

Canvas Grades: Entering, Editing, and using SpeedGrader

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How to enter and edit grades or use SpeedGrader in Canvas.Â

ENTERING AND EDITING GRADES

1. In **Course Navigation**, click the **Grades** link.Â 2. Click the assignment cell located in the row of the student whose score you want to enter.Â 3. Enter a score and press the **Return/Enter** key. The score will be saved automatically.Â 4. To remove a score, click the assignment cell and press the **Delete** key. Â **USING SPEEDGRADER** SpeedGrader displays assignment submissions for students in your course and allows you to evaluate and comment on assignments quickly.Â 1. In **Course Navigation**, click the **Grades** link.Â 2. Hover over the name of the assignment you want to grade and click the arrow that appears.Â 3. Click the **SpeedGrader** link.Â 4. From the **SpeedGrader** menu you can:Â Enter a grade: Click in the grading area in the **Sidebar** and enter a grade. The grade will be automatically saved.Â Enter a comment: Click in the **Assignment Comments** area and enter comments. Click the **Submit** button to save.Â Go to the next student: Click the arrow button next to the student list to go to the next student. 5. Click the **Grades** link to return to Grades. Â If you have more questions on this, email ITHELP@clemsn.edu or call 864-656-3494.

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