SpeedGrader

SpeedGrader allows instructors to view, mark up, grade, and comment on student submissions all in a single place. The preview features can reduce the amount of downloading and printing by showing the document in your browser. The editing and commenting features can also be used in draft revisions to increase student engagement.

Access

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

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.

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, the current average and total number of students in the class.

Mid Term Essay				
Due: Apr 20 at 4:25am - ahmed10_test_01		4/8 Graded	20 / 40 (50%) Average	1/8 Student

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. **Settings Icon:** Opens the SpeedGrader Settings menu
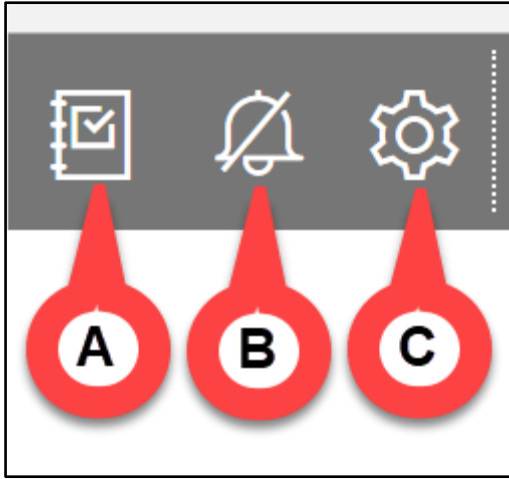
5. The SpeedGrader sidebar on the right provides all the details about the submission for the student shown in the student list.

   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. If you have a Rubric attached you can use it for grading.

   e. You can type comments for the students to review.

   f. You can attach files, videos or audio by clicking on the paper clip or video button.

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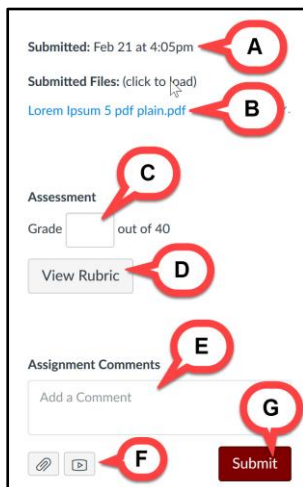
✏ MORE INFO: For detailed steps on bulk downloading all student submissions for an assignment please visit: *How do I download all student submissions for an assignment in the Gradebook?* https://community.canvaslms.com/docs/DOC-2847

✏ MORE INFO: 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

Depending on the assignment and submission type, the SpeedGrader preview window may vary. Some of the common formats SpeedGrader can support are:

- PDF
- DOC and DOCX
- PPT and PPTX

- ODT
- TXT
- RTF

1. You can mark up students' submissions directly in SpeedGrader. This toolbar is directly below the SpeedGrader menu bar.
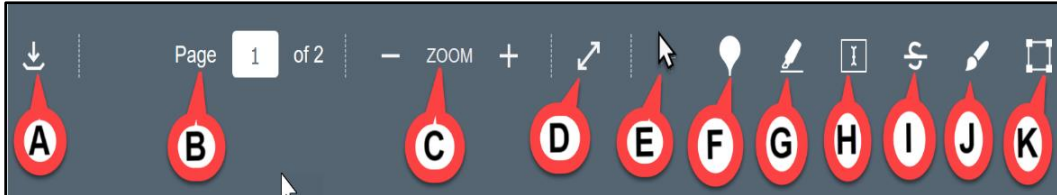
a) To download a pdf version of the submission, click on the **download** button.

b) If there are multiple pages, the **page number** field will advance through the submission.

c) To zoom in and out on the submission, use the **Zoom** buttons.

d) To view the submission in full screen, click the **Full Screen** button.

e) To select an item, use the **pointer** tool.

f) To add a comment at a specific place, click the **point annotation** button.

g) To highlight text in the document, select the **Highlight annotation** button.

h) To add text directly in the submission, select the **Free text** annotation button.

i) To show that text should be deleted, select the **Strikeout** annotation button.

j) To make freehand drawings, select the **Draw** annotation button.

k) To annotate a wide area, select the **Area** annotation type.