HOW TO: Use SpeedGrader in Canvas

591 Faye Buckley August 3, 2017 [Grade Book](#)

Using SpeedGrader

SpeedGrader allows you to access and grade assignments quickly. Assignments are displayed according to current Gradebook settings. *Note that it is designed to only be used by one instructor at a time.*

1. Click **Grades** in the **Course Navigation**.
2. Hover your mouse over an assignment name and click the arrow that appears.
3. Select **SpeedGrader** from the resulting menu.
4. From here you can do the following:
   - *To enter a grade,* click in the **Grade** box in the **Assignment** section and enter the grade. **NOTE:** that this option will not be available for quizzes.
   - *To enter a comment,* click in the **Add a Comment** box and enter comments. Click the **S**ubmit button.
5. Click the **Gradebook** button to return to the Gradebook.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=591