

# - Instructor Training - SpeedGrader™ Overview

Step	Action	Script - Narration
1	First Screen - Course Home	In this video you will learn how to use SpeedGrader to view, grade, and comment on Assignment submissions.
2		You can access SpeedGrader from any Assignment, Graded Discussion, or Quiz.
3	Click Assignments, Open Assignment, Click SpeedGrader link	In Assignments and Quizzes, the SpeedGrader link is in the assignment or quiz sidebar.
4	Open Discussion, Open Settings Menu	In Graded Discussions, the SpeedGrader link is located in the Settings Menu of the discussion.
5	Show SpeedGrader link in Gradebook and To Do list	You can also open SpeedGrader from the Gradebook, or by clicking an assignment in the To Do list.
6	Click through submissions	With SpeedGrader open, you can move through students' submissions by clicking the arrows next to the student name to go to the next or previous submission...
7	Click drop down	...or click the drop-down menu and select the name of the student whose submission you would like to view.
8	Click mute assignment	Click the Mute Assignment link to restrict students from receiving notifications regarding grade changes or seeing submission comments.
9	Click unmute assignment	Click the Unmute Assignment button when you are ready to release grade information to the students.
10	Click settings	Click the Settings link to change grading and viewing options.
11	Click sort student list	The first option allows you to sort submissions by student name, the date the assignment was submitted, or by submission status.
12	Hover checkbox [close settings]	You also have the option of hiding student names in SpeedGrader by checking the Hide Student Names checkbox. This feature allows you to grade submissions without name bias.
13	[View discussion] Click view full discussion	If you are grading a discussion, you will see all the posts/replies a student made in a discussion topic. To view the responses in context, click the View the full discussion link at the top of the page.
14	[View quiz] Open Settings Click Grade by question	If you are grading a quiz within SpeedGrader, you will also see the Grade by question setting, which allows you to grade manually graded quiz questions for all students at the same time. These questions include essay, short-answer, and file-upload questions.
15	Click numbers	To move from question to question, click the question numbers.
16	[View assignment] Point out submission info	Student submissions should appear within the main frame. Otherwise you'll see the message that says "This student does not have a submission for this assignment."
17	Show submission date and file	The top of the sidebar displays the submission date. If a file was uploaded, you can view the submission file.
18	Zoom in and out	For compatible file types, a toolbar will appear that allows you to leave annotations on the document. Click the magnifying glasses to zoom in or out of the file preview.
19	Click Comment	Click the Comment button to begin annotating.
20	Type text annotation	With the comment option selected, click on the document and type text in the box.

21		You can also mark the document by drawing, highlighting, text, or striking out content.
22	Hover arrows	If there are multiple pages, the arrow icons help you advance through the submission to find the page you want to annotate.
23	Hover download	The Download icon allows you to download the submission file and/or the annotated submission file.
24	Show how to refresh the page and use the arrows to navigate to another submission	Be aware that any annotations made to the submission file will automatically be saved for one hour. Once you hit the hour mark, changes will no longer be saved automatically. You can restart a session, which will allow changes to again save automatically, at any time by refreshing the submission page or navigating to another submission. To help you avoid losing work, Canvas will generate a session expiration warning after 50 minutes.
25	Enter grade in box	You can give the assignment a score manually by entering it into the Grade box...
26	Click View Rubric	... or if the assignment has a rubric, you can use the criterion to compile a score. Click the View Rubric button.
27	Select rating Select rating and show grade update	Then, select a rating for each criteria, add the scores, and enter the total in the Grade box.  If your assignment was set to use the rubric for grading, the grade box will update automatically as you select a rating, using the points set in the Rubric.
28	Point out comments	After you have graded the assignment, you can leave a comment for the student at the bottom of the sidebar.
29	Demo text comment	You can leave a comment by typing in the text box...
30	Demo attachment comment	... uploading an attachment...
31	Demo media comment	... or leaving a media comment.
32	Demo speech rec comment	Also, if you use Chrome as your web browser, there is a Speech Recognition tool that allows you to speak into your microphone and have your words transcribed for a comment.
33		Click the Submit Comment button to save any feedback.
34	Hover course home/gradebook	When you're done grading and annotating, you can always go back to the Gradebook or Course Home page by clicking the relevant links.
		You've now completed this tutorial video on <a href="#">SpeedGrader</a> .
		For additional information on this or any other topic about Canvas, just visit <a href="http://guides.canvaslms.com">guides.canvaslms.com</a> .  You can also ask questions and engage with other Canvas users by visiting <a href="http://community.canvaslms.com">community.canvaslms.com</a> .