



SpeedGrader and Gradebook

Canvas Tip Sheet

This webinar demonstrates how the gradebook is organized and the different settings available, how to set up the Canvas gradebook in alignment with the course syllabus, and how to use SpeedGrader to provide feedback on student assignments.

Understanding the Canvas Gradebook

- The Gradebook shows a table with all graded assessments (assignments, discussions, and quizzes) across the top and students down the left.
- Access it by clicking on **Grades** in the Course Navigation Bar on the left side of the page.
- Use it to manually enter student grades, hide grades from students until published, curve grades, message students who haven't submitted assignments, excuse assignments, view total scores and final grades, and more.
- Select the gear icon in the top right of the **Gradebook** view to automatically apply penalties for late or missing work, determine if grades will be posted automatically or manually, and change the look of the Gradebook.

Understanding the Canvas SpeedGrader

- SpeedGrader allows you to view and grade student submissions (Assignments, Discussions, and Quizzes) in one place using a simple point scale or complex rubric.
- Access it from within a published assignment through the SpeedGrader link on the right-side navigation or within the Gradebook using the Three-Dot Menu next to a published assignment.
- Use it to view student submissions, enter scores for student submissions, assign grades using rubrics, leave feedback on submitted work and graded discussions, hide student names for anonymous grading, and more.
- The [Comment Library](#) allows you to save and reuse commonly used text feedback in **SpeedGrader**. Comments you have added to the Comment Library are accessible in each of your courses.

Gradebook Setup

- Group graded Assignments, Discussions, and Quizzes into categories and weight these categories using **Assignment Groups**.
- Assignment Groups are created and managed in the **Assignment Index** in the Course Navigation Bar on the left side of the page.
- To add graded items to your gradebook that require no submission or will be submitted in person, create a new Assignment in the Assignment Index and in the **Submission Type** setting, select either **No Submission** or **On Paper**.

For further assistance, please contact the UMONline IDs (umonlineIDs@umontana.edu)

Things to Remember

- Grades and grading are managed in three different sections of your Canvas course:
 - [Grades](#) in the Course Navigation Bar on the left side of the page,
 - The [SpeedGrader](#) link on the right-side navigation within a published assignment,
 - The [Assignment Index](#) in the Course Navigation Bar on the left side of the page.
- Only published and graded assignments, discussions, quizzes, and surveys display in the Gradebook. Non-graded or unpublished assignments are not displayed.
- When you use [Student View](#) to view your course from the student perspective, it creates a **Test Student** account. This Test Student account is added to your Gradebook allowing you to submit work and test Canvas grading options.

Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.