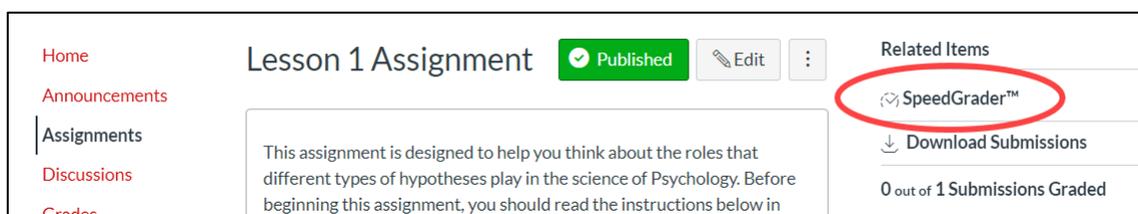


Using Canvas to Provide Material Feedback

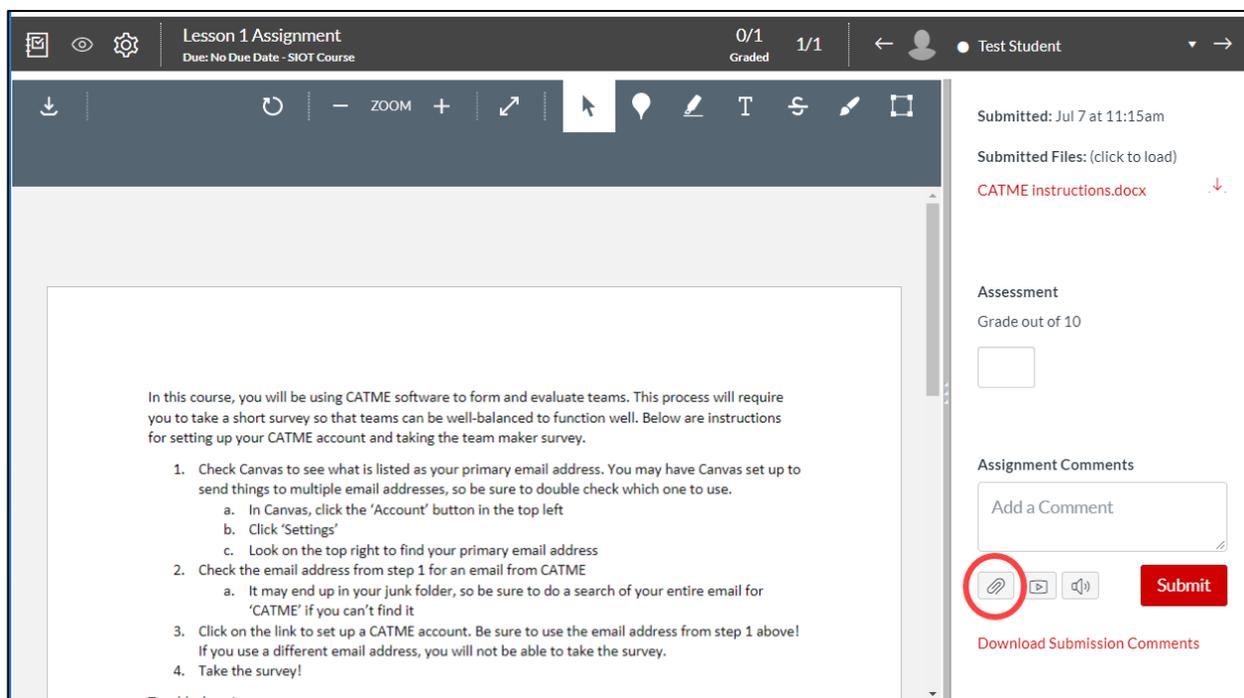
When evaluating student assignments, there are often many students that need the same feedback. Instead of typing that feedback individually for each student, it can be useful to put it all into a single document that you make available to all of your students. There are a few different options for making this available: attaching it in the Speed Grader for each student, posting the document on your Modules page near the assignment, or sending it as an announcement. Each of those is explained in detail below.

Posting Feedback as an Attachment in Speed Grader

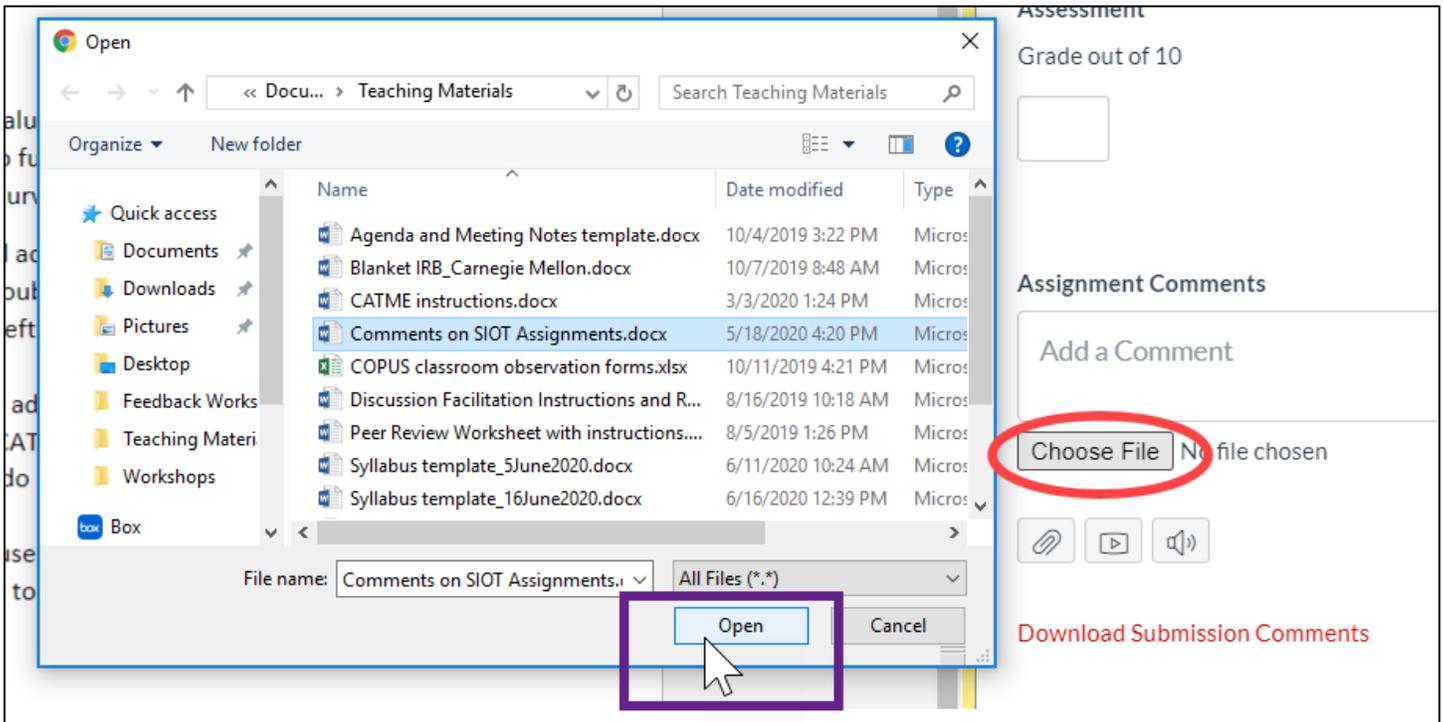
The Speed Grader is a great place to provide feedback when students submit assignments. However, if you want to attach a file for your students to see, you will have to do it individually for each student – you can't upload the same file to all students at the same time. If you do want to take this route, click on the title of the assignment from the Assignments page in Canvas. Then, click 'SpeedGrader' on the far right side.



This will open a space where you can grade your student assignments. At the top right, you will see the name of the student being graded. You can use the down arrow next to the name to move to a different student. You can put comments specific to this student in the 'Assignment Comments' box as well as using the different tools to make annotations directly on the document. If you have a file that you would like to attach – for example, the Material Feedback you'd like to give to all students, you can click the paper clip icon at the bottom.



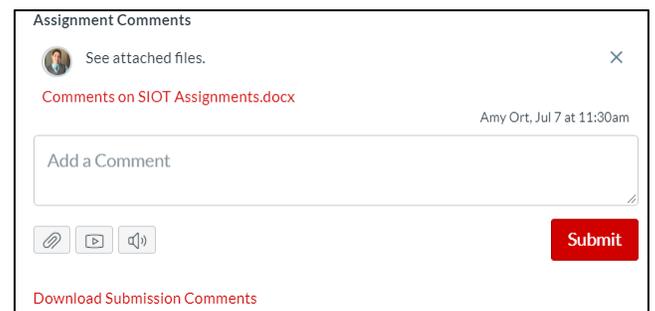
After clicking the paper clip icon, you will see a new button just above it that says 'Choose File' (shown here in the red circle). Clicking that button will open a dialogue box of the files on your computer. You will need to find the file that contains your comments, click on it once so it is highlighted as shown, then click 'Open' at the bottom (in the purple rectangle).



You will now see the name of the attached file next to the 'Choose file' button. If you want to see the full name of the file, just hover over it with your mouse as shown. Finally, be sure to click 'Submit' so your student can see the file.



You will now see a new note under 'Assignment Comments' that says 'See attached files' and also has a link so that your student can download the file. Notice that the comment box & files button are still there if you want to make some additional comments.

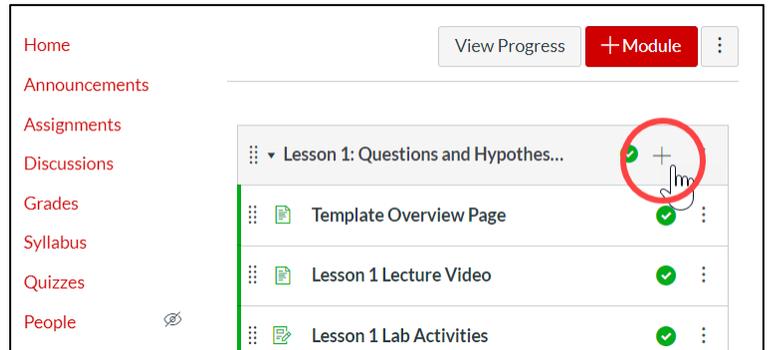


Note that you will have to repeat this process for each student if you want them all to have the same attachment – you cannot automatically attach the same file for every student in the Speed Grader. If you have lots of students, you may want to use one of the other methods below.

Posting Feedback on the Modules Page

Another option for making Material Feedback available to all students is to post the file on the Modules area of Canvas. Modules is where lots of instructors organize their course materials, so it is a logical place for students to look for information like this.

To add a file to a module, click the '+' button on the top right of the module where you want the file to appear.

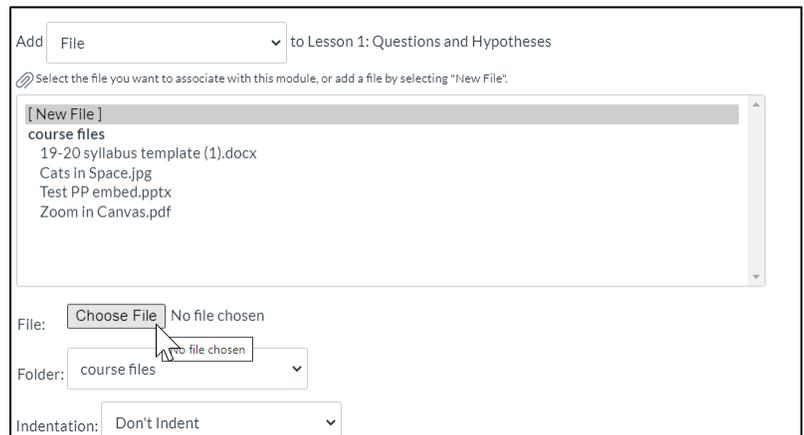


This will open a dialogue box like the one shown here.

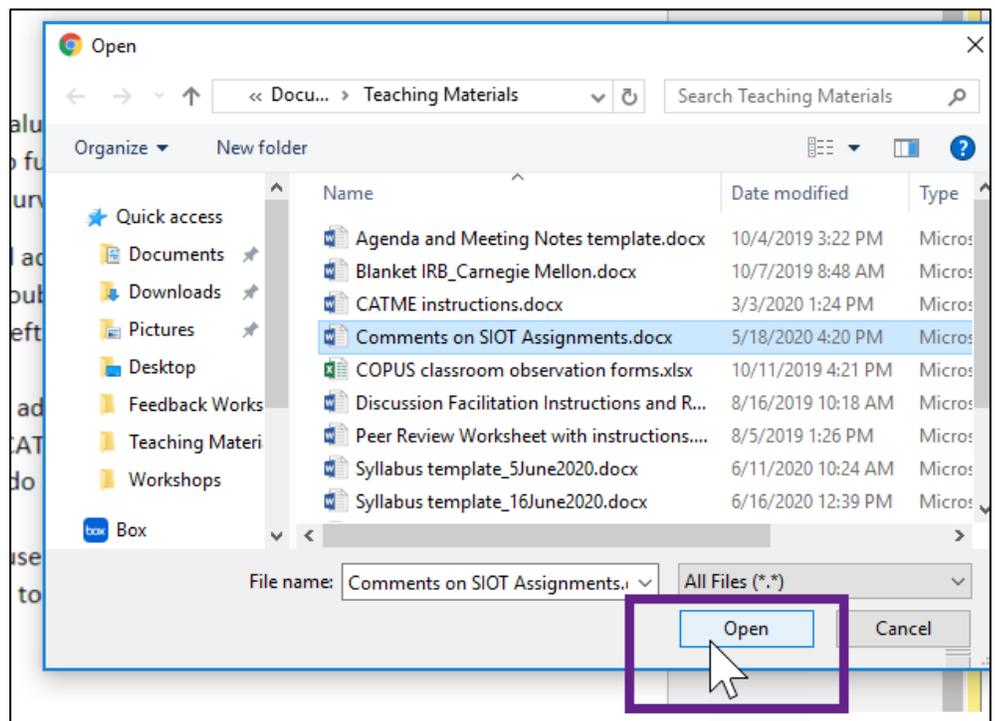
Choose 'File' from the dropdown menu.

Select 'New File' from the list below.

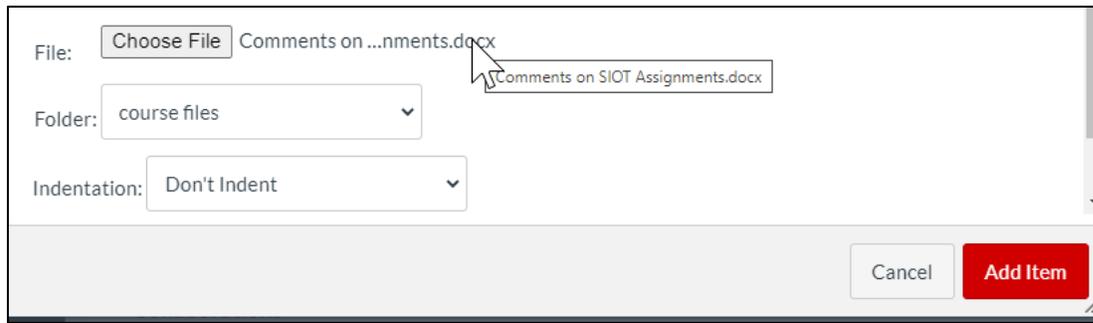
Then click the 'Choose File' button.



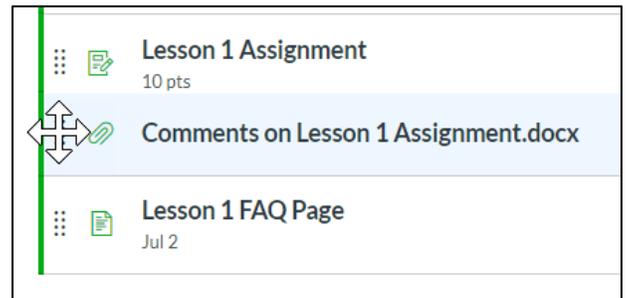
Clicking that button will open a dialogue box of the files on your computer. You will need to find the file that contains your comments, click on it once so it is highlighted as shown, then click 'Open' at the bottom.



You will now see the name of the attached file next to the 'Choose file' button. If you want to see the full name of the file, just hover over it with your mouse as shown. Finally, be sure to click 'Add Item' so the file appears in your module.



By default, the new file will be at the bottom of the module. You may want to move it so it appears right underneath the appropriate assignment. To move the file, hover your mouse over the 8 dots to the left of the file name until it turns into the 4-directional arrow as shown. While in that position, click with your mouse and hold the button down while you move your mouse up to the correct position. When you release the mouse button, it will 'drop' the file wherever your mouse is when you let go of the button.



[Sending Feedback as an Announcement](#)

Another great option for getting this type of feedback document to your students is to send it as an announcement. They get sent to your students immediately (provided their notification settings are correct) and they also stay within the course so that even if students lose their emails, they can still find the information.

To send a new announcement, just click the '+ Announcement' button from the Announcements tab in Canvas.



The editor to compose your Announcement is the same one used elsewhere on Canvas, so it should be familiar.

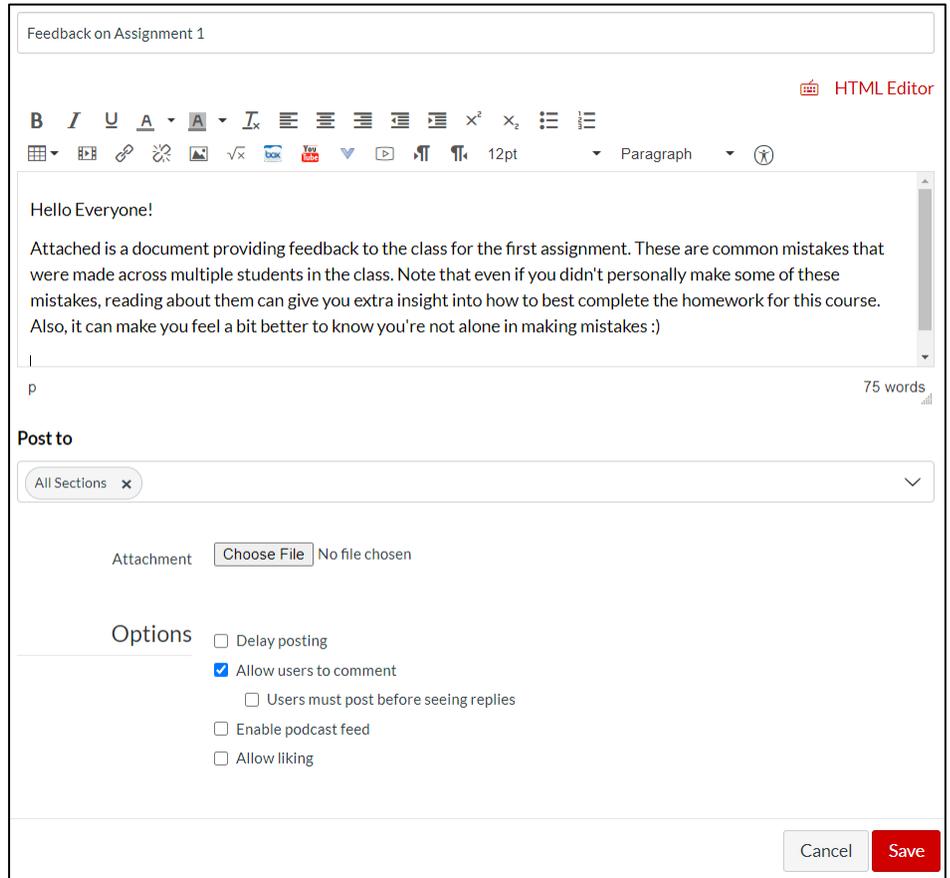
The top line is to give it a Title.

Below is a box where you can type your announcement text. If you want, you can type the Material Feedback directly in this box. You can also include links or video files you find helpful.

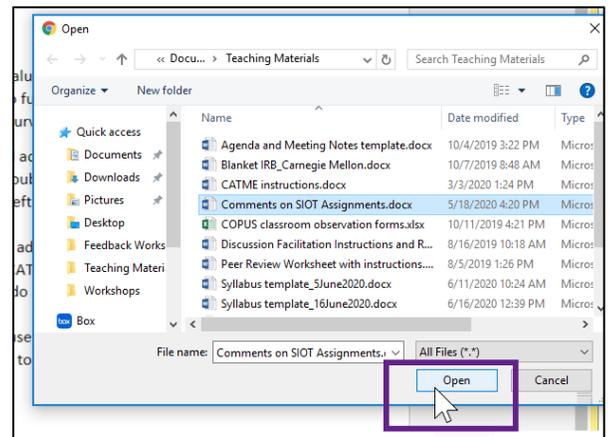
You can also attach your Material Feedback as a file (see details below).

Most of the features listed in 'Options' tend not to be particularly useful for this type of announcement. However, the 'Allow users to comment' can help give students a space to ask further follow up questions about the assignment.

Be sure to click 'Save' when you're done. This will send the information to your students.



To attach a file to your announcement, click the 'Choose File' button shown above. Clicking that button will open a dialogue box of the files on your computer. You will need to find the file that contains your comments, click on it once so it is highlighted as shown, then click 'Open' at the bottom.



You will now see the name of the attached file next to the 'Choose file' button. If you want to see the full name of the file, just hover over it with your mouse as shown. Once all the settings are correct, click 'Save' to send the announcement out to your students.

