




## GRADING SUBMITTED MEDIA ASSIGNMENTS ON CANVAS (INSTRUCTORS)

1. Go to Gradebook and locate the student (in this case, "Test Student").

Gradebook ▾ View ▾ Actions ▾  Search... 

Student Name	test Out of 0	Quiz 1 Out of 5	"College Life" ques... Out of 5	Canvas Grades Tu... Out of 4	Assi... 0% o...	(	)	...
	-	5	0	4	-	-	-	100%
	-	4	5	4	-	-	-	80%
	-	5	5	4	-	-	-	100%
	-	5	5	0	-	-	-	100%
	-	5	5	4	-	-	-	100%
	-	0	0	0	-	-	-	0%
	-	5	5	4	-	-	-	100%
	-	5	5	4	-	-	-	100%
	-	5	-	-	-	-	-	100%
	-	5	5	4	-	-	-	100%
Test Student		-	-	-	-	-	-	-

2. Click on the icon here, pictured to the right of the student's name ("Test Student").



3. This is what you will see after clicking the icon. Click on the right arrow (on right of screenshot).



4. A side tab will pop in from the right side. Click on **SpeedGrader**.

2019FA-ESL-088L-6204 > Grades

Gradebook ▾ View ▾ Actions ▾

Student Name	test Out of 0	Quiz 1 Out of 5	"College Life" ques... Out of 5	Canvas Grades Tu... Out of 4	Assessment 0%
	-	5	0	4	
	-	4	5	4	
	-	5	5	4	
	-	5	5	0	
	-	5	5	4	
	-	0	0	0	
	-	5	5	4	
	-	5	5	4	
	-	5	-	-	
	-	5	5	4	
	-	5	5	4	
Test Student		-	-	-	

Test Student

test

SpeedGrader

Not calculated in final grade

Grade out of 0

-

Status

☒ None

☐ Late

☐ Missing

☐ Excused

5. You will be taken to this page. Click on the "click here to view" link at the top left to view the submitted recording.

test  
Due: Aug 31 at 11:59pm - 2019FA-ESL-088L-6204

0/27 Graded 27/27

Test Student

This submission is a media recording.

[click here to view.](#)

Submitted: Aug 27 at 4:46pm




Assessment  
Grade out of 0

Assignment Comments  
Add a Comment

[Submit](#)

[Download Submission Comments](#)




## 6. You can now view the recording.




test  
Due: Aug 31 at 11:59pm - 2019FA-ESL-088L-6204

0/27  
Graded

27/27




 Test Student 

This submission is a media recording.








Submitted: Aug 27 at 4:46pm

Assessment  
Grade out of 0

Assignment Comments  
  


[Download Submission Comments](#)

7. Enter the grade for the assignment and comments. Click Submit.




 Test Student

Submitted: Aug 27 at 4:46pm

Assessment




Grade out of 0

Assignment Comments



[Download Submission Comments](#)

8. You will see a message saying that "Your comment has been submitted." Click on the far-left icon (the one with the check mark) on the navbar to go back to the Gradebook.



test  
Due: Aug 31 at 11:59pm - 2019FA-ESL-088L-6204


This submission is a media recording.  
[click here to view.](#)

Your comment has been submitted. ×

9. The student's score now appears in the assignment column.

Test Student	5
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10. Students can go to Grades to view their grade (screenshot is taken from Student View). They can click on the icon on the far right to view their comments.

Grades	Name	Due	Status	Score	Out of	
Syllabus	"College Life" questions	Aug 21 by 8am		-	5	
People	Canvas Grades Tutorial	Aug 26 by 8am		-	4	
Modules	test	Aug 31 by 11:59pm		5	0	


11. The comments are now visible.

Grades

Syllabus

People

Modules

Name	Due	Status	Score	Out of	
"College Life" questions	Aug 21 by 8am		-	5	
Canvas Grades Tutorial	Aug 26 by 8am		-	4	
test	Aug 31 by 11:59pm		5	0	
Comments					<a href="#">Close</a>
Good job!	Adolf Schmuck, Aug 27 at 5:34pm				