



Canvas: Access and Use SpeedGrader Comment Library

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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.

A screenshot of the Canvas Assignments page. The left sidebar shows navigation links for Home, Announcements, Modules, Quizzes, Discussions, **Assignments** (which is selected and highlighted in blue), Grades, My Media, Student Time Zones, Syllabus, and Files. The main content area has a search bar and buttons for '+Group' and '+Assignment'. Below the search bar is a table of assignments. The table has columns for assignment name, due date, points, and status (green checkmark). Assignment 2 is highlighted with a red box. The table data is as follows:

Assignment	Due Date	Points	Status
Assignment 1	Due Jun 26 at 11:59pm	3 pts	Green checkmark
Assignment 2	Due Jul 10 at 11:59pm	10 pts	Green checkmark
Assignment 3			Green checkmark
Assignment 4			Green checkmark

2. Open SpeedGrader

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

Assignment 2

Published Edit ...

No additional details were added for this assignment.

Related Items

SpeedGrader™

Download Submissions

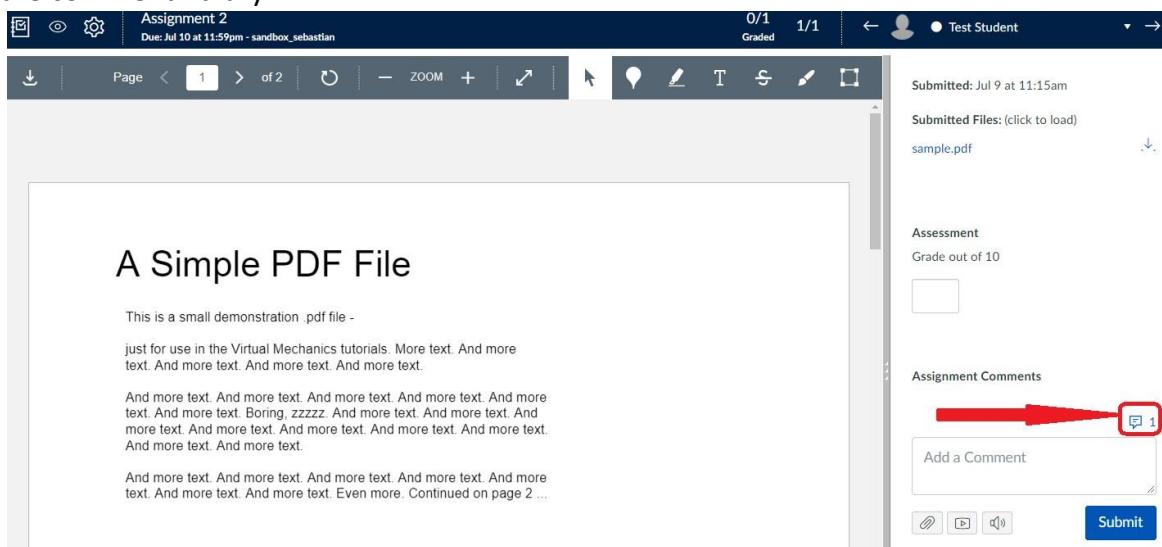
0 out of 1 Submissions Graded

Points 10

Submitting a file upload

3. Access the Comments Library

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



The screenshot shows a PDF viewer interface for a document titled "Assignment 2". The document content is a simple PDF file with the title "A Simple PDF File". The right side of the interface features a "Comments" panel. At the top of this panel, there is a "Submitted" section showing the date "Jul 9 at 11:15am" and a "Submitted Files" section with a link to "sample.pdf". Below these, the "Assessment" section shows a grade of "0/1" and a "Grade out of 10" input field. The "Assignment Comments" section is highlighted with a red arrow pointing to a speech bubble icon. This icon is enclosed in a red box and has the number "1" next to it, indicating one comment is available. Below the icon is a text input field labeled "Add a Comment" and a "Submit" button. There are also icons for "Edit", "Reply", and "Delete" in the "Assignment Comments" section.

4. View Comment Library

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

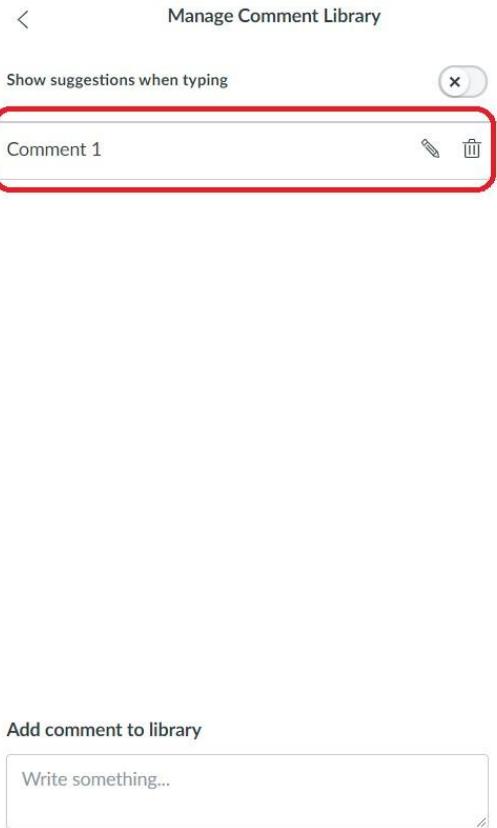
< Manage Comment Library

Show suggestions when typing

Comment 1  

Add comment to library

Write something...



5. Submit Comment

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

The screenshot shows the SpeedGrader interface for a submitted assignment. At the top, it displays the submission date and time: "Submitted: Jul 9 at 11:15am". Below this, the "Submitted Files" section shows a file named "sample.pdf" with a download icon. The "Assessment" section shows a grade of "Grade out of 10" with a blank box for the grade value. The "Assignment Comments" section shows a comment from "Sebastian Gonzalez" at "Jul 9 at 3:02pm". The comment text is "Comment 1". Below the comment are three small icons: a paperclip, a video camera, and a speaker. A large blue "Submit" button is highlighted with a red box. To the right, another comment box is shown with the placeholder "Add a Comment" and its own set of icons.

B. Modifying the SpeedGrader Comment Library

1. View the Comment Library

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

The screenshot shows the "Add comment to library" interface. It features a text input field with the placeholder "Comment 1" and a small "X" button to clear the text. Below the input field are edit and delete icons. The entire input field is highlighted with a red box.

The screenshot shows a new comment entry in the library. The "Add comment to library" field is highlighted with a red box and contains the text "Write Comment 2". Below this is a blue "Add to Library" button.

2. Add to Comment Library

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



Show suggestions when typing X

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.

Show suggestions when typing	<input type="checkbox"/>	Show suggestions when typing	<input type="checkbox"/>
Comment 1	 	Comment 1	 
Write Comment 2	 	Write Comment 2	 

Add comment to library	 	Add comment to library	 
Write something...		Write something...	
		