

# Grades

- Step 1: Choose Grades on the second left bar.

The screenshot shows a vertical navigation menu on the left side of a web interface. The menu items are: Home (blue button), Announcements, Syllabus, Assignments (with a red circle containing the number '1'), Grades (highlighted with a red rounded rectangle), and Discussions. Below the menu is a table showing student grades.

Student Name	Secondary ID	Unnamed Quiz Out of 0	Assignment 1 Out of 100	Testing 10.00% of	Final 20.00%	Fun 100.0	Total
Test Student		-		-	-	-	-

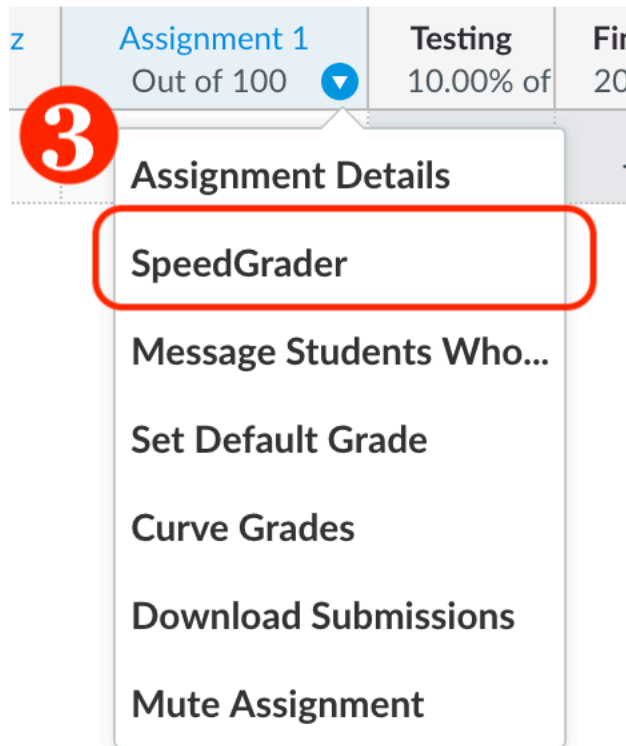
- Step 2: The grader can click on the triangle on the top right corner of each submission, and the submission details will pop out

This is a close-up view of the 'Assignment 1' row from the table above. A red circle with the number '2' is placed over the top right corner of the submission cell. A red rounded rectangle highlights a blue triangle icon in the top right corner of the submission cell. A dark grey popup box with a white border is shown below the triangle, containing the text 'File Upload Submission'.

## Speed Grader

Speed grader is a useful and time-saving tool for grader to easily grade, provide comments, and correct errors.

- Step 3: Click on the dropdown list and choose “SpeedGrader”.



- Step 4: Use the tools to easily annotate the assignments
  - “Point Annotation” let the grader leaves comment at a point on the assignment.
  - “Highlight Annotation”
  - “Free Text Annotation”
  - “Strike Out Annotation”
  - “Area Annotation”



- Step 5: Enter grade for the assignment.
- Step 6: Can also leave comments for the whole assignment.
- Step 7: Click "Submit".

**Submitted:** Mar 20 at 1:48pm

**Submitted Files:** (click to load)

[temp.pdf](#)



### Assessment

Grade  out of 100

5

6

### Assignment Comments

Add a Comment



7

Submit

- Step 8: After done grading the current student, can click on the arrow on the top right corner to the next or previous student to start grading.

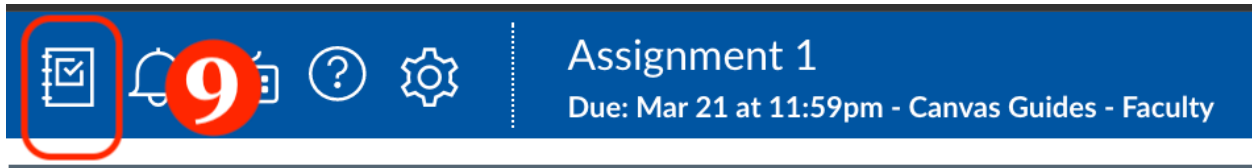


✓ Test Student

8



- Step 9: After graded all the students, can go back to grade book by clicking the sign on the top left corner.



### Export and Import

- Step 10: Professors can either export or import the grades to their own computer by clicking the sign on the second top right corner.  
Do noted when import grades, the format has to be exact same as the grade book format, so the grads file will compatible with canvas.

