


Canvas Training Week

Canvas: Grades

Gradebook

1. Click on the **Grades** link on the left navigation panel
2. Find the column for the assignment you wish to grade
3. Under that column, **double-click on the field** of the student you wish to grade
4. Enter the **grade** for that student
5. Press **return**

Note: *There is no save button. Canvas Grades are automatically saved each time you press return, no need to do anything further.*

Note: *If you click on the triangle  in the upper right of each field you can add notes.*



SpeedGrader

SpeedGrader is a tool to help you move through grading an assignment in a faster, more robust way.

1. From the assignments or modules section, click on the name of any assignment to open up its profile.
2. Click on the **SpeedGrader** icon to the right.

related items

 SpeedGrader™

3. In the upper right, choose the student you wish to grade

The main window pane will showcase the students submitted assignments for you to open, download, and/or review.

4. To the right, you can both enter the grade and add comments to the comment stream.

Note: *There is no save button. Canvas Grades are automatically saved each time you press return, no need to do anything further.*

5. To move to the next student, click the arrow next to the current student's name in the upper left.