**Grades Organization and SpeedGrader**

**Move columns:**

Click the title of the column, hold down the click, then drag the column to the side to move it around:

<table>
<thead>
<tr>
<th>Gradebook ▼</th>
<th>View ▼</th>
<th>Actions ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name</td>
<td>practice</td>
<td>Out of practice</td>
</tr>
<tr>
<td>Test Student</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

Note: It will only let you move the column to the far side of the page, it will not scroll over. Therefore, move the column as far to the side as you can and then scroll, then click the column and drag it further.

**Arrange the Assignment Columns:**

You can change the arrangement of the columns in other ways than moving one column at a time. Click View, Arrange By, then choose the arrangement you want.

Note: There is no option to arrange by assignment group.
**Filter Grades** (This will be very helpful for multi-section courses. A TA or Grader can filter the grades area to see only their section):

Go to the Grades area and click the View button. Choose Filters, then Sections. This will make a checkmark next to sections. To change this view you need to reselect the sections to uncheck it.

Now on the right side of the page click “All Sections” and choose the section you want to see and grade assignments in:

This will filter the grades area to only the students in the section you want to see, BUT, it will also filter the speedgrader so keep that in mind if you are trying to grade for multiple sections using the SpeedGrader. As long as the grades area is filtered to one section, SpeedGrader will only let you grade...
for that one section. You can always come back and choose a different section, and your choice DOES NOT change anyone else's view, and SpeedGrader will adjust to the new selection.

You can change the view to other categories, like by each module, or only to see one group (category) at a time. We recommend the section view for TA's and Graders to help make sure they only grade students in their assigned section. Instructors can choose any view that works for them at that time, they all work in a similar way. Changing the filter by picking the “View” area, and then choosing a certain subcategory in the right-hand drop down at the top of the page.

Hide/post grades:

By clicking on the three dots inside the grade column, you get a menu with options such as Hide Grades, and Post Grades, Curve Grades:

If you are ready, click Post Grades and you will get a pop up screen:
It is recommended that if you are an instructor, choose Graded, and leave the sections part alone. If you are a TA/LI/Grader, choose to only publish to Specific Sections (yours). Then click Post.

The Speedgrader option can be an efficient way to open the speedgrader to grade assignments or quizzes with questions that must be manually graded (short answer/essay). Again, click the three dots inside the grade column and choose SpeedGrader:

**Speedgrader:**

Speedgrader is used on assignments or quizzes/exams with an area that must be manually graded, meaning not entirely multiple choice that can be automatically graded. One way to get to Speedgrader is above, by clicking the grade column three dots and choosing SpeedGrader. You can also enter the assignment from Assignments or the Modules area and choosing SpeedGrader on the right side of the page.

**Quiz/Exam in SpeedGrader:**
This will bring you to the main SpeedGrader area. You can choose to go student by student and grade their entire assignment at once, or choose to grade a specific question at a time. Click the Gear Icon, then Options at the top left:

Choose Grade By Question, then Save Settings:
You should get the following page, showing the question numbers, the student name at the top right, and the score total at the bottom:

You can input the points value in the top area of the question to grade it, then click “Update Scores”
You can now see the score updated. You can hit the left or right arrow to move across students to grade the same question.

If you click the student name, it gives you a list of the students. The check mark means it has been graded, the orange means grading needs to be done, and shaded name means that student did not do the assignment.
Fudge points:

You may see fudge points at the bottom left of the page. We recommend leaving these alone unless you want to uniformly apply that amount (can be negative too) to the entire exam.

NOTE: You must hit update scores for every student. If you do not, and you exit speedgrader, your work will not be saved.

Written Assignment in SpeedGrader:

There are menu items for annotation. Input the score and scroll down to click “Submit”. Rubrics are more advanced, visit: https://www.bio.tamu.edu/wp-content/uploads/2021/03/Day-2-Grading.pdf
Regrading after an Exam/Quiz has been delivered:

Regrading for fill in the blank: if you want to change the answer, regrading is not possible, you are better off adding a comment and manually changing the points value for each student in SpeedGrader.

Regrading multiple choice:

Go to the Exam/Quiz and click Edit.

Go to the Questions tab
Click the pencil icon on the question you want to regrade

You can click to set another answer as correct:

This will cause a pop up with options on how you want the regrade to work.
Choose a regrade option for students who have already taken the quiz. Canvas will regrade all your submissions after you save the quiz (students' scores MAY be affected).

- Award points for both corrected and previously correct answers (no scores will be reduced)
- Only award points for the correct answer (some students' scores may be reduced)
- Give everyone full credit for this question
- Update question without regrading

Do not forget to Click Update question at the bottom of the question area AND click Save at the very bottom of the exam:
TF Question 15 - E3

TF Question 16 - E3

Honor Code

Select YES to acknowledge that all of the work on this test is your own and have followed the Apple Code of Honor.

"On my honor as an Apple, I have neither given nor received unauthorized aid on this academic work."

You also acknowledge knowing that if you are seen with any unauthorized materials or persons during the exam you will receive a zero on this exam.

+ New Question + New Question Group Find Questions

Notify users this quiz has changed