

# How do I use SpeedGrader?

[SpeedGrader](#) makes it easy to evaluate individual student assignments and group assignments quickly.

SpeedGrader displays assignment submissions for active students in your course. However, SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. For instance, if the Gradebook settings show inactive enrollments, inactive student submissions also appear in SpeedGrader.

## Accessing SpeedGrader

You can access SpeedGrader through: [Assignments](#), [Quizzes](#), [Graded Discussions](#), and [the Gradebook](#).

## SpeedGrader Performance

In SpeedGrader, all values for an assignment are loaded and saved in the browser, including student submission data, any grades (including original grades for resubmitted assignments), rubrics, and comments. This behavior reduces load time while using SpeedGrader, allowing instructors to grade all submissions quickly without continually refreshing the browser. Advancing from one submission to the next does not dynamically load any updated content.

In large courses, SpeedGrader loading times are affected by a threshold of data points that can be loaded within a 60-second window. This threshold is based on a single submission per student. Multiple submissions by the same student increase the submission threshold. Assignments with more than 1500 submissions may result in delayed SpeedGrader loading times, and assignments with more than 2500 submissions may fail to load at all.

To improve SpeedGrader performance, large courses should be separated into sections, which allows SpeedGrader to display submissions for a specific section and decrease the overall loading time for an assignment's data.

## Modernized SpeedGrader Platform

The [Modernized SpeedGrader Platform](#) has been updated for faster load times and improved stability. These include a streamlined Section drop-down menu, a more prominent No Submission alert, and a refined interface for courses without content. The Submission Status is now a drop-down menu, and rubrics are automatically displayed in the traditional view for easier access.

## SpeedGrader Users

SpeedGrader is generally designed for one instructor role to grade submissions at a time. Because of how SpeedGrader data is loaded and stored in the browser, multiple users should not grade assignments at the same time since each grader cannot view the most recent information for a submission. Updated grades also affect the Gradebook.

If your course includes multiple graders, graders added to a course can be limited to only [interact with users in a section](#) and only grade submissions in the section where they were enrolled. This enrollment option prevents assignment grading overlap so multiple instructor roles cannot grade the same assignment.

## Moderated Grading

If you are grading a [moderated assignment](#) and the maximum number of graders has been reached, SpeedGrader will be displayed in a read-only mode to hide all student names and submission details.

**Note:** Instructors cannot delete assignment submissions. If you need to delete an inappropriate assignment submission, contact your administrator.

<https://embed.app.guidde.com/playbooks/iWNF4BSD7jsDBwuu2evcue>

Embed this Video

# View SpeedGrader

## View SpeedGrader

SpeedGrader includes several areas to help you locate and view student submissions, grade submissions, and add comments to submissions.

# View SpeedGrader Menu Icons

## View SpeedGrader Menu Icons

The SpeedGrader menu includes several tools and resources to assist with grading assignments.

The left side of the menu includes general settings and options.

To return to the Gradebook, click the **Gradebook** icon [1].

To [post or hide the assignment](#), click the **Visibility** icon [2].

To view SpeedGrader settings, click the **Settings** icon [3]. SpeedGrader settings include:

- **Options** [4], which allows you to select [student list sorting options](#) and enable [anonymous grading](#).
- **Keyboard Shortcuts** [5], which opens a list of keyboard shortcuts for SpeedGrader. You can also press the Shift+Question Mark keys simultaneously.
- **Help** [6], which opens the [Instructor SpeedGrader guides](#).

**Note:** When [moderated grading](#) is enabled for an assignment, final graders (moderators) will also view a Moderation Page button, which will allow them to view the Grade Summary Page for the moderated assignment.

## View Assignment Details

### [View Assignment Details](#)

The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], the assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you [download all student submissions](#) for the assignment.

To return to the Course Home Page, click the name of the course.

Grading information includes assignment statistics, including the number of assignments that have been graded out of the total number of students in the course [4] and the average score and percentage [5]. You can use this information to keep track of your grading progress.

## View Student List

### View Student List

The right side of the menu bar includes the student list for the assignment. SpeedGrader opens the assignment for the first student listed in the student list, arranged alphabetically by last name. If you have activated student view, the Test Student will be shown at the end of the student list. The student list also displays the status of each student's submission. You can also [use the student list to find student submissions](#).

## View Student Submission

### [View Student Submission](#)

Once you have selected a student, the student's submission displays in the preview window.

Depending on the assignment and submission type, the SpeedGrader preview window varies. For example, a website URL submission type will appear in the main body of SpeedGrader with the option to open the URL in a new tab. Some website URL submissions cannot be viewed in Canvas and must be viewed in a new tab. Media submissions may display as an embedded file in SpeedGrader or only display as a downloadable file.

To provide comments on document submissions, you can:

- Use [Canvas DocViewer](#) to mark up .pdf, .doc/.docx, and .ppt/.pptx assignments directly in SpeedGrader. SpeedGrader may take up to ten minutes after an assignment is submitted to display a document that supports DocViewer.
- [Download](#) the submission, put feedback on the document, and re-upload the submission.

**Note:** When the Allow Multiple file AGS submissions count as one submission is enabled, students can select multiple files to be uploaded to a third-party assignment in Canvas. However, some third-party tools may not be built to accommodate this feature.

## View Uploading Submissions

### [View Uploading Submissions](#)

If a Google Drive or Microsoft Office 365 assignment upload is queued for submission, an *Uploading* image displays in place of the student submission [1]. An *Uploading* icon also displays next to the assignment link [2].

## View Failed Submission Uploads

### [View Failed Submission Uploads](#)

When a Google Drive or Microsoft Office 365 assignment submission fails to upload, or when viewing an unsupported file type in SpeedGrader, an *Upload Failed* image displays [1]. Failed submission uploads display an *Upload Failed* icon next to the assignment link [2].

## View Enrollment Notice

### [View Inactive Student Notice](#)

SpeedGrader displays assignment submissions according to the current [Gradebook settings](#) for inactive enrollments and concluded enrollments. If an assignment includes a submission from an inactive or concluded student, a notice appears at the top of the SpeedGrader window.

For group assignments where students are graded as a group, the group displays as long as there is at least one active student in the group. If there are no active students in the group, the group displays if one group member aligns with the enrollment settings in the Gradebook. For group assignments where students are graded individually, individual student submissions display according to the enrollment settings in the Gradebook.

Inactive student submissions can still be graded in SpeedGrader, but students do not receive any notifications about their assignments and cannot view course grades.

Concluded student submissions are read-only; they cannot be graded or receive comments.

**Note:** If a student does not have a submission for the assignment, the student may have been deactivated or concluded before being able to submit the assignment.

## View Closed Grading Period

View Closed Grading Period

If your course uses [multiple grading periods](#), a notice appears at the top of the SpeedGrader window if an assignment is in a closed grading period. Assignments in a closed grading period cannot be edited.

## View Sidebar

View Sidebar

The SpeedGrader sidebar provides all the [submission details](#) for the student shown in the student list. However, submission details are not shown when an assignment is graded anonymously.

In the sidebar, you can also download submission files, grade assignments, leave comments, reassign assignments, and view submission status.

## Download Submission Files

View Sidebar

In the SpeedGrader sidebar, you can view the [submission details](#) [1], including the date and time of the submission; if an assignment was resubmitted, you can view previous versions of the submission.

You can also download the submission file by clicking the link [2].

## Grade Assignment

Grade Assignment

Complete the assessment of the submission by [entering a grade](#) in the **Grade** field [1] or [using a rubric](#), if available, by clicking the **View Rubric** button [2].

## Add Submission Sticker

Add Submission Sticker

If both the Assignment Enhancements - Student and Submission Sticker feature options are enabled at the account or course level, you can apply stickers through SpeedGrader.

To [add a Submission Sticker](#), click the sticker icon.

#### Notes:

- By default, the Submission Stickers feature is disabled.
- Submission Stickers are not compatible with the [Modernized SpeedGrader feature option](#) at this time.

## Leave Comments

### Leave Comments

In the Assignment Comments section of the SpeedGrader sidebar, you can type [feedback comments](#) [1] or [insert a comment from the Comment Library](#) [2].

You can attach files to comments [3], [record](#) or upload media [4], or translate spoken comments into text using [Chrome's speech recognition](#) feature [5].

You can also [download all submission comments](#) [6].

**Note:** Assignment comments also display as a new thread in [Conversations](#).

## Reassign Assignment

### View Reassign Assignment

In the SpeedGrader sidebar, you can reassign an assignment. To [reassign the assignment to the student](#), submit at least one comment to the student's submission [1]. Then click the **Reassign Assignment** button [2].

To resubmit the assignment, a student can view the assignment as a To Do item in their [List View Dashboard](#).

## View Submission Status

### View Submission Status

In the SpeedGrader sidebar, you can view the student's assignment submission status [1].

To edit the submission status, click the **Edit** button [2]. Available statuses include Late, Missing, Excused, and None.

## View Assignment for Next Student

### View Assignment for Next Student

Once you grade the submission, the student's assignment indicator changes to a check mark, indicating the submission has been graded.

You can view the next student's submission by clicking the **arrow** button next to the student list.

## View Group Assignments

### View Group Assignments

When evaluating group assignments, the student list displays the name of each group, unless the group assignment is graded individually. Evaluating group assignments is the same process as individual students. You can mark up documents directly or download them for feedback, enter grades and view the rubric, and post and view comments. Learn more about [grading group assignments](#).

## View Anonymous Assignments

### View Anonymous Assignments

If an assignment or quiz was [set to have anonymous grading](#), the student list displays all student names generically. The student list order does not match the order in the Gradebook and is randomized for each assignment.

If an assignment is not anonymous, you can [hide student names in SpeedGrader](#) for anonymous grading at any time.

**Note:** Graded discussions cannot be anonymous.

## Access Modernized SpeedGrader Platform

If the Modernized SpeedGrader Platform is enabled at your institution and in the course, you can view and use an updated SpeedGrader interface. Upgrading the backend technology improves SpeedGrader's ability to manage high-demand tasks more efficiently and reliably.

## Sections Drop-down Menu

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The Sections drop-down menu in the Modernized SpeedGrader Platform has a more streamlined and user-friendly interface.

# No Submission Alert

## No Submission Alert

If a student has not submitted an assignment, the Modernized SpeedGrader Platform displays a more prominent "No Submission" alert.

# Empty Course Alert

## Empty Course Alert

If there are no active students or no gradable submissions in a course, the Modernized SpeedGrader Platform displays an empty course view.

# Edit Submission Status

## Edit Submission Status

To [edit the submission status](#) on the Modernized SpeedGrader Platform, click the **Status** drop-down menu.

The Late status indicates an assignment that was submitted after the due date. To select a Late status, click the **Late** option [1].

The Missing status indicates an online assignment that has not been submitted and is past the due date. To select a Missing status, click the **Missing** option [2].

The Excused status indicates that the student has been excused from making a submission. Students are not able to submit excused assignments, and excused assignments are not calculated in the student's total grade. To select an Excused status, click the **Excused** option [3]. You can also excuse an assignment by typing EX in the assignment cell.

The Extended status allows instructors to provide extra time for a student to submit an assignment. To Select an Extended status, click the **Extended** option [4].

The None status indicates that no status exists, or that the assignment was turned in before the due date. To select no status, click the **None** option [5].

You can also update any late or missing assignment to have no status if you do not want a label displayed in the student's grades page.

# View Enhanced Rubric

## [View Enhanced Rubric](#)

SpeedGrader 2 automatically displays Rubrics in the traditional view. You can also choose additional rubric views.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-SpeedGrader/ta-p/757>]

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