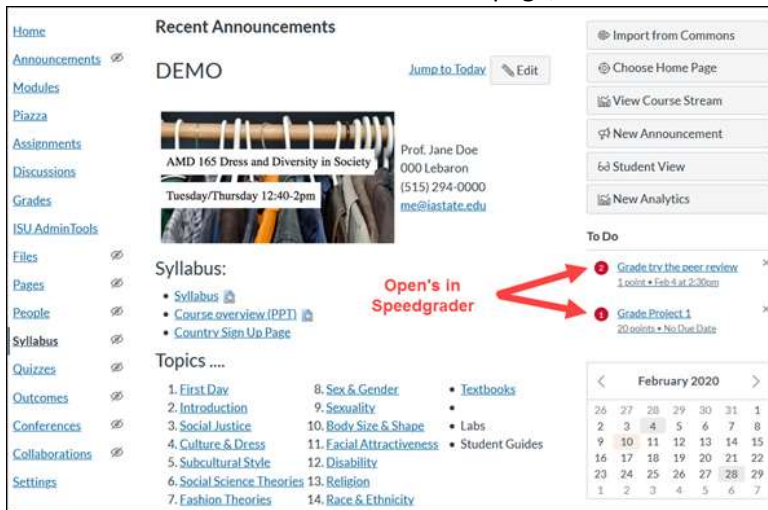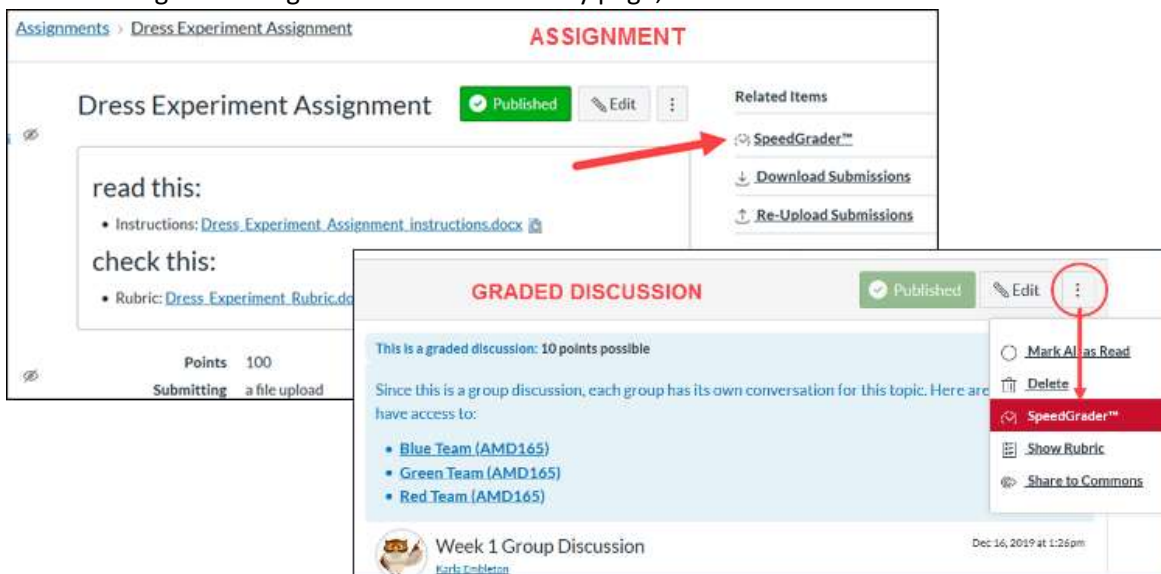# CANVAS: How to use SpeedGrader display options

**SpeedGrader** is the grading interface for Canvas. The Teacher and TA can reach it in 3 ways:
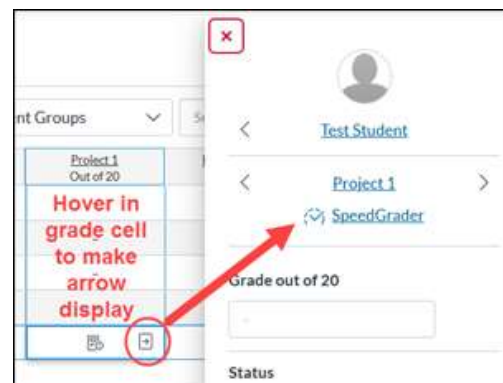
1. From the 'To Do' list on the course homepage,



2. From an assignment or graded discussion activity page,



3. From an individual student's activity submission cell in the gradebook (hover in cell, click the arrow icon to open student grade tray, then click SpeedGrader).

By default, SpeedGrader displays submissions in alphabetical order by student name. You can change this default by clicking the gear in the upper left corner of SpeedGrader, then clicking Options.
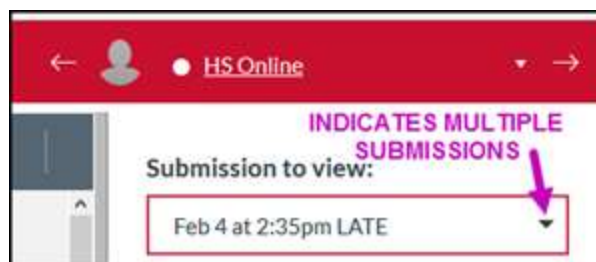


You have 3 submission sorting options:

- by student name
- by date submitted
- by submission status (i.e. whether missing, graded, or ungraded)

You also have the option to hide student names in the SpeedGrader bar – though this is not overly effective if students have included their name on an uploaded homework file as you will still see it there.

SpeedGrader always opens with one student's submission page showing. If that student has not submitted anything, a message to that effect is displayed. If the student has submitted multiple times, there is a dropdown box in the upper right corner indicating which submission is currently displayed, and which allows you to move to other submissions from that student. Each is listed by time of submission.



Regardless of the sort order selected in the SpeedGrader options, you can always move to the previous and next student using the arrow to left and right of current student's name. You can also click the down pointing triangle to see the grading status of everyone who was assigned the activity. You can pick anyone from this list and SpeedGrader will show their submission.