

## HOW TO ORGANIZE SPEEDGRADER BY DATE SUBMITTED

This training document will demonstrate how to organize assignments in SpeedGrader by the date they were submitted.

## Organizing

- 1. To begin, navigate to <u>Canvas.Liberty.edu</u>.
- 2. Locate and select the course you would like to grade.



3. Click **Grades** in the Course Menu on the left.



4. Select the assignment that needs to be graded.

COURSE MENU ED	UC746_IT COM	S Updated > Grades			
Gradebook					
Q Search Student	S				
Y Apply Filters					
Student Name	Notes	Discussion Thread: Conflic Out of 50	History of America Quiz Out of 2	Biblical Critique: Video Pre Out of 100	Test Draft Assignment Out of 0
Sparky Eagle		50	-	E	E. 4
Sally Eagle		-	-	-	-
Golden Eagle		-	-	-	. <del></del>
Bald Eagle		-	-	-	-
Majestic Eagle		-	-	-	-

5. Click the right arrow to open the side panel and then, click **SpeedGrader**.

COURSE MENU ED	UC746_IT COM	S Updated > Grades			
Gradebook					
Student Names					
Q Search Student	s				
Y Apply Filters					
Student Name	Notes	Discussion Thread: Conflic Out of 50	History of America Quiz Out of 2	Biblical Critique: Video Pre Out of 100	Test Draft Assignment Out of 0
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Sally Eagle		-	-	-	-
Golden Eagle		-	-	-	-
Bald Eagle		-	-	-	-
Majestic Eagle		-	-	-	-

			Request Info	Apply	Now	Visit L	×		
	Account	P Admin	Dashboard	ER Courses	Calendar	É		Sparky Eagle	>
							<	Biblical Critique: Video Presentation	>
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		-					Com	ments	
		-					Leave a comment		
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6. SpeedGrader by default will order the list of students by alphabetical order at the top-right.

	0/15 Graded	1/15	<	Sparky Eagle 1	>
Submitted:Ap	or 5, 2021 a	at 11:22an	ń	Sparky Eagle 1	۵
				Sparky Eagle 2	
Word Count:	714 words	1		Sparky Eagle 3	
Submitted Fil	es: (click t	to load) phile_Spec	_GB.pd	Sparky Eagle 4	Ļ.
				Sparky Eagle 5	
Assessment			Sparky Eagle 6		
Grade out of (	D			SparkyFagle 7	
Comments fo	or this Atte	empt			

7. To change the order of the list to the date the assignment was submitted, click the **gear icon** in the top-left of the screen. Then, select **Options**.



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(←		Options			
		Keyboard Shortcuts Help			

8. Click the dropdown menu next to **Sort student list** and select **the date they submitted the assignment**.

SPEEDGRADER	OPTIONS ×	
Sort student lis	by student name (alphabetically) the date they submitted the assignment	
□ Hide student	by submission status (needs grading, not submitted, etc	;)
	Cancel Save Settings	

9. Then, click Save Settings.

SPEEDGRADEF	OPTIONS ×
Sort student lis	✓ by student name (alphabetically) the date they submitted the assignment
□ Hide student	by submission status (needs grading, not submitted, etc)
	Cancel Save Settings

10. Now, the list of students who need an assignment graded is organized by the date submitted.

0/15 1/15 < Graded	Sparky Eagle 1 >
Submitted:Apr 5, 2021 at 11:22am	<ul> <li>Sparky Eagle 1</li> <li>δ</li> </ul>
	Sparky Eagle 4
Word Count: 714 words	Sparky Eagle 5
Submitted Files: (click to load)	Sparky Eagle 2
01200 () (diophic_opco_oc.pd	Sparky Eagle 3
Assessment	Sparky Eagle 6
Grade out of 0	Sparky Fagle 7
Comments for this Attempt	

**Note**: Once you make this change in **SpeedGrader**, all future assignments for this course should be organized by date submitted. If you want to change this back to alphabetical order, follow the steps listed above and select "**by student name (alphabetically)**" from the dropdown menu.

To learn more about Canvas, visit Liberty.edu/Canvas.