ▾ assessments    **After Automatic Submission**

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">Status</a> ▾	<a href="#">In Progress</a>	<a href="#">Submitted</a>
Quiz #1	Actions ▾	Inactive	0	3

The **Automatic Submission** process runs once every 5 minutes. If you have enabled **Auto-submit** and your assessment's **Final Submission Deadline** is in the past OR if you selected **Stop Accepting Now**, *In Progress* assessments will be automatically submitted the next time the **Automatic Submission** process runs.

After the *In Progress* assessments are automatically submitted, the students' saved responses will be available along with other students' submissions.

# I enabled Auto-submit; why is an assessment still listed In Progress?

**Working Copies:** not released to students    **Published Copies:** released to students

View **All** ▼

Display **50** ▼ assessments per page

Showing page 1 of 1

<a href="#">Title</a>	<a href="#">Actions</a>	<a href="#">Status</a>	<a href="#">In Progress</a>	<a href="#">Submitted</a>
Quiz #1	<a href="#">Actions</a> ▼	Inactive	1	3

You might still see an *In Progress* assessment after you enabled **Auto-submit** AND waited for 5-10 minutes after the **Final Submission Deadline** if:

1. The assessment allowed multiple submissions, or a student was allowed a [retake](#), and a student who already submitted the assessment started but did not complete a new submission. The **Automatic Submission** process will only submit a student's assessment if they do not have any previous submissions already recorded for that assessment. This prevents previous, already successful, submissions from being overwritten by an automatic submission.
2. Very rarely, there have been instances where the **Automatic Submission** feature has not completed submitting an assessment. If your assessment should have been automatically submitted, but it has not, follow the steps above to [trigger Autosubmit again on the completed assessment](#).

## How do automatic submissions display?

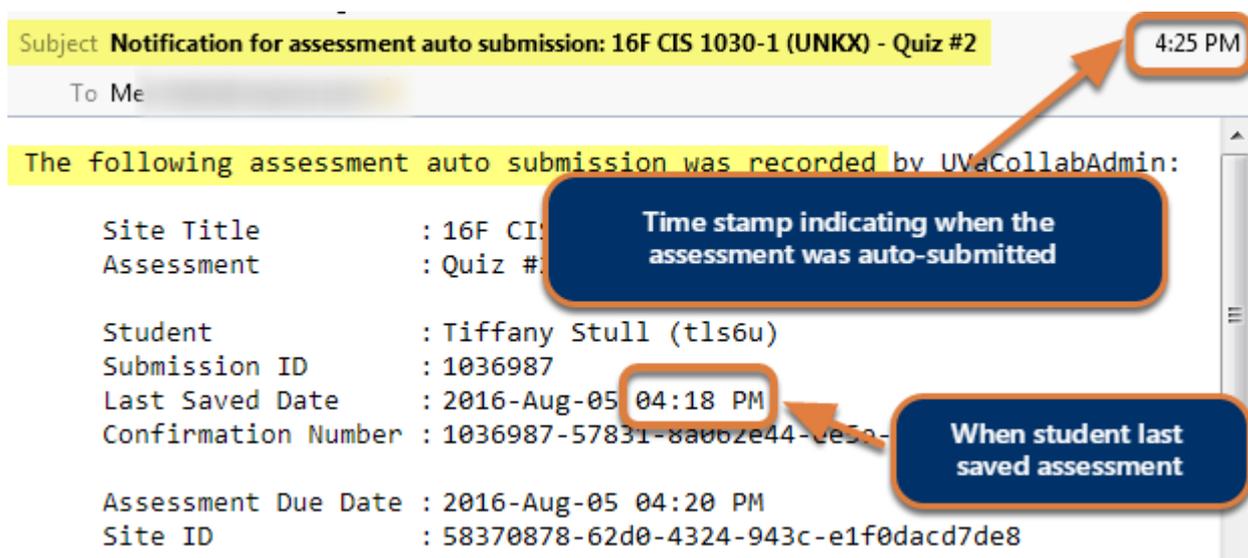
<a href="#">Student, Three Email</a>	tls6u-stu3	Student	Sep 24, 2021 9:46 AM AUTO-SUBMIT	6.60
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Instructors access automatic submissions from the [Total Scores](#) screen just as they would any other assessment submission.

The examples below illustrate how automatic submissions display in a submission email notification sent by *Tests & Quizzes* and in an instructor's view of *Tests & Quizzes*.

**!** **Important:** The *Submit Date* for an auto-submitted assessment lists the **last time the student saved work** in the assessment, **not** the actual timestamp of the automatic submission. This is because the date when an automatic submission occurs may be significantly later than when the student actually completed the work that is included in their submission. You may find the timestamp of the automatic submission in the [Tests & Quizzes Event Log](#).

## Example of email notification for Automatic Submission



In the event of an automatic submission, the timestamp on the email is *when the actual submission occurred*, while the **Last Saved Date** in the email is the *last time the student saved work in the assessment*.

The subject of the email for an automatic submission: *Notification for assessment auto submission: [the title of the site where the assessment was taken] - [the assessment title]*

The first line of the email notification includes: *The following assessment auto submission was recorded.*

For more information on *Tests & Quizzes* email notifications, see [What information is in a Tests & Quizzes email notification?](#)

## Example of an automatic submission on the Total Scores screen

### Total Scores: Quiz #1

Submission Status Total Scores Questions Statistics Item Analysis Export

**Max Score Possible:** 10.00

Apply This Score  to all participants with "No Submission".

View: Highest Submission for Entire Site

Search:  Find Clear

Name	UserID	Role	Submit Date	Score
<a href="#">Student, One</a> <a href="#">Email</a>	tls6u-stu1	Student	Sep 24, 2021 9:44 AM	9.00
<a href="#">Student, Three</a> <a href="#">Email</a>	tls6u-stu3	Student	Sep 24, 2021 9:46 AM AUTO-SUBMIT	6.60

1. When an instructor accesses the *Total Scores* screen to grade the assessment, automatic submissions are flagged in the *Submit Date* column with the text *AUTO-SUBMIT*.
2. The timestamp that appears in the *Submit Date* column for automatic submissions indicates when the student last saved content in the assessment, NOT when it was actually submitted by the **Autosubmit** feature.

For more information on accessing student submissions and grading, see [How do I grade Tests & Quizzes?](#)

## Example of an automatic submission in the Event Log

### Event Log

< Previous Next >

Filter by Title:

1 2 3 Search Clear

Title	Assessment ID	Name	Entry Date	Date Submitted	Duration	Errors	IP Address
Quiz #1	167942	Student, Three (tls6u-stu3)	Sep 24, 2021 9:45 AM	Sep 24, 2021 10:10 AM	25 minutes	No Errors (Auto submit)	73.31.186.45
Quiz #1	167942	Student, Two (tls6u-stu2)	Sep 24, 2021 9:44 AM	Sep 24, 2021 9:45 AM	1 minute	No Errors (User submit)	73.31.186.45
Quiz #1	167942	Student, One (tls6u-stu1)	Sep 24, 2021 9:42 AM	Sep 24, 2021 9:44 AM	1 minute	No Errors (User submit)	73.31.186.45

In the *Tests & Quizzes Event Log*:

1. The *Date Submitted* column displays when the automatic submission occurred.
2. The *Duration* column indicates how much time elapsed between when the student began taking the assessment and when it was actually submitted, NOT how much time the student actually spent working on the assessment.
3. The *Errors* column indicates *No Errors (Auto submit)*.

For more information on the *Event Log*, see [What is the Tests & Quizzes Event Log?](#)