

## Canvas SpeedGrader

SpeedGrader allows the teacher to view and grade assignment submissions in one place and provide student feedback using text or media comments. You can access SpeedGrader from any assignment, graded discussion, or quiz. This handout will show how to use SpeedGrader with an assignment.

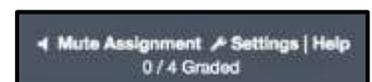
- To access SpeedGrader, click **Assignments** in the Global Navigation pane on the left.
- Click the name of the assignment you wish to grade.

- Choose a student name from the drop-down list. To view submissions from all students in all sections, make sure to choose All Sections from the Student Names menu.



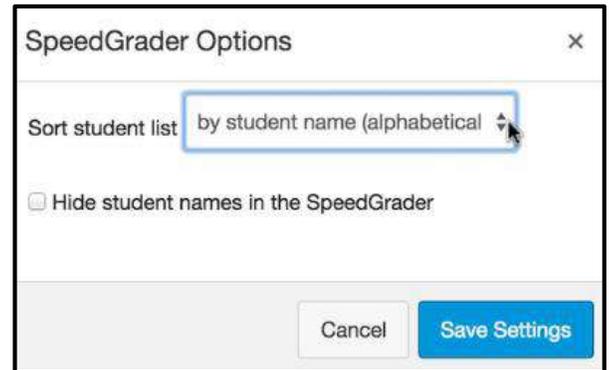
- The assignment submission status displays next to each student name:
  - A green checkmark means the assignment has been graded
  - An orange dot means the assignment has not been graded or has been resubmitted
  - A grayed out name means the assignment has not been submitted.
- When a student name is clicked, the student's assignment displays.

- Click **Mute Assignment** in the upper right hand corner to stop students from receiving notification of grade changes or viewing submission comments. Click **Unmute Assignment** when you are ready for all students to see grade information.

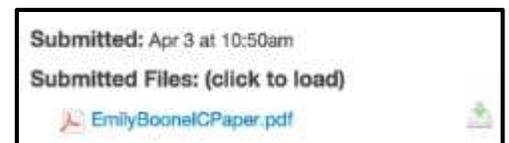


- Click **Settings** in the upper right hand corner to change SpeedGrader settings.

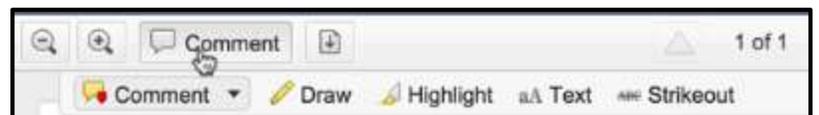
- Choose to sort the student list alphabetically by student last name, by the assignment submission date, or by assignment submission status.
- Click the checkbox to hide student names if desired.
- If the assignment is a quiz, you will also have an option to manually grade quiz questions such as essays, discussions, and uploads for all students at the same time.
- Click **Save Settings**.



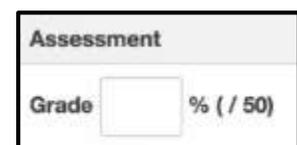
- The submission information displays at the right hand top of the page and includes the date, time, and the file if one was uploaded.



- For certain question types, a toolbar at the top allows you to annotate directly on the document.
  - Click **Comment** to begin annotating.
  - Click **Text** and then type in the box to add a text comment.
  - You can also draw, highlight, or strikeout information on the document.
  - Click the download button to download the original file or the annotated file.



- To manually assign a score, enter a score in the **Grade** box.



- To grade the assignment using a rubric, click **View Rubric**, select a rating for each criteria, and click **Save**.

Criteria	Ratings				Pts
Thesis Development <a href="#">view larger description</a>	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts	4 / 5 pts
Apply APA Formatting threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts		5 / 5 pts
Total Points: 9 out of 10					
Save		Cancel			

- To leave a comment for the student,
  - Type a comment in the **Add a Comment** box, click the paper clip to upload an attachment, or click to leave a media comment.
  - Click **Submit Comment**.

**Add a Comment**

Attach

**Submit Comment**

- When you are finished grading the assignment(s), click **Course Home** at the top of the page to return to the course page or **Gradebook** to go to the course gradebook.

