

# USE SPEEDGRADER TO EVALUATE CANVAS ASSIGNMENTS

## INTRODUCTION

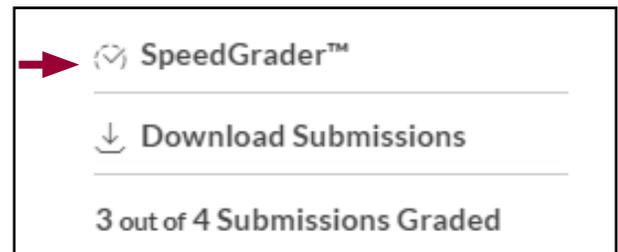
This tip sheet outlines how to use the Canvas SpeedGrader tool to grade and leave feedback on student submissions.

## A CLOSER LOOK

### Step 1: Open the SpeedGrader Tool

You can access SpeedGrader from multiple locations:

- The **Assignments** tab: Click the name of the assignment. Then click **SpeedGrader**.
- The **Quizzes** tab: Click the name of the assignment, then **SpeedGrader**.
- The **Discussions** tab: Click the three vertical dots in the top-right corner of a student's post, then **Open in SpeedGrader**.
- The **Grades** tab: Click assignment, then **SpeedGrader**.



### Step 2: Assign Grades and Leave Feedback in the Grading Pane

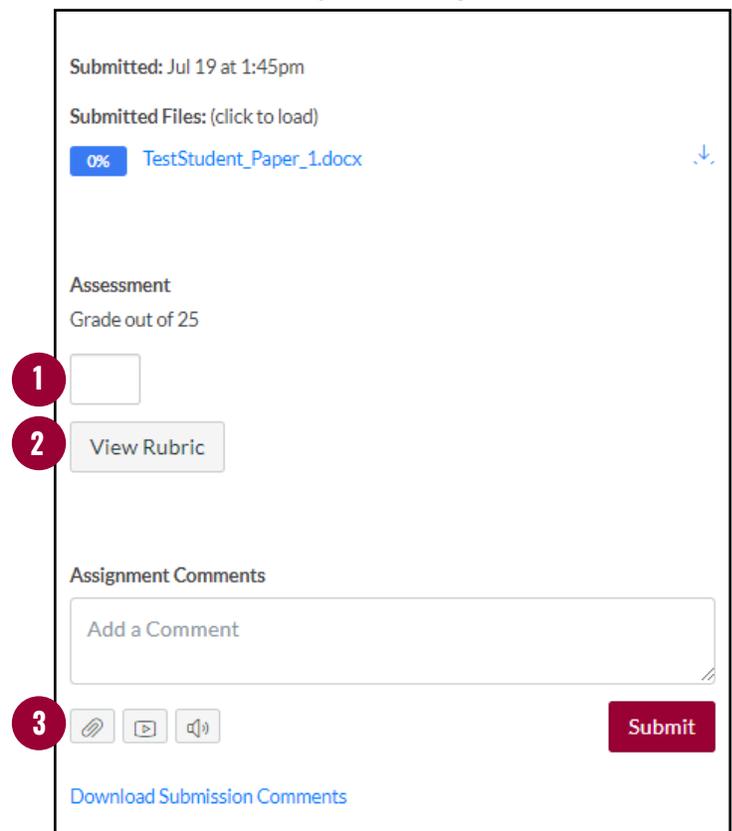
1. You can assign a grade directly into the box under the **Assessment** label. SpeedGrader reminds you how many total points the assignment is worth.

2. If a rubric is attached to the submission, you can open it by clicking **View Rubric**. You are then able to click specific criterion boxes, and SpeedGrader will automatically generate the total score.

3. You can leave additional comments in the "Assignment Comments" text box in four ways:

- A. You can type directly into the box.
- B. You can attach a file such as a Word document.
- C. You can attach a media clip like a video.
- D. You can activate the speech-to-text tool to speak into a microphone, and the text box will populate with your words. Note that this feature only works in the Google Chrome internet browser.

### The Grading Pane in SpeedGrader



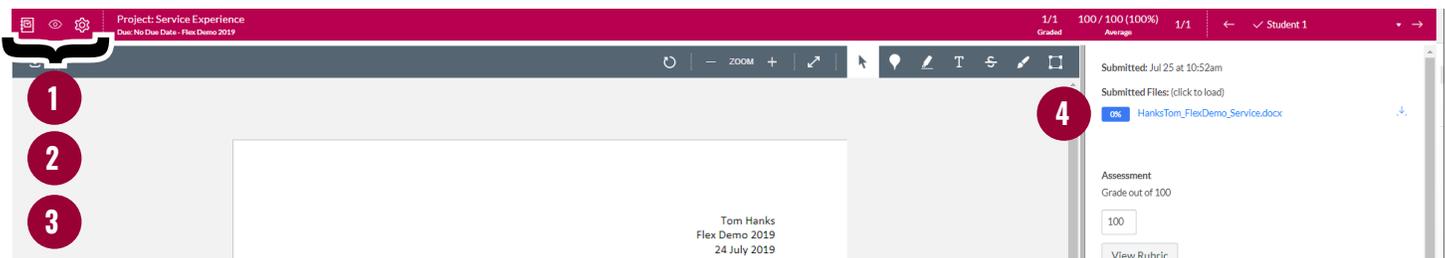
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## DocViewer

The left side of SpeedGrader displays a preview of the submission. In this window, you can view the submission and even annotate it in a variety of ways (such as highlighting text and leaving feedback in flagged comments). For more information, you can review the [DocViewer tip sheet](#) on the UW Extended Campus website.

## Moving Between Students

The arrow buttons in the top-right corner of SpeedGrader can be used to switch between student submissions, and you can use a dropdown menu to select a specific student. A checkmark next to the student's name indicates that you have already graded their assignment. A yellow dot indicates that the submission has yet to be graded. A grayed-out name indicates that the student has not yet submitted anything.



## Step 3: Check Other SpeedGrader Features

### 1. Gradebook

Click the notebook icon on the far-left of the red toolbar to immediately access the Gradebook.

### 2. Visibility

Click the eye icon on the red toolbar to hide or show (i.e., “post”) grades from students.

### 3. Options

Click the settings icon, then click **Options**. From there, you can hide student names in SpeedGrader if you would like to anonymize the assignments, or you can change how your students are ordered in SpeedGrader (alphabetically, by submission date, or by submission status).

### 4. Download Submission

The name of the submission file is hyperlinked near the top of the grading tab on the right. You can download the submission to your computer, add feedback there, and then attach it to the **Assignment Comments** box on the bottom. Additionally, you can download all student submissions in a single .zip folder from the assignment details page.

### 5. Group Assignments

If the assignment is a group assignment, the grade you give to the assignment will be automatically given to all group members. If you want to use SpeedGrader to instead grade group members individually, you will have to change the settings in that assignment.

## ADDITIONAL RESOURCES

[SpeedGrader](#) by Canvas

[Rubrics Tip Sheet](#) by University of Wisconsin Extended Campus