



SpeedGrader allows instructors to markup student submissions, enter grades, and comment on work in a single interface. It also be used for draft revisions and the comment features can be used to increase student engagement. The preview features can reduce the It displays assignment submissions for active students in your course.

Access

You can access SpeedGrader for any graded assignment through the gradebook.

1. In the Course Navigation, click the **Grades** link.
2. Hover over the name of the assignment you want to grade and click the arrow that appears.
3. Click the **SpeedGrader** link.

Student Name	Secondary ID	Assignment 1- File Submission Out of 10	Assignment 2 - On Paper Submissi.. Out of 10
Bart Simpson Test	test101		-
Edna Krabappel Te	Test106		-
Elizabeth Hoover T	Test108		-
Homer Simpson Te	test104		-
Lisa Simpson Test	test102		-
Maggie Simpson Te	test103		-
Marge Simpson Tes	Test105		-
Seymour Skinner T	Test107		-
Test Student	1aee085c352a1fcc		-

Tips and Notes

TIP: A quick link to SpeedGrader is available in every graded assignment, including quizzes or graded discussions. It will appear in the right-hand sidebar under Related Items after the item is published.

Layout

1. At the top of the window a menu bar includes the various tools, information, and resources in SpeedGrader.
2. The center of the menu bar has assignment information such as the name of the assignment, due date, course name, the number of students who have been graded and total number of students in the class.

Assignment 1- File Submission	0/9	1/9
Due: Jun 9, 2016 at 11:59pm - can-demo-101	Graded	Student

MORE INFO: For a detailed version of these steps please visit: [How do I use SpeedGrader? https://community.canvaslms.com/docs/DOC-2928](https://community.canvaslms.com/docs/DOC-2928)

3. The right side of the menu bar allows you to scroll through students.



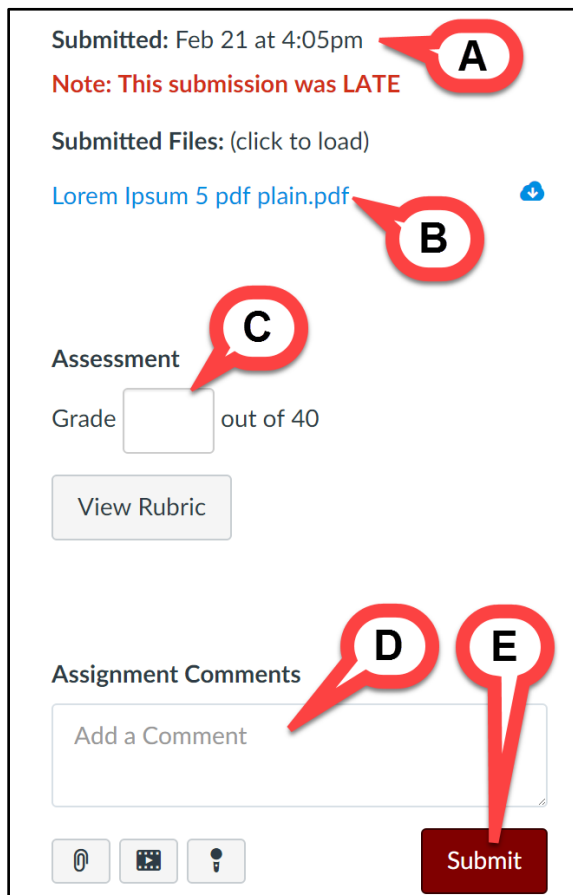
4. The left side of the menu bar has general settings and options

- a. **Gradebook Icon:** Return to the Gradebook
- b. **Mute Icon:** Mutes or unmutes the assignment
- c. **Keyboard Icon:** Opens a list of keyboard shortcuts for SpeedGrader
- d. **Help Icon:** Opens the Canvas help menu.
- e. **Settings Icon:** Opens the SpeedGrader Settings menu



5. The SpeedGrader sidebar on the right provides all the details about the submission for the student shown in the student list.

- a. The date and time of the submission is at the top of the bar
- b. You can also download the submission file by clicking on the name
- c. You can enter grades by typing a number and pressing enter or return
- d. You can type comments for the students to review
- e. Press submit to save the comments



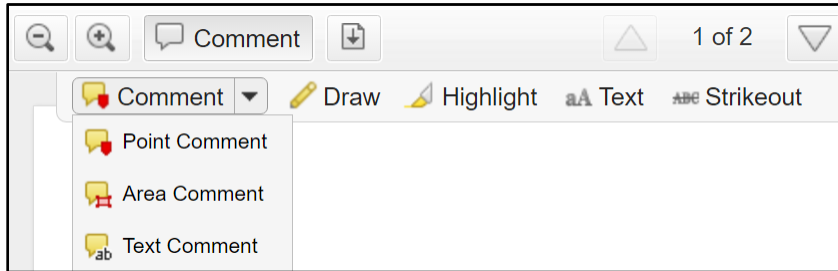
MORE INFO: For detailed steps on bulk downloading all student submissions for an assignment please visit: *How do I download all student submissions for an assignment in the Gradebook?* <https://community.canvaslms.com/docs/DOC-2847>

MORE INFO: For a detailed version of these steps please visit: *How do I use Crocodoc in Canvas assignments?* <https://community.canvaslms.com/docs/DOC-2959>


MORE INFO: If you want to use rubrics with Speedgrader you will have to first create it in your assignment. Please visit: *How do I create a rubric in a course?* <https://community.canvaslms.com/docs/DOC-2897>

Annotations

1. Depending on the assignment and submission type, the SpeedGrader preview window may vary.
2. SpeedGrader can support direct markups in the following formats
 - a. .PDF
 - b. .DOC and .DOCX
 - c. .PPT and .PPTX
3. You can mark up students' submissions directly using Crocodoc Tools. This toolbar is directly below the SpeedGrader menu bar.



4. In the Comment tool menu, you can leave various types of comments.
 - a. To place a comment in a specific place in the document, use the **Point Comment**
 - b. To place a comment around a specific area, use the **Area Comment**
 - c. To place a comment within lines or paragraph of text, use the **Text Comment**
5. The **Draw** tool allows you to make freehand drawings and annotations.
6. The **Highlight** tool allows you to color text within the document.
7. The **Text** tool allows you to add text directly on the submission page.
8. The **Strikeout** tool allows you cross out text.

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