

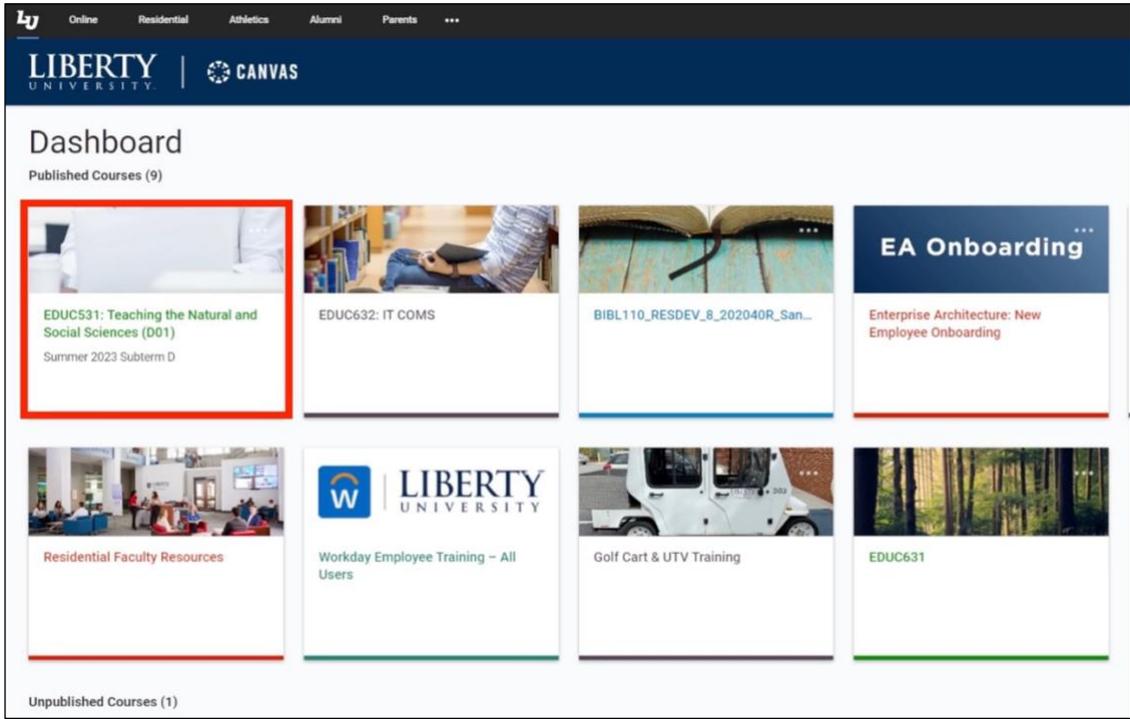


HOW TO ORGANIZE SPEEDGRADER BY DATE SUBMITTED

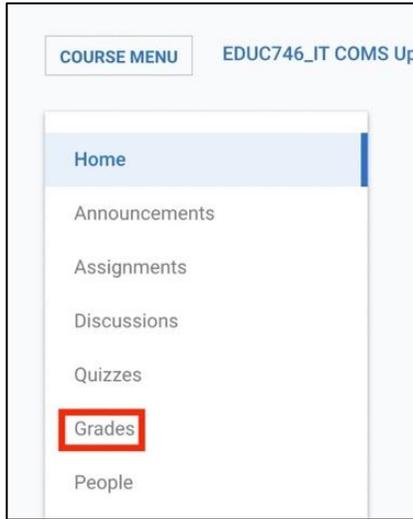
This training document will demonstrate how to organize assignments in SpeedGrader by the date they were submitted.

ORGANIZING

1. To begin, navigate to Canvas.Liberty.edu.
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.

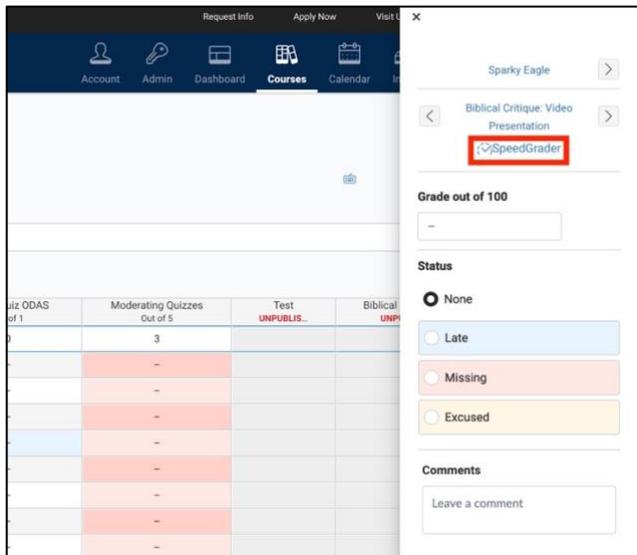
A screenshot of the 'Gradebook' page for 'EDUC746_IT COMS Updated'. The page shows a table of student names and their scores for various assignments. The 'Biblical Critique: Video Pre' column for 'Sparky Eagle' is highlighted with a red box. A red arrow points to the right of the 'Test Draft Assignment' column for 'Sparky Eagle'.

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	-		
Sally Eagle		-	-	-	-
Golden Eagle		-	-	-	-
Bald Eagle		-	-	-	-
Majestic Eagle		-	-	-	-

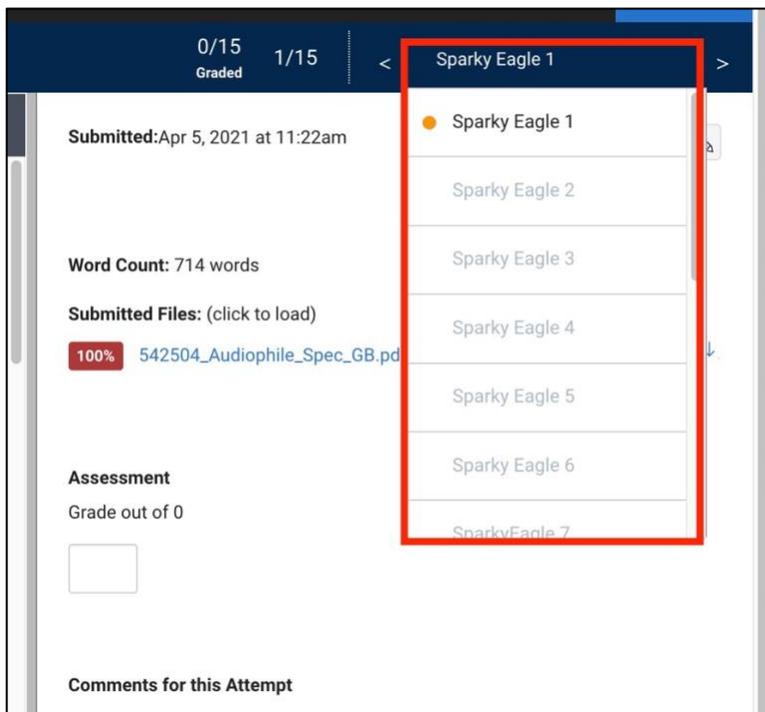
5. Click the right arrow to open the side panel and then, click **SpeedGrader**.

A screenshot of the 'Gradebook' page showing the 'Biblical Critique: Video Pre' cell for 'Sparky Eagle' with a side panel open. The side panel shows a score of 100 and a 'SpeedGrader' icon. A red arrow points to the right of the 'Test Draft Assignment' column for 'Sparky Eagle'.

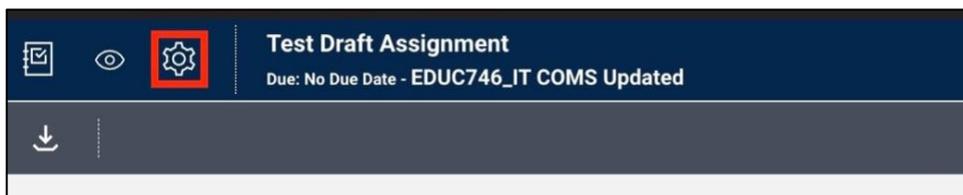
Student Name	Notes	Discussion Thread: Conflic Out of 50	History of America Quiz Out of 2	Biblical Critique: Video Pre Out of 100	Test Draft Assignment Out of 0
Sparky Eagle		50	-	100	
Sally Eagle		-	-	-	-
Golden Eagle		-	-	-	-
Bald Eagle		-	-	-	-
Majestic Eagle		-	-	-	-

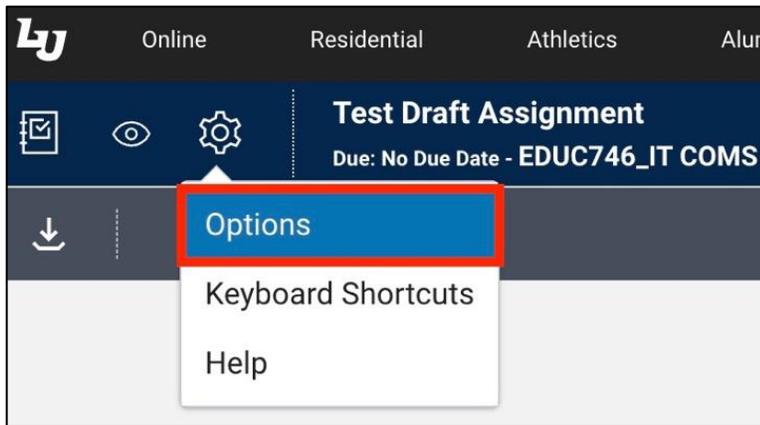


6. SpeedGrader by default will order the list of students by alphabetical order at the top-right.

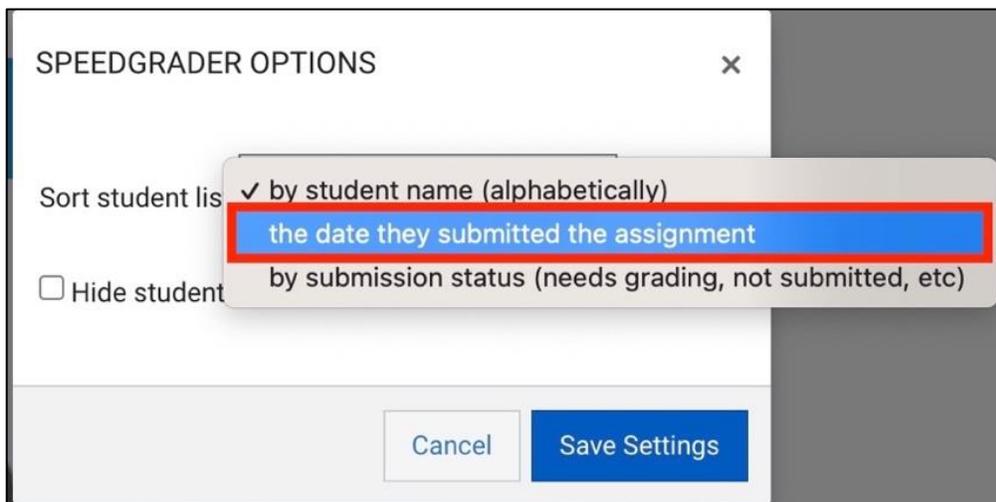


7. To change the order of the list to the date the assignment was submitted, click the **gear icon** in the top-left of the screen. Then, select **Options**.

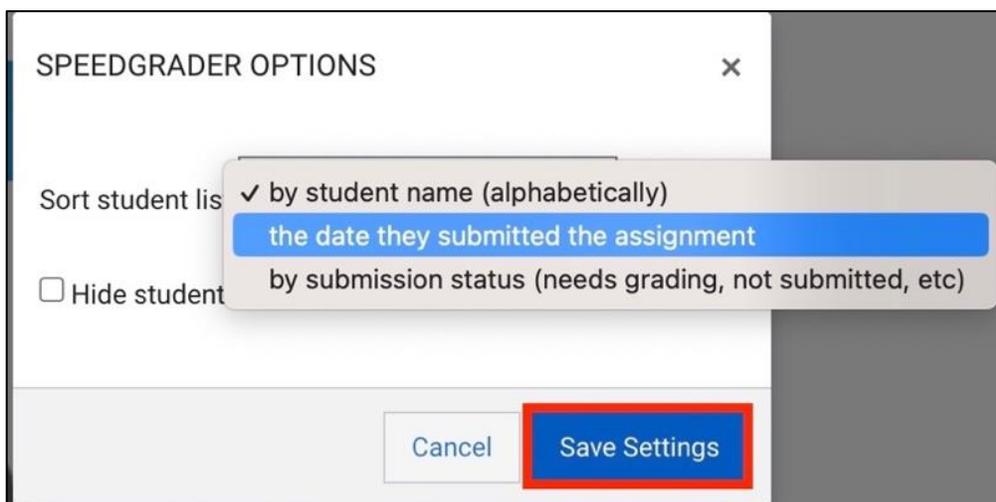




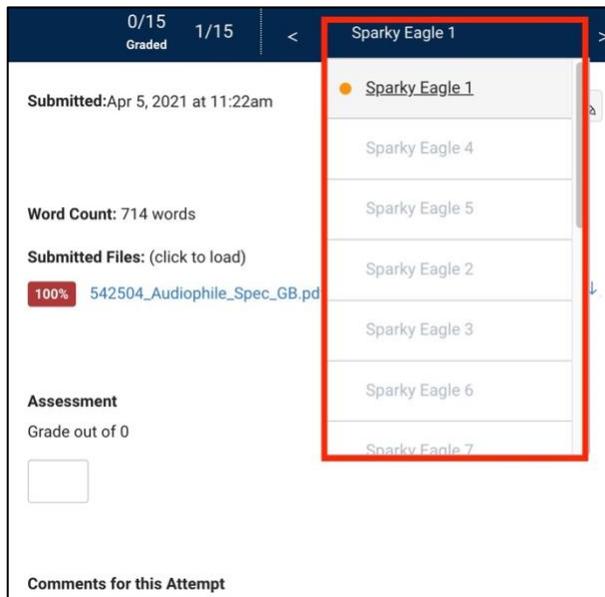
8. Click the dropdown menu next to **Sort student list** and select **the date they submitted the assignment**.



9. Then, click **Save Settings**.



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



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](https://liberty.edu/canvas).