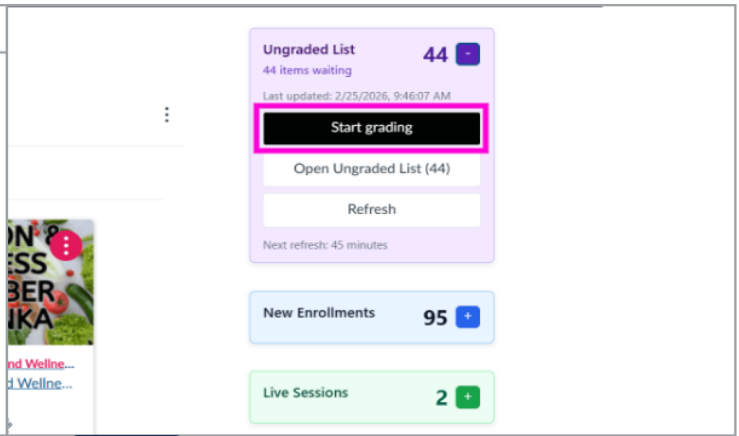
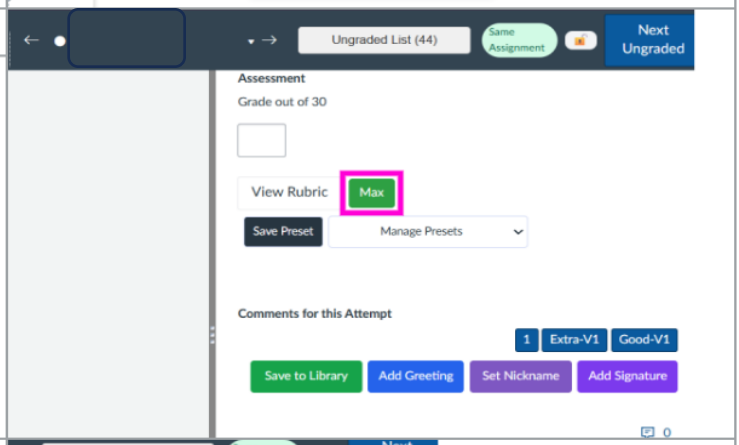
1

From your Canvas Dashboard, click the plus sign on the grading widget, then click Start grading



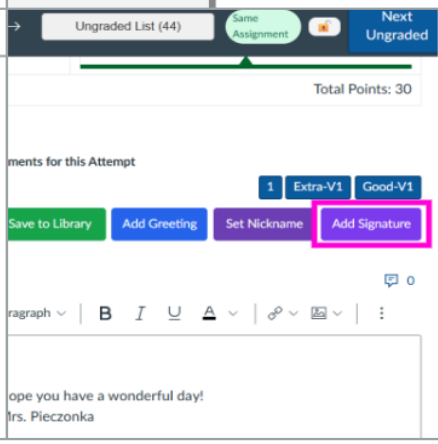
2

OPTIONAL: If you use rubrics, you can click Max to set all rubric criteria to full points.



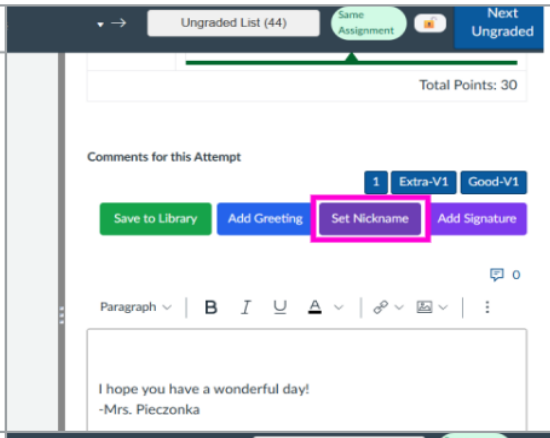
3

OPTIONAL: If you have added a signature in Settings, you can click Add Signature to insert your signature at the bottom of the comment box.



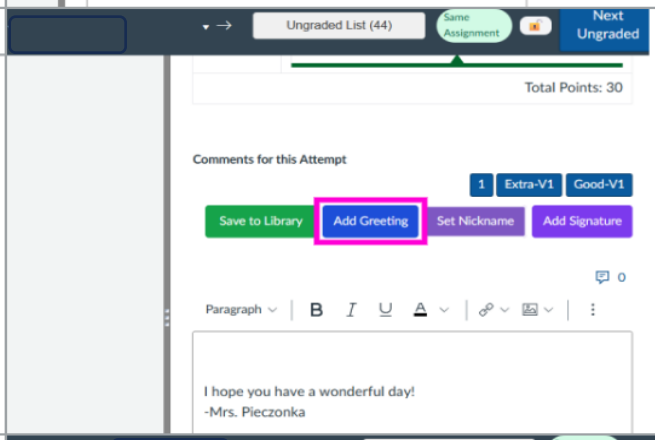
OPTIONAL: Does your student use a preferred name? You can click Set Nickname to have Canvas use the nickname when inserting saved feedback or when using "Add Greeting".

4



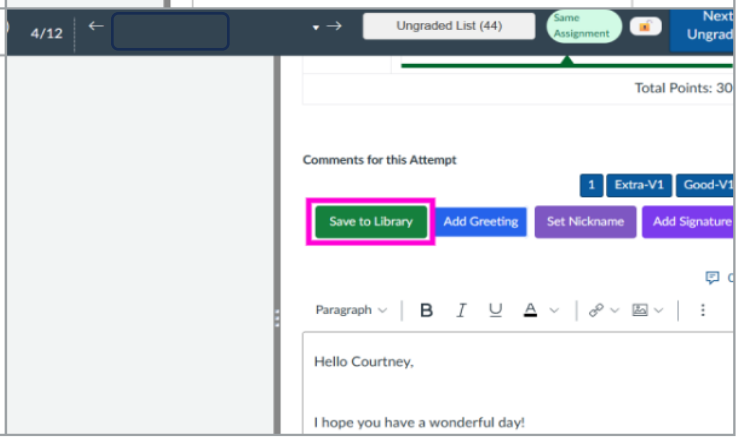
OPTIONAL: Want to personalize your feedback? Click Add Greeting to insert "[Greetings] [Student's name/nickname].
You can customize your greeting in settings, for example: "Hola" or "Hello".

5



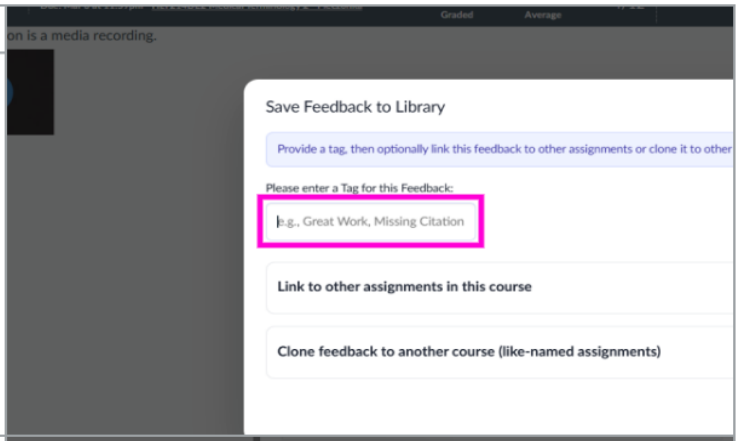
Optional: Want to save commonly used feedback for next time? Click Save to Library!

6



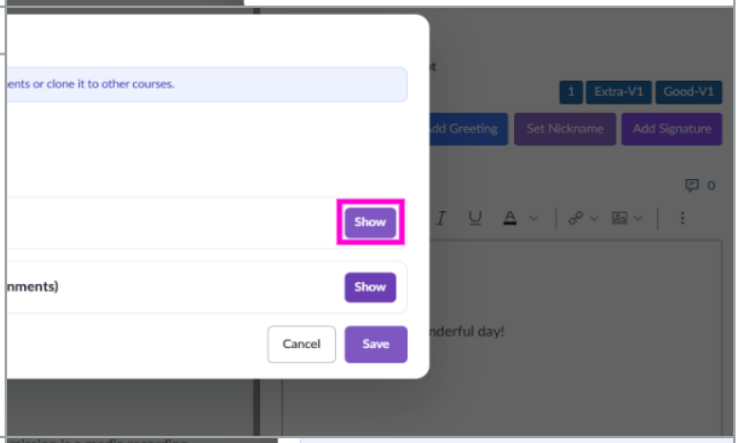
7

To save your feedback, enter a " Tag" in the box. For example: "blank".



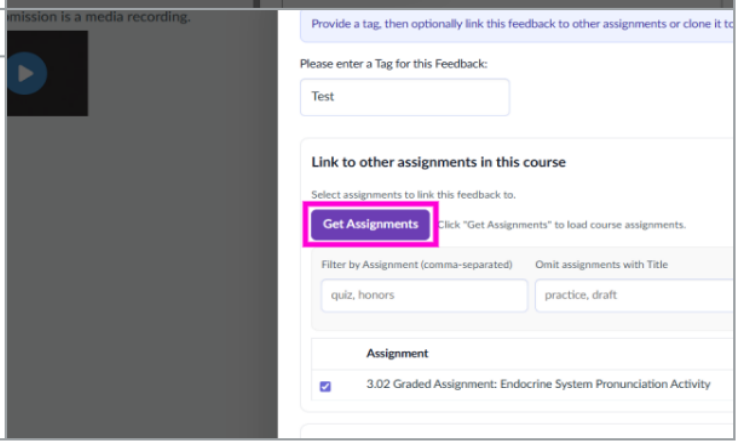
8

Want to save this feedback for other assignments in the same course? Click Show.



9

Then, click Get Assignments.



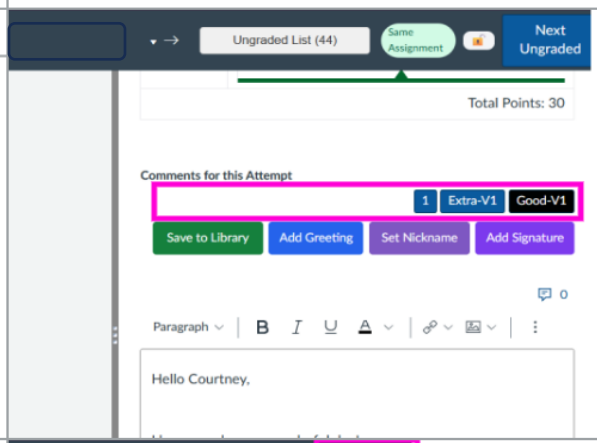
10

Choose your assignments from the list You can use the filter boxes to refine your search. Then, click Save



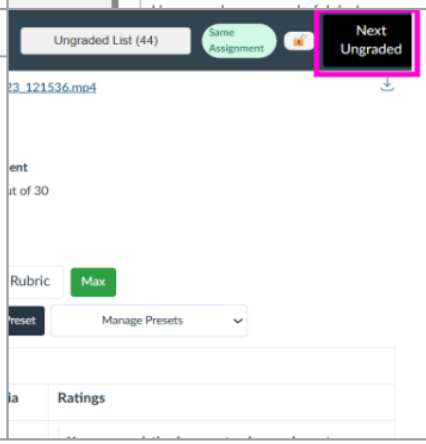
11

To use your saved feedback, refresh the page, and your "Blank" button will appear here.



12

When you have finished grading this assignment, you can click Next Ungraded to go to the next assignment.



13

If you want to see the list of ungraded items, you can click the Ungraded list, or, if you only want to grade the same assignment you can click the Lock icon stay on the current assignment.

