

## How to use Speedgrader – Step by Step

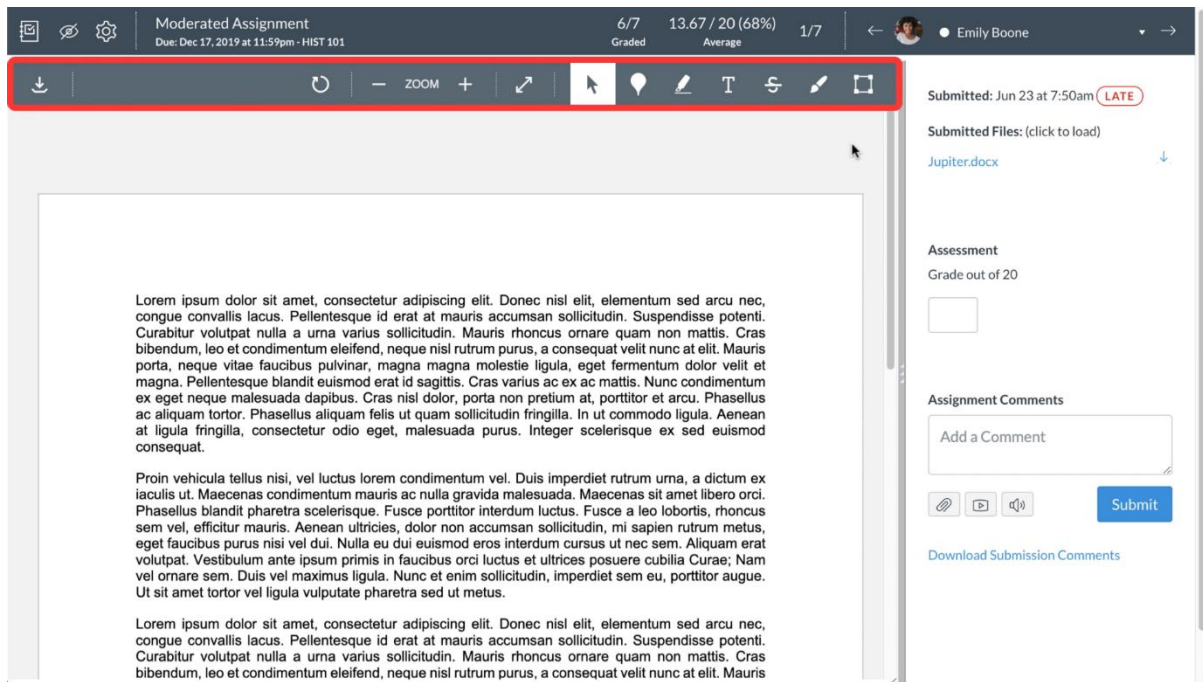
### Step 1: Go to Speedgrader

For accessing the Speedgrader, click on the assignment you want to grade in your “to do” (bottom-right) list within the course.

### Step 2: Upper bar

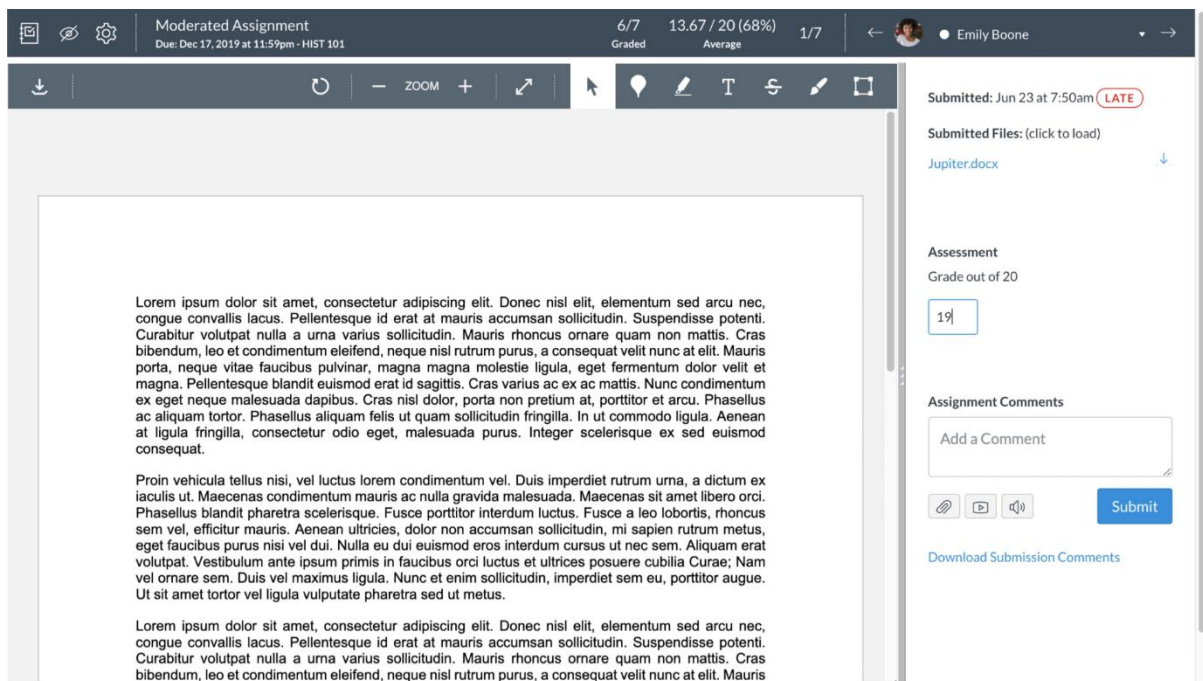
You're now in the Speedgrader view. In the upper bar, you can see a few things

- You can use the gradebook icon on the left to return to the gradebook page
- You can use the eye icon to publish or hide results
- In the bar on the right you can see who it is you're grading at the moment, by pressing the name, you can change the student.
- By using the arrows you can switch to the next or the previous submission



### Step 3: Control bar

In the control bar at the top of the submission you can choose to annotate or write comments



### Step 4: Speedgrader sidebar

To the right you have your speedgrader sidebar. In here you can:

- Download the submission
- Grade the assignment
- Add a comment, file or media file as a response
- Submit the grade

Taxation Assignment  
Due: No Due Date - HIST 101

1/7 Graded 16 / 20 (80%) Average 1/7

Submitted: Jun 25 at 1:52pm

Submitted Files: (click to load)

Essay First Draft.pdf

Assessment  
Grade out of 20

**16**

View Rubric

Assignment Rubric	
Criteria	Ratings
Assignment Structure	Full Marks 10 / 10 pts
Assignment Content	Average 6 / 10 pts
Total Points: 16	

Essay First Draft

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### Step 5: When a rubric was added

When you added a rubric in the assignment, you can view that in the speedgrader sidebar. By pressing "View Rubric" you can fill it in.