

# A quick guide to Speedgrader

## Marking in Canvas

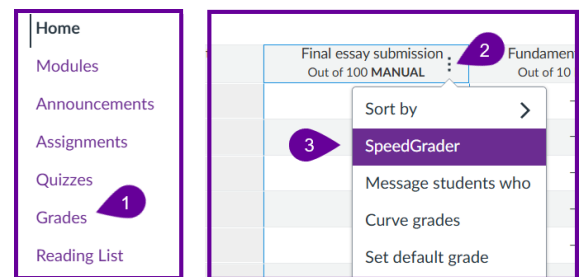
Changing our learning environment means getting used to new systems and new ways of doing things. As we are moving away from using Turnitin for the submission of student work to just using it as an originality checking tool, we are also moving away from using it to mark work and provide feedback. In future, we will be using Canvas' own marking system, Speedgrader. Although it is quite natural to feel somewhat apprehensive about this, Speedgrader is very similar in many ways to Feedback Studio, so the learning curve should be rather shallow. There are, however, some substantial differences that you should keep in mind.

## How to access Speedgrader

Speedgrader can be opened from two main places, the Gradebook or the Assignments menu.

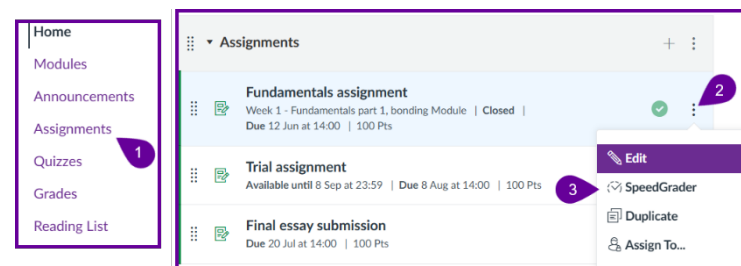
### Accessing Speedgrader from the Gradebook

1. **Select** 'Grades' in the course navigation menu
2. Find the column for the assignment you want to mark
3. **Select** the three dots at the right of the column title
4. **Select** 'Speedgrader' from the menu

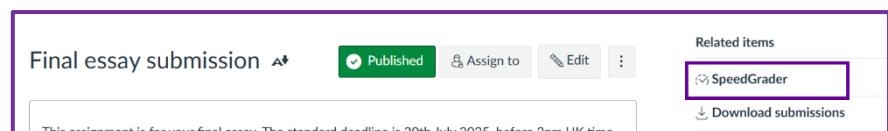


### Accessing Speedgrader from the Assignments menu

1. **Select** 'Assignments' in the course navigation menu
2. Find the assignment you want to mark, then **either**
3. **Select** the three dots next to the name and **select** 'Speedgrader', or



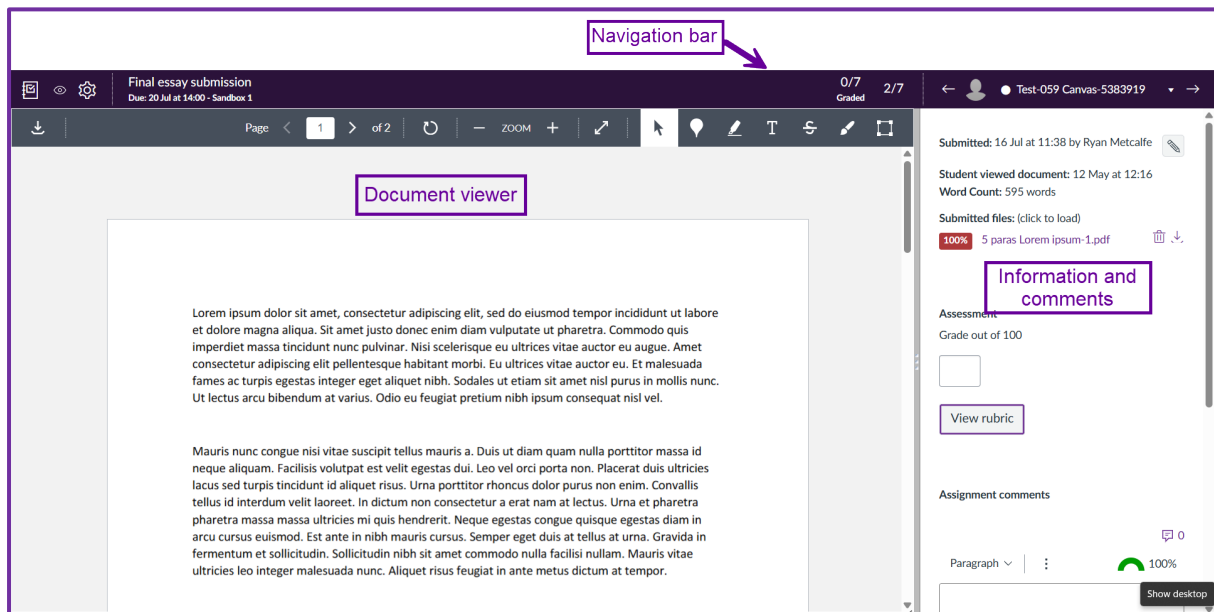
4. **Select** the name of the assignment to open it, then **select** 'Speedgrader' from the right of the screen.



## What does Speedgrader look like?

Speedgrader is divided into three main sections. At the top is a navigation bar, allowing you to choose menu options and select a student. The main window is the document viewer, which provides controls for the view of the document, and markup tools (see below). To the right is an

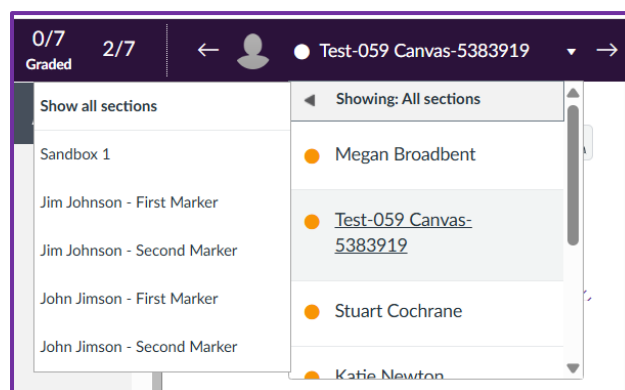
information and comments section, which provides overall details for the submission you are viewing, such as a wordcount and submission time. This is also where you add marks, add overall comments, and complete rubrics.



## Finding your marking

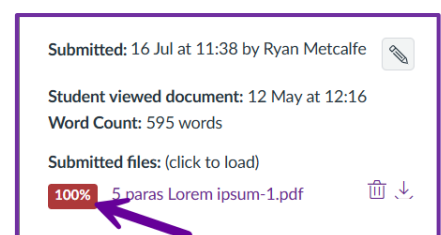
For anonymously marked assignments, students are randomly allocated a number. When you open Speedgrader, you will see at the top right either 'Student X' for an anonymous assignment, or a student's name. You will also see some arrows. You can use the left and right arrows to move through submission in turn, or **select** the 'down arrow' to choose from a list.

If Sections are used in a course, you will also have the ability to choose a Section to mark from. When you have chosen a Section, you will only see submissions from students in the Section.



## Originality checking







Using Speedgrader is a necessity because Turnitin is only being used for originality checking in Canvas. To access the originality reports, look for the number next to the file name in the right



hand pane. Selecting the number will open the originality report, which contains options for filtering and viewing identified matches.

## Adding comments and grades

At the top of the document viewer, you will see several options for providing feedback on the document itself. These options allow you to:

	Add a comment to a specific point on a page
	Highlight a section and add a comment
	Add free text anywhere on a page
	Strikeout text and add a comment
	Draw freely on the page and add a comment, and
	Draw a box on the page and add a comment

Each of the tools has options for colour, and some offer options for line weight and text size. To leave a text comment, look for a page icon and select it. To delete a comment, highlight, drawing etc, select the wastebin icon.

The right hand pane provides a space where you can leave overall comments, using text, dictation, a video, or by uploading a file.

Please note: One of the most substantial differences with Speedgrader is that students can leave their own comments, and can reply to comments for any markup tool except the free text tool. This may be useful in some circumstances, but you will need to choose how to respond in turn.

The right hand pane is also where you can add a grade to the submission.

**Assessment**  
Grade out of 100

**Assignment comments**

0

Paragraph | **B** *I* U **A** | 100%

p 

0 words

NEW

Submit

## Rubrics

If a rubric is attached to an assignment, you will see a View Rubric button under the grade box. Select this to expand the rubric, though you may need to expand the right hand pane by clicking and dragging the margin to make it easier to work with.

**Assessment**  
Grade out of 100  
  

View rubric

To select a level of attainment for each of the rubric's criteria, Select the box. If marks are applied, these will be visible, and if a mark range is used you can alter the grade. You can also leave a comment for each criterion if you wish. When you are done, select 'Submit Assessment'. If the rubric has been set up for grading, the grade from the rubric will be automatically applied. If not, you can add the mark from the rubric manually.

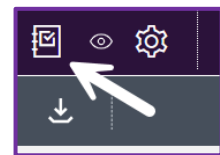
## Second marking

Additional markers can access an already-marked assignment to add their own feedback. They can even reply to comments left by the first marker.

Please note: the grade and rubric criteria selections will show the most recent selections. They will not save separate grades and comments for each marker, nor will they show an average. Any disagreements about marks may need to be resolved outside Speedgrader. There may already be processes in place to deal with such issues.

## Leaving Speedgrader

When you have finished in Speedgrader, you can return to the course by selecting the Gradebook icon at the top left. Once in the gradebook, you may need to select the three line button to open the full course menu.



## Summary

Although the adoption of Canvas means learning a new marking tool, Speedgrader is very similar in many respects to our old marking system. The interface itself is quite intuitive and easy to work with. The main differences to note are how to access the originality score, and the options that students have to respond to your comments within the marking tool itself.

If you run into any difficulties with using Speedgrader, you can access online help through the Settings menu, or you can contact the Faculty eLearning team through one of the options on our website.