How to Grade & Assess GE in Canvas
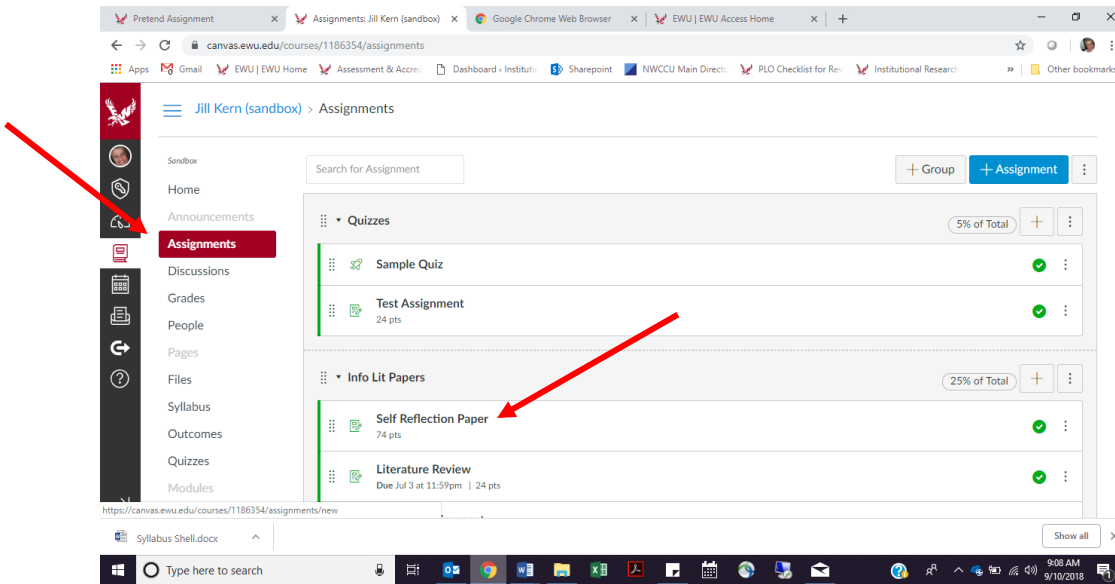
- Create assignment in Canvas. (See the document "How to Create an Assignment in Canvas." Also see Complex Assignments for how to create a complex assignment for a GE course.)

- Create a Rubric. (See the document "How to Create GE Rubrics in Canvas.")

- Access the assignment by clicking on Assignments on the left and then clicking on the name of the assignment.

- Click on Speed Grader™.
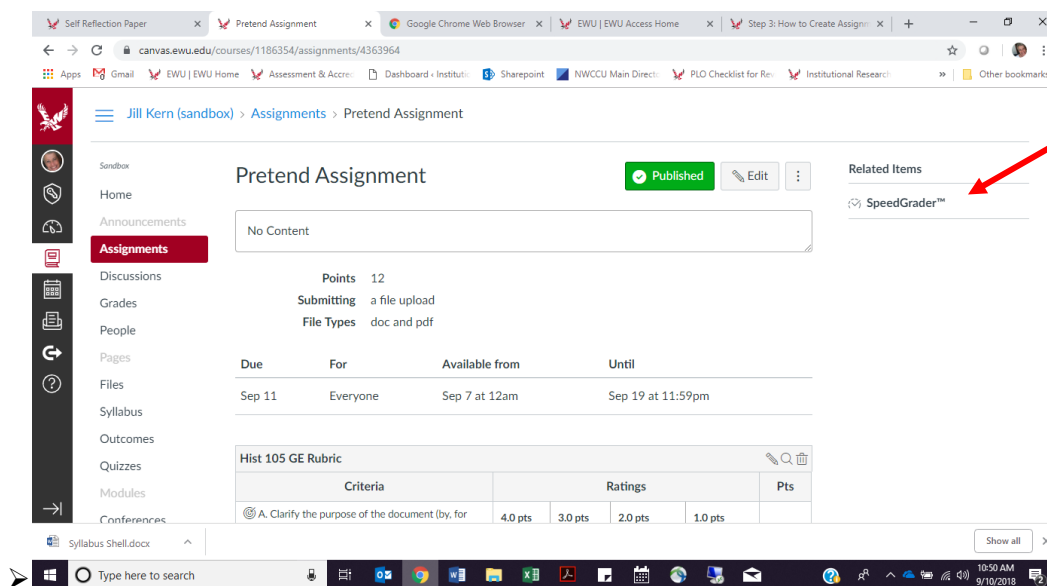
➢ If your students have uploaded their papers in Canvas, a student paper will appear in the left-hand pane of your window. Click on the View Rubric button in the right-hand pane.

➢ You can adjust the relative size of the student's paper and rubric by clicking on the line between them and dragging the line to the left or right.

➢ Next, as you read the student's paper or after you finish reading it, click on the rating in the rubric (in the right-hand pane) that reflects your judgement for each criterion (i.e., each SLO). You may add comments for the student regarding that SLO by clicking on the little gray speech bubble below the number of points you give to the student. These comments will appear in the student's rubric for him or her to read.

➢ Type your comments regarding that SLO/criterion in the Additional Comments box and click on the Update Comments button.

➢ In addition to or in lieu of adding comments to the rubric, you may insert comments into the student's paper. To do this, use one of the comments tools in the black toolbar on top of the left-hand pane. The highligher tool is particularly useful. When using it, highlight a section of text you want to comment on. Then a text box will appear for you to insert your comments. Students will see the highlighted text and the comments you have associated with them when they review their paper in Canvas.

➢ You may also add a global comment (e.g., "Well done!") that will appear at the top of the student's paper by writing in the Assignment Comments box just below the rubric in the right-hand pane and then hitting the Submit button.

➢ Click on Submit. You're done with this paper! See document "How Student Uses Canvas for Assignments" to see the student view.)

➢ Click on the little arrow on the far right of the black bar to advance to the next student.