

How do I leave feedback comments for student submissions in SpeedGrader?

You can leave feedback for your students using text, an attached file, video, or audio. If enabled by your institution, you can also add emojis.

Assignment comments also display as a new thread in the [Inbox](#).

If your students submitted a writing assignment and you want to leave comments in the document, learn how to use [Canvas DocViewer in SpeedGrader](#). A student can view your DocViewer comments from the assignment Submission Details page.

Notes:

- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.
- To ensure that students can't access assignment grades and comments until you are finished grading, [select a manual posting policy for the assignment](#).

Open SpeedGrader

Open SpeedGrader

[Open SpeedGrader](#) from any assignment, graded discussion, or quiz.

Open Student Submission

Open Student Submission

Use the [student list](#) to locate a student submission.

Select Submission

Desktop

If a student has submitted multiple attempts for the assignment, you can select which submission to view and add feedback. To select a submission, click the **Submission to view** drop-down menu and select a submission. Submissions are ordered by date submitted.

View Comments Area

View Comments

In the Assignment Comments section, you can post feedback comments to the student. Any comments that have been made by the student also display in this section.

Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.

Add Comment

Add Comment

To add a comment to the assignment, enter text in the **Comment** field [1].

To format a comment, use the [Rich Content Editor](#) formatting options [2].

To [use a comment from the Comment Library](#), click the **Comment Library** icon [3].

To [use the math Equation Editor](#), click the **Insert Math Equation** icon [4].

Note: To view all formatting options, you may need to click the **Options** icon [5].

Add File Comment

Add File Comment

To attach a file to the comment, click the **Attach** icon.

Add Media Comment

Add Media Comment

To [record](#) a webcam video, screen capture, audio comment, or to [upload](#) a media file, click the **Media** icon.

Use Chrome Speech Recognition

Use Chrome Speech Recognition

If you are using Google Chrome, you can [use the speech recognition tool](#) to leave comments.

Add Emoji

Add Emoji

If enabled by your institution, you can add emojis to submission comments.

To select an emoji, click the **Emoji** icon [1].

To use a recently used emoji, click the emoji from the recently used menu [2].

Manage Group Assignment Comments

Group Comment Options

Individually graded [group assignments](#) include commenting options. To send your comment to one student in a group, select **Send comment to this student only** [1]. To send your comment to the whole group, select **Send comment to the whole group** [2].

Comments on group submissions that are not graded individually are sent to each member of the group.

You can [learn more about grading group assignments](#).

Note: A student may be unable to view group assignment comments if they are not assigned to a group and if the assignment is not set to grade students individually. However, students can view those comments on the Grades page.

View Unposted Comment Warning

View Unposted Comment Warning

When you create a text, media, or audio comment and try to advance to the next student or a previous student for the assignment, you are notified that the comment has been created but not posted.

To save the comment as a draft for the submission, click the **Proceed** button [1].

You can choose to not be notified for comments that have not been posted by clicking the **Do not show again for this assignment** checkbox [2].

Notes:

- The option to not show the warning applies on a per-assignment basis. Viewing another assignment and navigating between students before posting a comment also displays the warning.
- The option is also stored on a per-browser basis, so viewing an assignment in a different browser also displays the warning.

View Draft Comment

View Draft Comment

After navigating away from the SpeedGrader page and saving a comment as a draft, you can return to the submission at any time and submit [1] or delete [2] the comment. After drafting a comment and moving on to another student, a Draft pill displays indicating that the comment has not been submitted [3].

Note: Students cannot view a draft comment until you submit the comment.

Submit Comment

Submit Comment

Click the **Submit** button.

View Comment

View Comment

Comments are organized chronologically with the older comments appearing near the top [1] and the newer comments appearing at the bottom [2].

Note: Depending on the size of your browser window, comments within the SpeedGrader comment field may appear to be limited. You can use the scrollbar within the field to view additional or longer comments.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-leave-feedback-comments-for-student-submissions-in/ta-p/764>]

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