

# Canvas Tips for Faculty

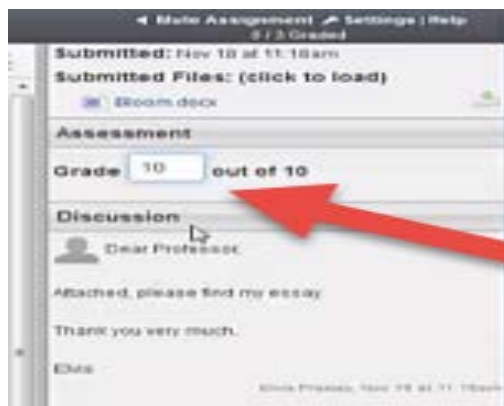
## Grade Assignments

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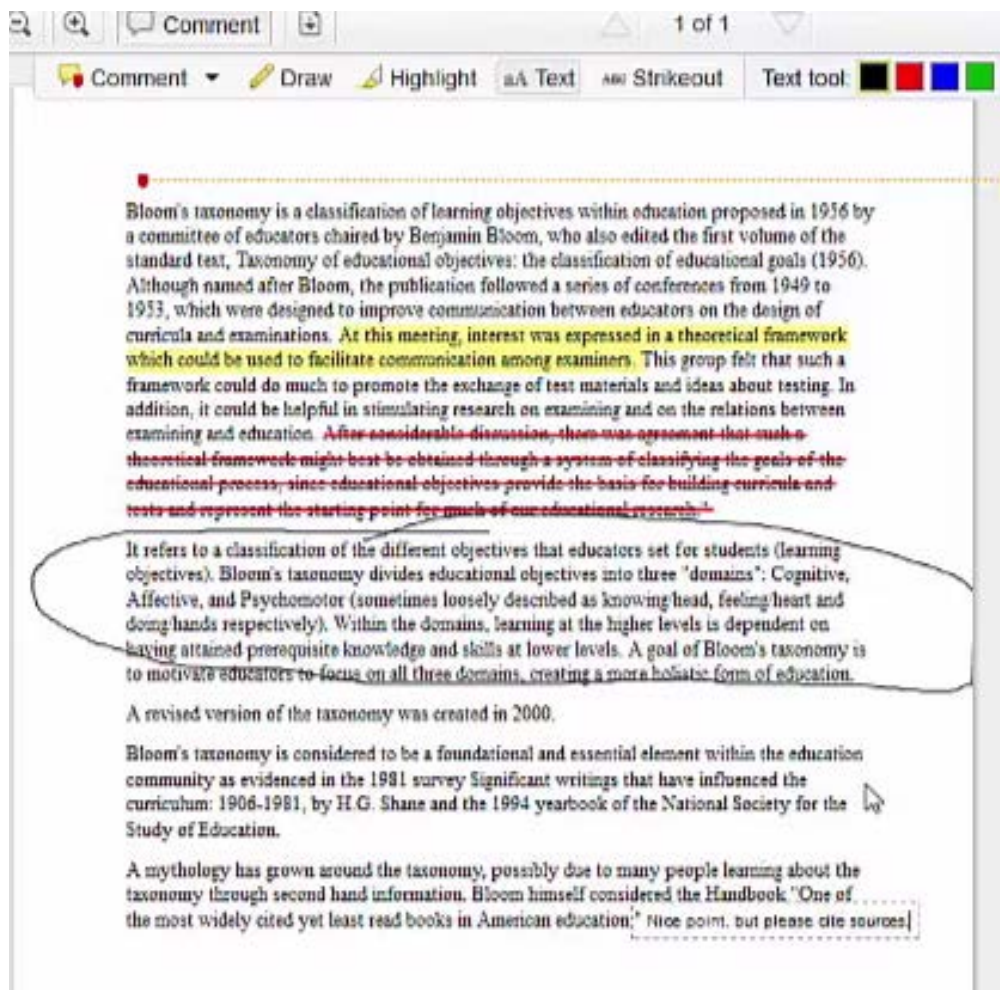
1. To grade an assignment locate the assignment that you wish to grade and then click **Speed Grader**. **Speed Grader** opens in new window.



2. On the right hand side of the screen there is an **Assessment** area where we can enter a grade for the student.



3. If the assignment is a word document, several tools appear at the top of the screen enabling you to **Comment**, **Draw**, **Highlight**, insert **Text** into the student's work and **Strikeout** text.



4. When you are finished, simply move onto the next student's submission or closed the **Speed grader** window as there is no save button.