

# SpeedGrader Overview (Instructors) Video Script

In this video you will learn how to use SpeedGrader to grade and comment on assignment submissions.

You can access SpeedGrader by clicking an assignment name in the To Do list, from the Gradebook, or from any assignment, graded discussion, or quiz.

The SpeedGrader menu bar includes tools and information to assist with grading assignments. Click the Gradebook icon to go back to the Gradebook page. Click the Visibility icon to view options to post or hide grades. The Visibility icon may display differently depending on your posting policy or if grades are already posted or hidden. Click the Settings icon to manage your SpeedGrader display options, see keyboard shortcuts, and access SpeedGrader help. The menu bar also displays the assignment name with a link to the assignment's details page and due date. You can also view general assignment statistics, including the number of graded submissions and students included in the assignment, the average score for all graded submissions, and the order of the submission you are viewing in the list of students.

To view the next or previous submission, click the arrows next to the student name. You can also click the drop-down menu and select the name of the student whose submission you would like to view. Student submissions appear in the left frame. If the file is supported in DocViewer, you can add comments and annotations directly to the file. To the right, the SpeedGrader sidebar displays student submission information and grading tools. The top of the sidebar displays the assignment submission date and time.

File uploads include a link to download the submission. To grade an assignment, you can manually enter a score in the Grade field, or, if you attached a rubric to the assignment, you can click the View Rubric button to use the criterion to compile a score. If you selected to use the rubric for grading, select the criteria from the rubric and click the Save button.

The grade box will update automatically using the points set in the rubric. You can also leave submission comments for the student in the sidebar. Type your comment in the

text box, upload an attachment, or leave a media comment. Click the Submit button to save your comment.

When you grade a discussion, Speedgrader displays an individual student's posts and replies in a discussion topic. To view the responses in context, click the View the full discussion link at the top of the page. When grading a quiz, move from question to question by clicking the question numbers.