

# UBC Forestry

## Canvas: Access and Use SpeedGrader Comment Library

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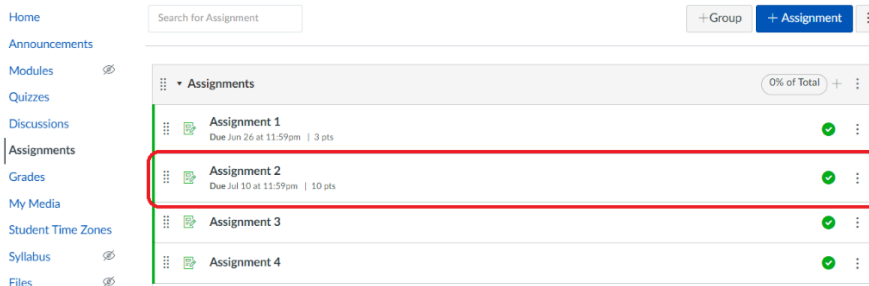
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Instructors can set up comment libraries in SpeedGrader to efficiently give students feedback from a pre-made set of comments.

### A. Accessing the SpeedGrader Comment Library

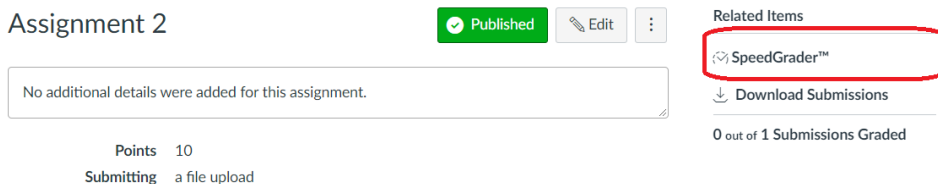
#### 1. Access Assignment

Travel to the Assignments module and select the assignment you wish to view and comment on.



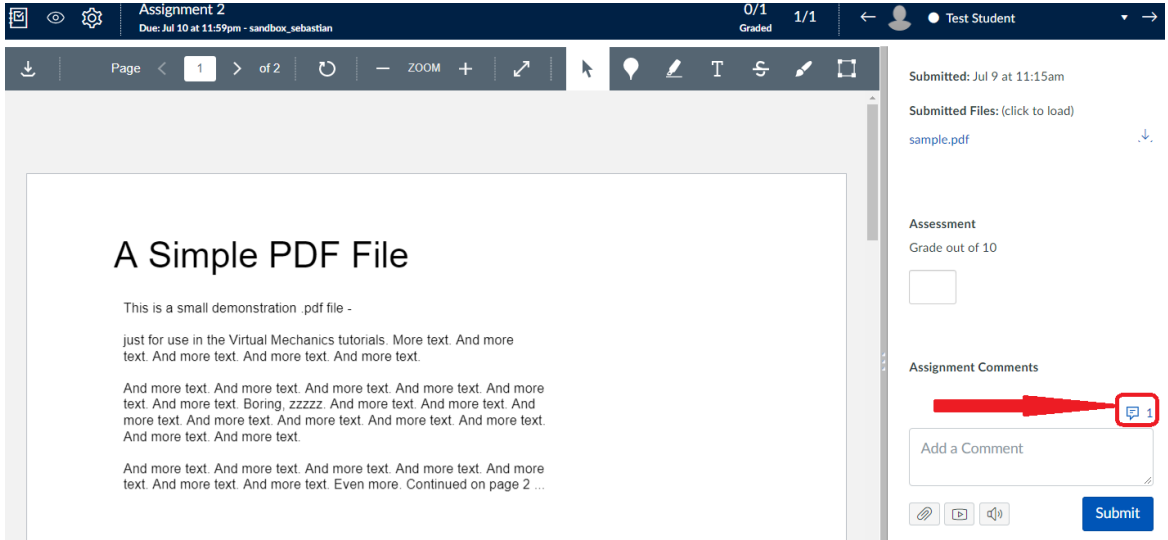
#### 2. Open SpeedGrader

While in the assignment, select the **SpeedGrader** option.



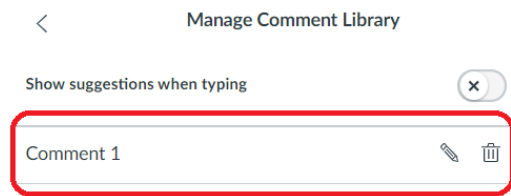
### 3. Access the Comments Library

Click the speech bubble icon below and to the right of **Assignment Comments** to access the comment library.



### 4. View Comment Library

The **Comment Library** is now available. Select comment you wish to use.



Add comment to library

### 5. Submit Comment

Click the **Submit** button. The comment will appear submitted.

Submitted: Jul 9 at 11:15am

Submitted: Jul 9 at 11:15am

Submitted Files: (click to load)

Submitted Files: (click to load)

[sample.pdf](#)

[sample.pdf](#)

Assessment

Assessment

Grade out of 10

Grade out of 10

Assignment Comments

Assignment Comments



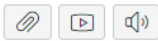
Comment 1



Sebastian Gonzalez, Jul 9 at 3:02pm

1

1



**Submit**



**Submit**

## B. Modifying the SpeedGrader Comment Library

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### 1. View the Comment Library

Write in the **Add comment to library** text box the comment you wish to add.

Show suggestions when typing ✕

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Comment 1 ✎ 🗑️

Add comment to library

Write Comment 2

+ Add to Library

### 2. Add to Comment Library

Once written, click the **Add to Library** button.

Show suggestions when typing ✕

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Comment 1 ✎ 🗑️

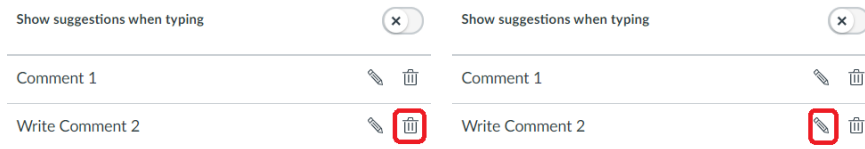
Add comment to library

Write Comment 2

+ Add to Library

### 3. Existing Comment Library

Click on the trash bin icon if you wish to delete the comment. Alternatively, you may also click on the pencil icon if you wish to modify the existing comment.



Add comment to library

Add comment to library