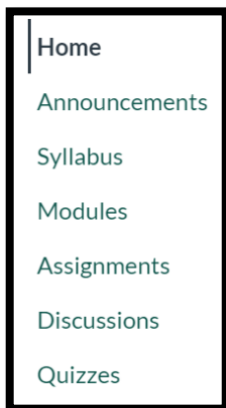# Using SpeedGrader in Canvas

SpeedGrader is a tool within Canvas that allows instructors to quickly view and grade students' submissions for Assignments, Discussions, and Quizzes. This guide covers the following aspects of SpeedGrader:

- Accessing SpeedGrader
- Annotating and grading document submissions
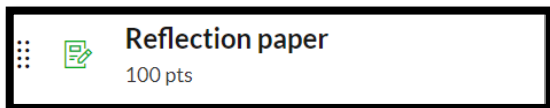- Grading short-answer and essay quiz questions

Links to further Canvas Guides related to more specific functions of SpeedGrader are available at the end of this guide.
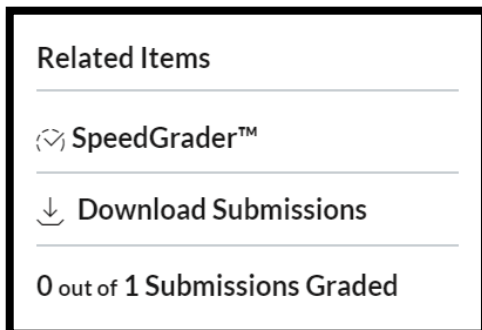
Accessing SpeedGrader

Begin in the Canvas course you want to grade for. To Access SpeedGrader choose Assignments, Discussions, or Quizzes in the left-hand Course Navigation menu depending on the type of submission you are grading.

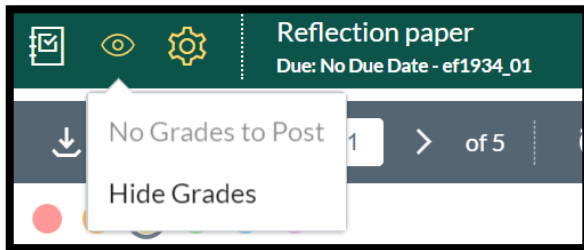Once you have chosen the submission type you are grading, click the name of the Assignment, Discussion, or Quiz.

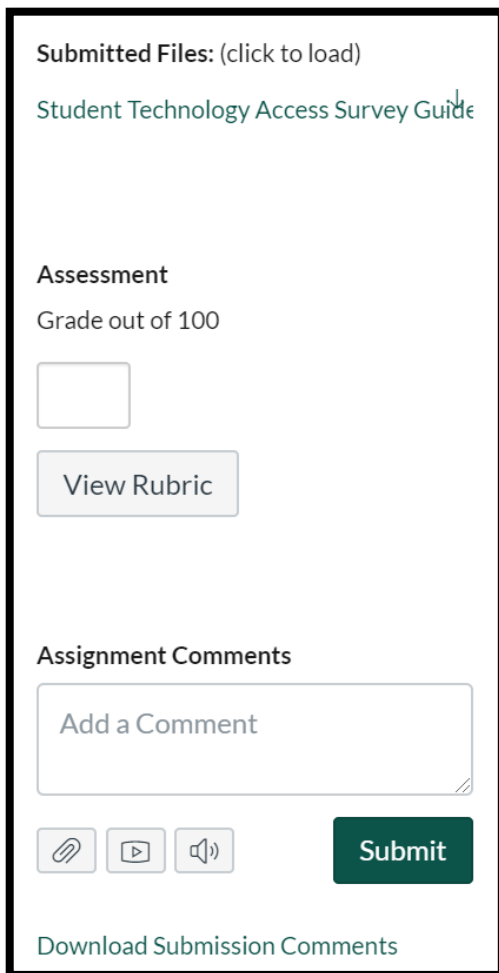In the menu on the right side of the screen, choose SpeedGrader.

Document Submissions

Before you begin grading and annotating using SpeedGrader, we highly recommend clicking the eye icon in the top left and choosing Hide Grades. This will prevent students from seeing their grades until you post grades once you are done grading. Additionally, this allows you to make further comments or change grades without notifying students of the changes.

The menu on the right side of SpeedGrader has the option to download the submitted files, enter a numerical grade, View Rubric (if you have created a Rubric for this Assignment), and add general assignment comments. Assignment comments can be left as a text entry, attachment, video, or audio. Be sure to hit Submit when you are done entering your comments. You can also download submission comments.

SpeedGrader allows you to annotate document submissions. If students have submitted using the Text Entry option, you will not be able to annotate their submissions. You can limit submission types when building Assignments.
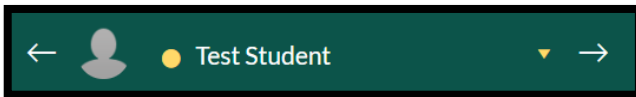

The annotation tools from left to right are:
1. Selection: Select portions of the text.
2. Point Annotation: Choose a point within the text. This then offers the option to comment.
3. Highlight: Highlight portions of the text. A comment button appears allowing you to add a comment to the annotation.
4. Text: Leave text comments directly in the document.
5. Strikeout Text: Put a line through text in the document.
6. Draw: Leave freehand drawings and annotations.
7. Area: Creates a box around a selected portion of the text and allows you to leave a comment.
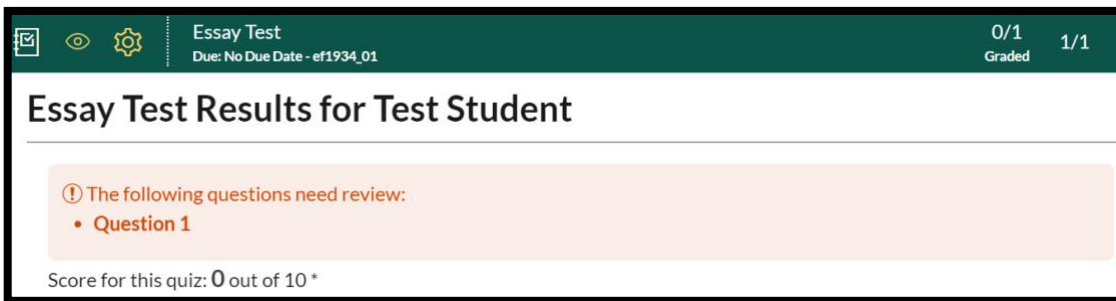
This Canvas Guide on Annotating student submissions in SpeedGrader gives detailed instructions on using each of these annotation tools.

To move to the next student's submission, click the arrow in the top right next to the current student's name.

Quiz Submissions

Navigate to the Quiz you wish to grade. Then choose SpeedGrader in the menu on the right side. Once SpeedGrader opens you will be able to see which questions require manual review. In this example, only one question requires the instructor review and grading.

The annotation tools are not available for Quizzes. As seen above with the Assignment annotation portion, you can add comments and submit students' grades in the menu on the right side of the SpeedGrader screen.

SpeedGrader Canvas Guides

- [What is Speedgrader?](#)
- [How do I get to SpeedGrader from an assignment, quiz, or graded discussion?](#)
- [How do I get to SpeedGrader from the Gradebook?](#)
- [How do I hide student names in SpeedGrader?](#)
- [How do I hide or post assignment grades in SpeedGrader?](#)
- [How do I grade a graded discussion in SpeedGrader?](#)
- [How do I grade a file upload submission in SpeedGrader?](#)
- [How do I add annotated comments in student submissions using DocViewer in SpeedGrader?](#)
- [How do I grade a text entry submission in SpeedGrader?](#)
- [How do I grade quiz questions in SpeedGrader?](#)
- [How do I enter and edit grades in SpeedGrader?](#)
- [How do I grade a media recording submission in SpeedGrader?](#)