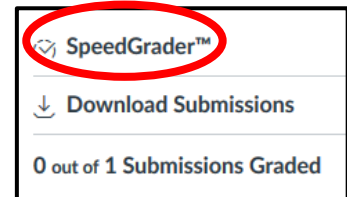


Canvas SpeedGrader

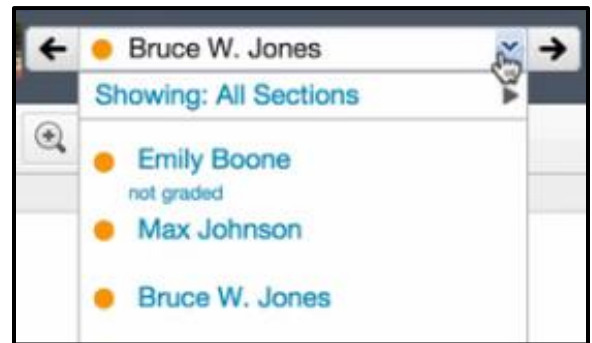
SpeedGrader allows the teacher to view and grade assignment submissions in one place and provide student feedback using text or media comments. You can access SpeedGrader from any assignment, graded discussion, or quiz. This handout will show how to use SpeedGrader with an assignment.

- To access SpeedGrader, click **Assignments** in the Global Navigation pane on the left.

- Click the name of the assignment you wish to grade and click **SpeedGrader**.



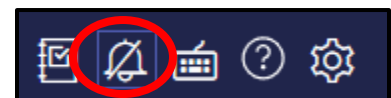
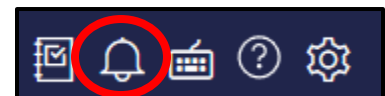
- Choose a student name from the drop-down list. To view submissions from all students in all sections, make sure to choose All Sections from the Student Names menu.



- 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.

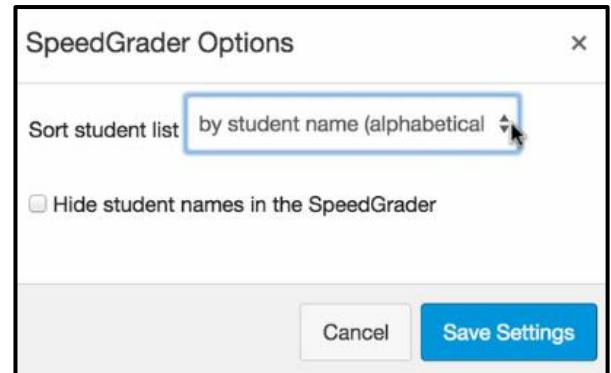
- Click **Mute Assignment** to stop students from receiving notification of grade changes or viewing submission comments. Click **Unmute Assignment** when you are ready for all students to see grade information.



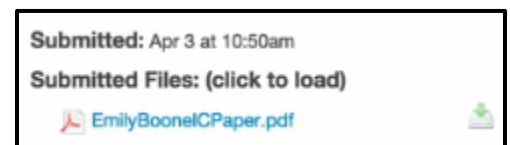
- Click the **Settings** icon to change SpeedGrader settings.



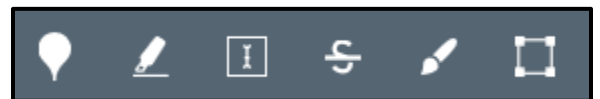
- Choose to sort the student list alphabetically by student last name, by the assignment submission date, or by assignment submission status.
- Click the checkbox to hide student names if desired.
- If the assignment is a quiz, you will also have an option to manually grade quiz questions such as essays,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



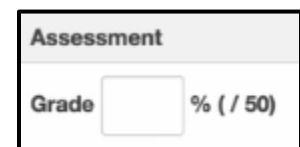
- The submission information displays at the right hand top of the page and includes the date, time, and the file if one was uploaded.



- For certain question types, a toolbar at the top allows you to annotate directly on the document.



- 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 view longer description	Full Marks 5 pts	Rating Description 4 pts	Rating Description 2 pts	No Marks 0 pts
Apply APA Formatting threshold: 3 pts	Exceeds Expectations 5 pts	Meets Expectations 3 pts	Does Not Meet Expectations 0 pts	
				4 / 5 pts
				5 / 5 pts
Total Points: 9 out of 10				
<input type="button" value="Save"/> <input type="button" value="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**.

Assignment Comments

Add a Comment

Submit

- When you are finished grading the assignment(s), click the assignment name at the top of the page to return to the course page.

