



Use MS Word to Add Annotations To A Submitted Assignment

In Canvas, an instructor can choose to download a student’s assignment submission and use MS Word Tracking to add annotations/comments. The instructor can then attached the annotated paper to the grade comments for that assignment.

On occasion, there is a concern with “service unavailable” / paper not loading in SpeedGrader. -Some instructors have found that **refreshing the SpeedGrader page a few times makes the paper appear**. On a PC, refresh a page by pressing F5. On a Mac, press Command + R.

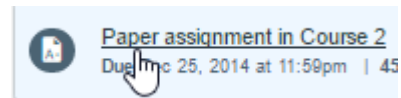
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DOWNLOAD STUDENT SUBMISSION

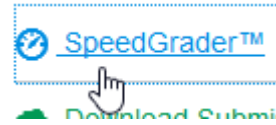
1) On the left **course menu** *click Assignments*.



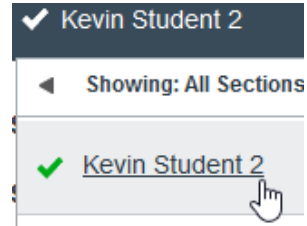
2) *Click* on the **assignment**.



3) In the **top right** *click* **SpeedGrader**.



4) In the top right use the drop down menu to select a student.



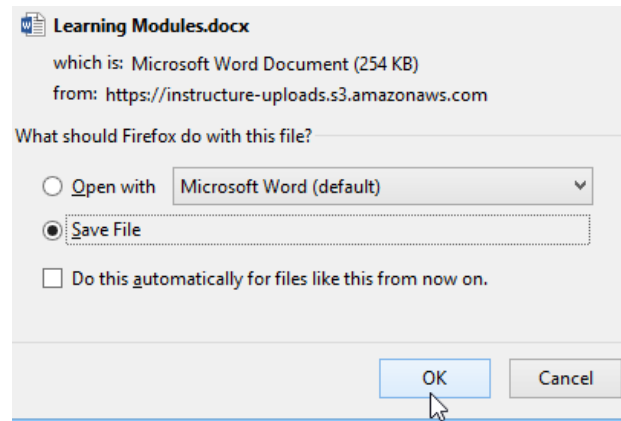
5) Under **Submitted Files**, to the right of the file name, *click* the **down arrow** to download the file to your computer.

Submitted Files: (click to load)

Learning Modules.docx

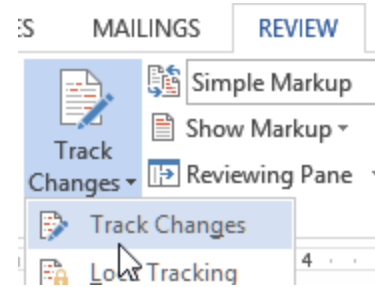


6) When prompted, *save* **the file to your computer**.



TURN ON TRACKING IN MS WORD; ADD ANNOTATIONS

- 1) *Open* the **downloaded paper** in MS Word.
- 2) On the **top ribbon** *click* Review.
- 3) Under the **Track Changes** drop down menu *click* **Track Changes**.

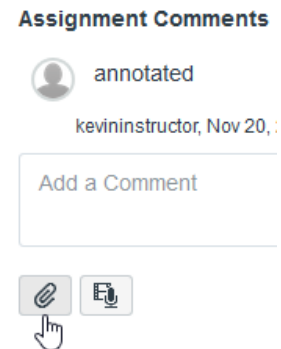


Use the **Track Changes** feature to **add annotations/comments** to the paper.

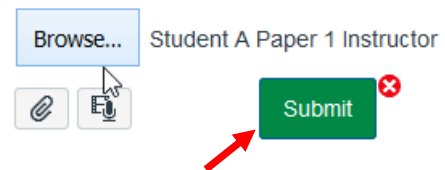
- 4) *Save* the **paper**, perhaps with a name “**Student A Paper 1 Instructor Comments**”.

ATTACH ANNOTATED STUDENT PAPER TO GRADE COMMENTS

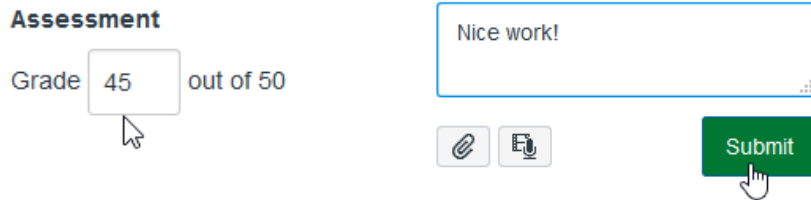
- 5) In **Canvas**, go back to **SpeedGrader** for that assignment and that student.
- 6) On the right side, under **Assignment Comments**, *click* the **paper clip (attach file) icon**.



- 7) *Click* **Browse** and *locate* the “**Student A Paper 1 Instructor Comments**” paper.
- 8) *Click* **Submit**.

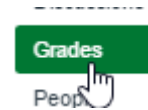


- 9) Give the student a **grade** for their assignment.
- 10) Type any overall **comments**.
- 11) At the bottom right click **Submit**.



WHAT A STUDENT SEES

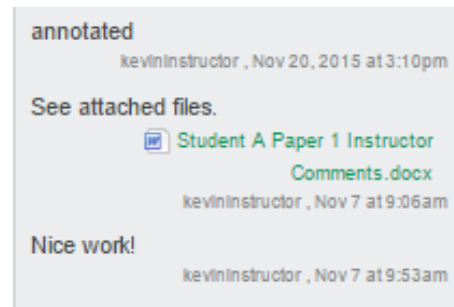
On the left course menu the student *clicks* **Grades**.



The student clicks on the link for this assignment.

Name	Due	Score	Out of
Paper assignment in Course 2 Assignments	Dec 25, 2014 by 11:59pm	45	50
Paper Diff Due Dates per Section	Jan 23, 2015 by 11:59pm	-	25

They can see instructor comments and download a copy of the annotated “Student A **Paper 1** Instructor Comments” paper.



CANVAS HELP / SUPPORT

Canvas Help Web Site

<http://info.canvas.colostate.edu>

Canvas Guides

<https://community.canvaslms.com/community/answers/guides>

College Canvas Coordinators

<http://info.canvas.colostate.edu/coordinators.aspx>

Central Canvas Support

canvashelp@colostate.edu