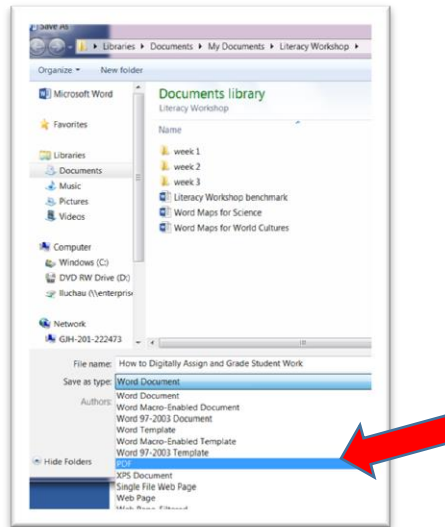
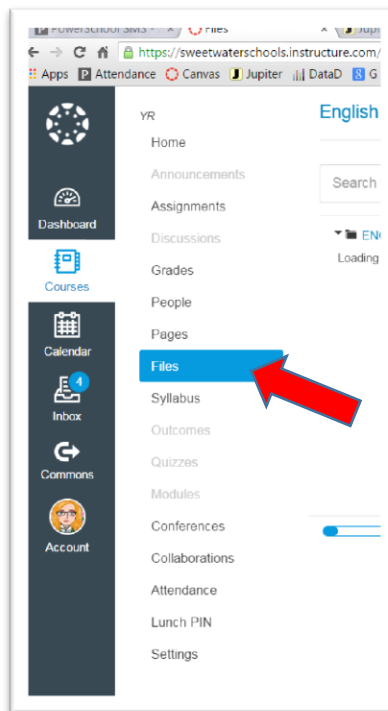



How to Digitally Assign and Grade Student Work (Using Canvas and Speed Grader)

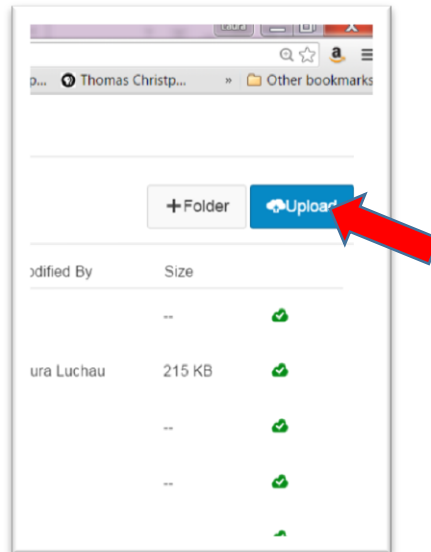
1. **Create student assignments** in Word on your computer (desktop or laptop) and save them as PDFs.



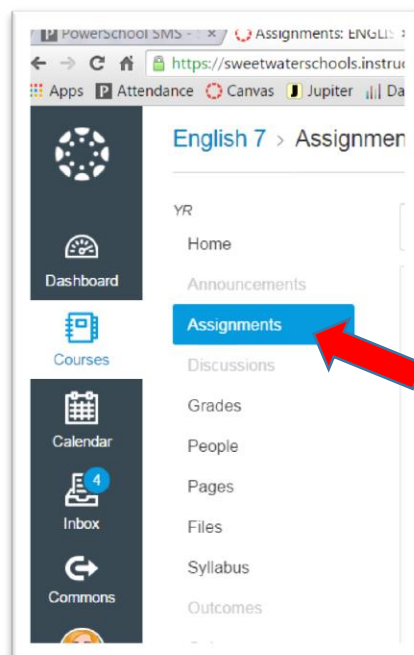
2. Once you have created the PDF, **login to Canvas** (first initial last name as login; your computer password as the password) and **click on Files** (on the left).



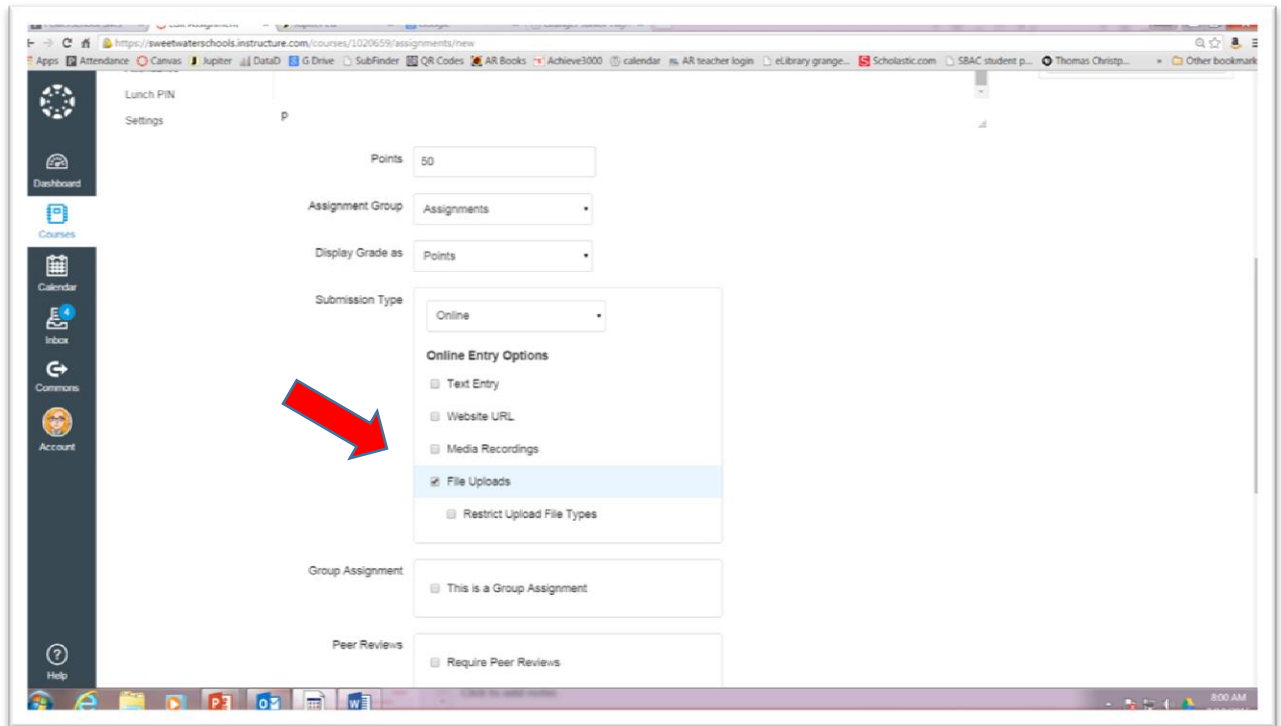
3. There's an upload button on the right. Click on it and then select the assignment from your computer. The students should be able to find the file now when they log into Canvas Files in your course. (Students merely click on the file and “open in” Notability  or other apps.)




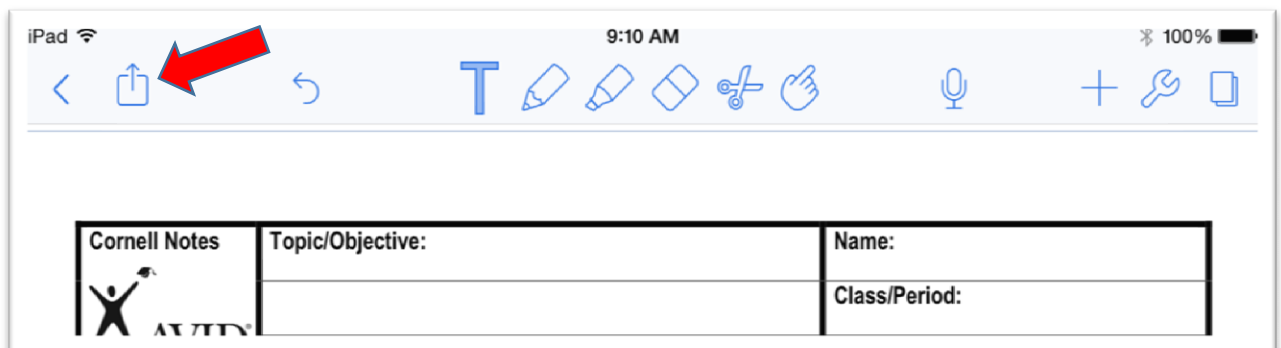
4. **To allow students to turn in assignments**, click on Assignments on the left and create an assignment.

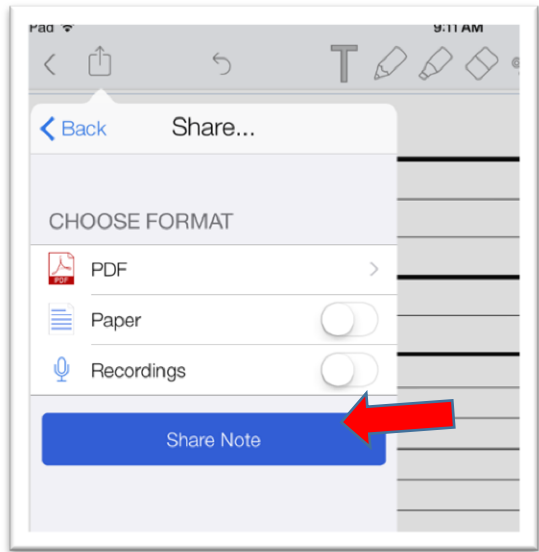
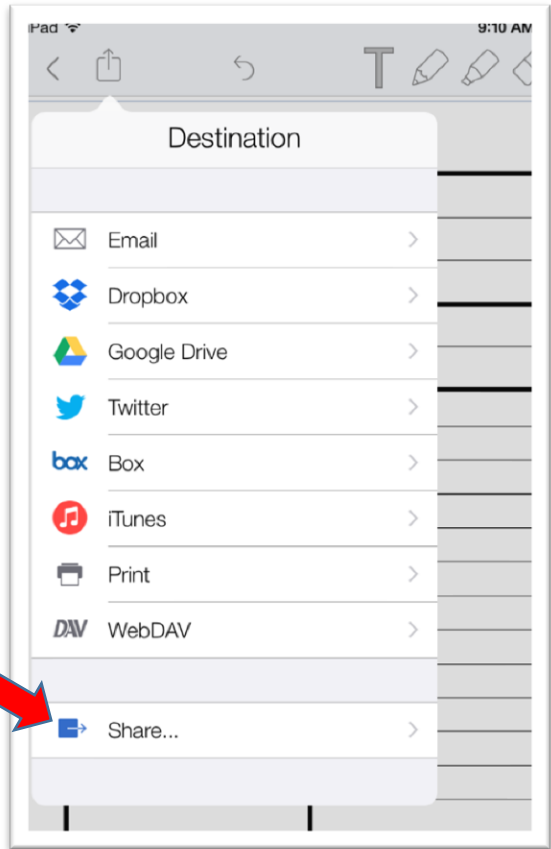


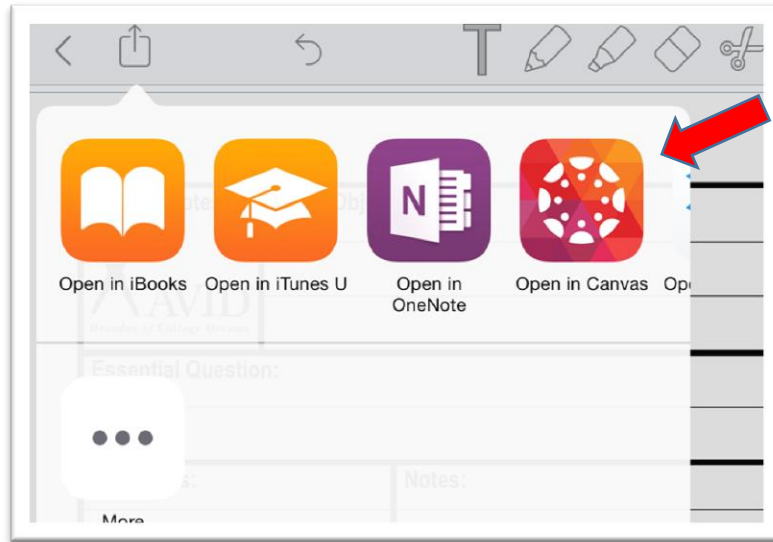
5. **Give the assignment a name and assign it points.** Make sure you click on file uploads as an option further down the page. Click “save & publish.” Now students can submit finished assignments.



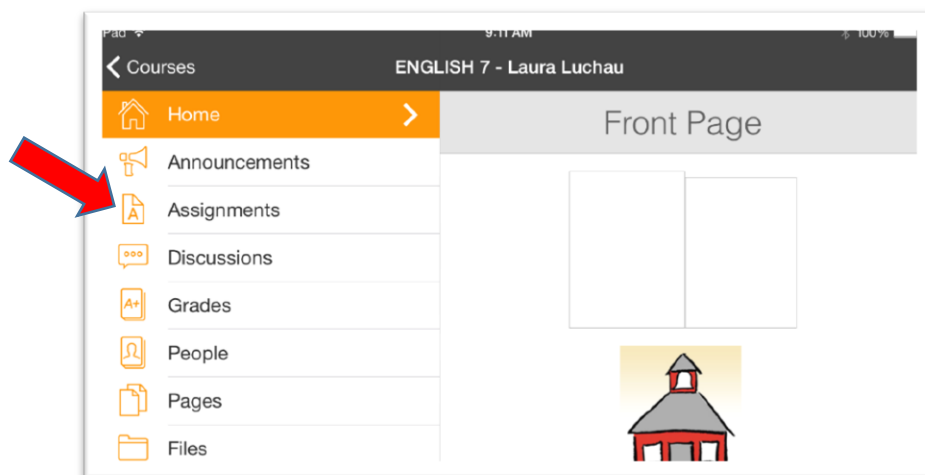
6. **Have students submit** from Notability by hitting this “share” icon  and continuing to select “share” until it gives them the option of sharing the assignment with Canvas. 🌐



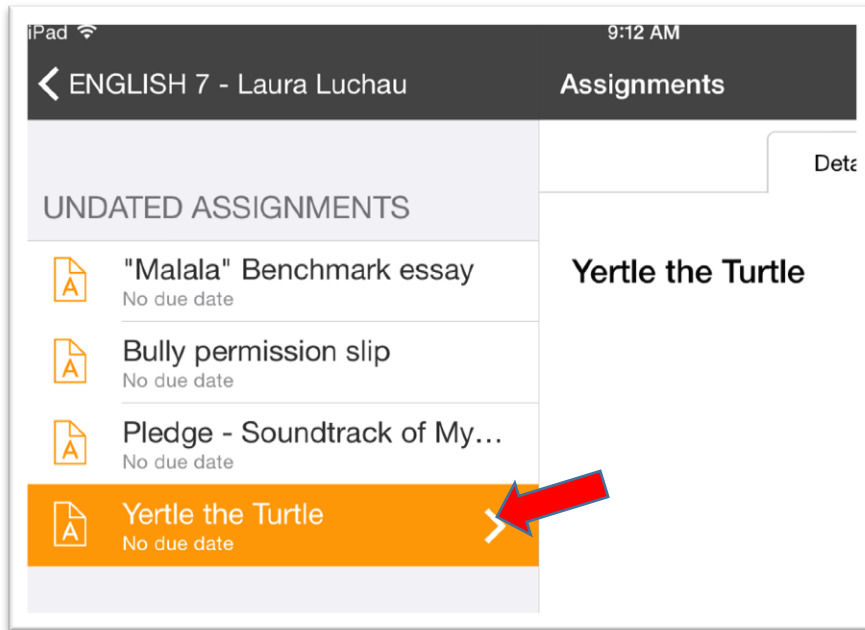




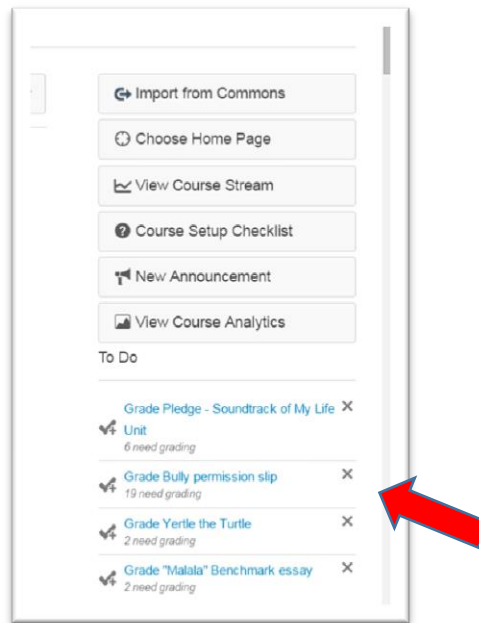
Once in Canvas, they must go to your course, then to assignments, and click on the assignment name.



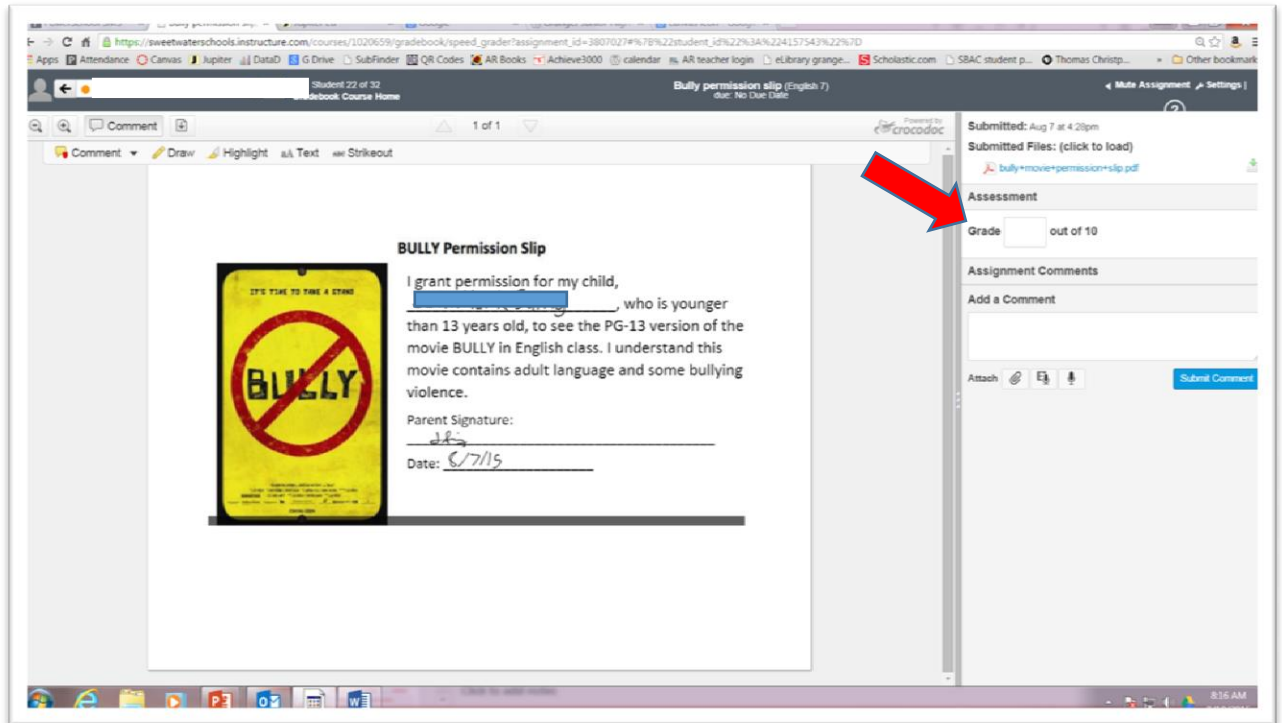
There are a lot of little clicks to submit, but most of your students will figure this out. Have the more experienced students help the less experienced.



7. **To grade assignments**, open a course in Canvas (Internet or desktop version). On the right lower side it will have a "To Do" list like "Grade _____."



8. Click on the link, and it will take you to Speed Grader. From there, you can give points and comments. There is a scroll down of students on the top left.



9. **If using your iPad or smart phone to grade**, just open Speed Grader and select a course. It will list all ungraded assignments. Click into the assignment you wish to grade.
10. The advantage of grading on iPads and smart phones is mostly mobility, and also the ability to swipe or right arrow to the next assignment. Doing it on a smart phone requires that you download the free Canvas app and the free Speed Grader app, and signing into both.