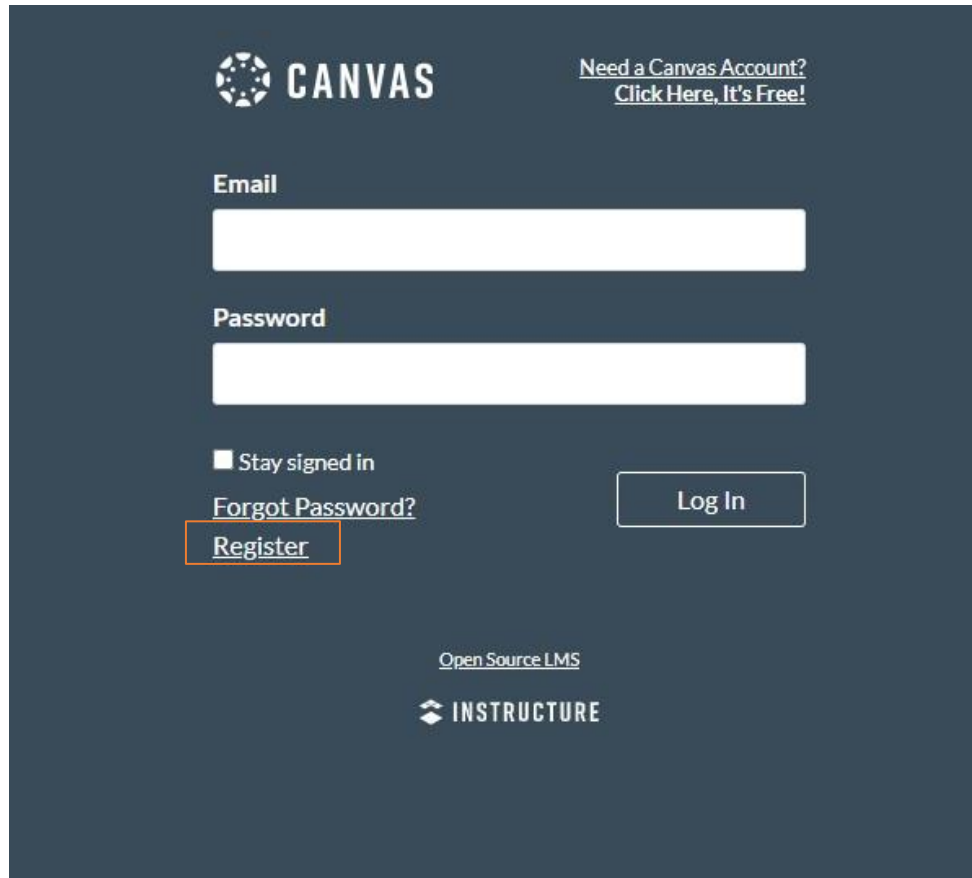


GraderFinder User Guide

GraderFinder is meant to be used by either graders or teachers. A user can register as either after clicking on the register button on the download page. This will only work if the In-Program Setup section from the installation guide was followed. Admins also have an account that can be logged into from the following page.

The image shows the login page for Canvas LMS. At the top left is the Canvas logo, consisting of a circular icon of dots and the word "CANVAS". To the right of the logo is a link that says "Need a Canvas Account? Click Here, It's Free!". Below the logo are two input fields: "Email" and "Password". Under the "Email" field is a long white rectangular box. Under the "Password" field is a similar long white rectangular box. Below the password field is a checkbox labeled "Stay signed in". To the right of the checkbox is a "Log In" button. Below the "Log In" button are two links: "Forgot Password?" and "Register". The "Register" link is highlighted with an orange border. At the bottom of the page is the text "Open Source LMS" and the "INSTRUCTURE" logo, which features a diamond icon and the word "INSTRUCTURE".

 **CANVAS** [Need a Canvas Account? Click Here, It's Free!](#)

Email

Password

☐ Stay signed in

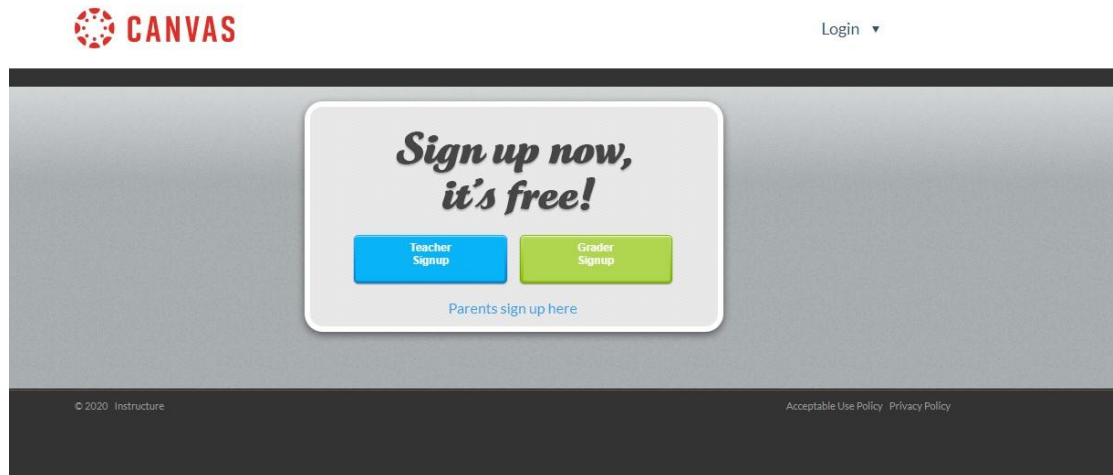
[Forgot Password?](#)

[Register](#)

[Log In](#)

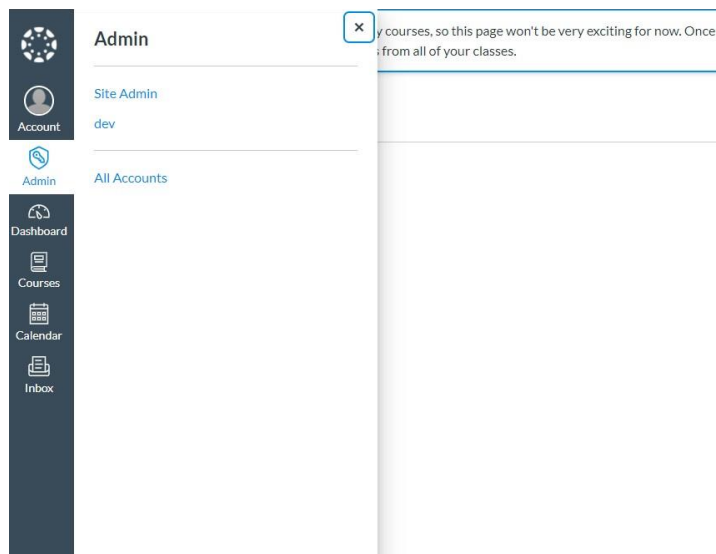
[Open Source LMS](#)

 **INSTRUCTURE**



Admin

The admin can set available prerequisite courses for an account. For this reason, accounts can represent either a school as a whole or a department. To set these prerequisites, first sign into the admin account set up during installation and click on the admin button on the sidebar. Select the account that you want to set prerequisites for.



In the sidebar of the account page, select the prerequisites tab:

Courses

People

Statistics

Permissions

Outcomes

Rubrics

Grading

Question Banks

Sub-Accounts

Prerequisites

Terms

Authentication

SIS Import

Themes

Developer Keys

Admin Tools

Settings

In the resulting page, prerequisites can be set. These prerequisites are what will show up when registering graders and courses.

New Prerequisite

Enter prerequisite name

Add

Prerequisite Name

AAA111

Delete

BBB222

Delete

CCC333

Delete

DDD444

Delete

EEE555

Delete

FFF666

Delete

GGG777

Delete

HHH888

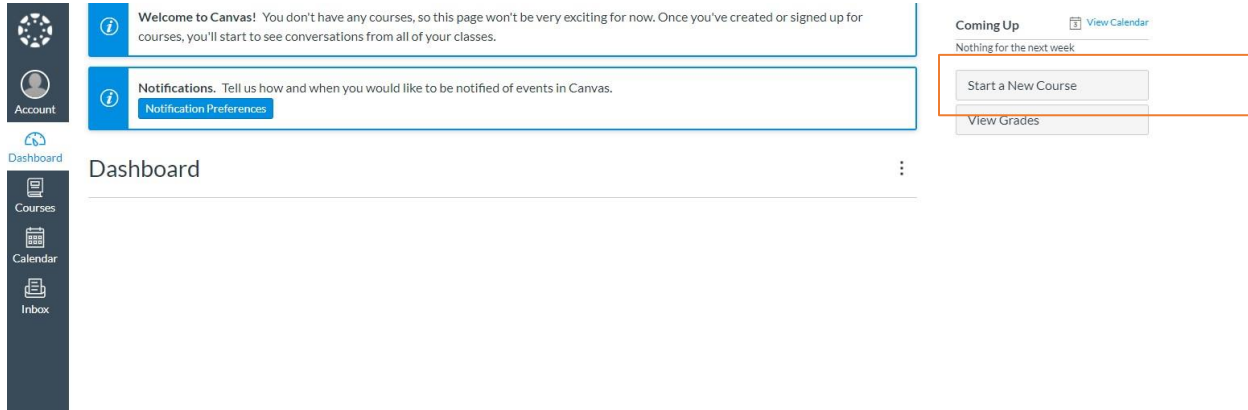
Delete

III999

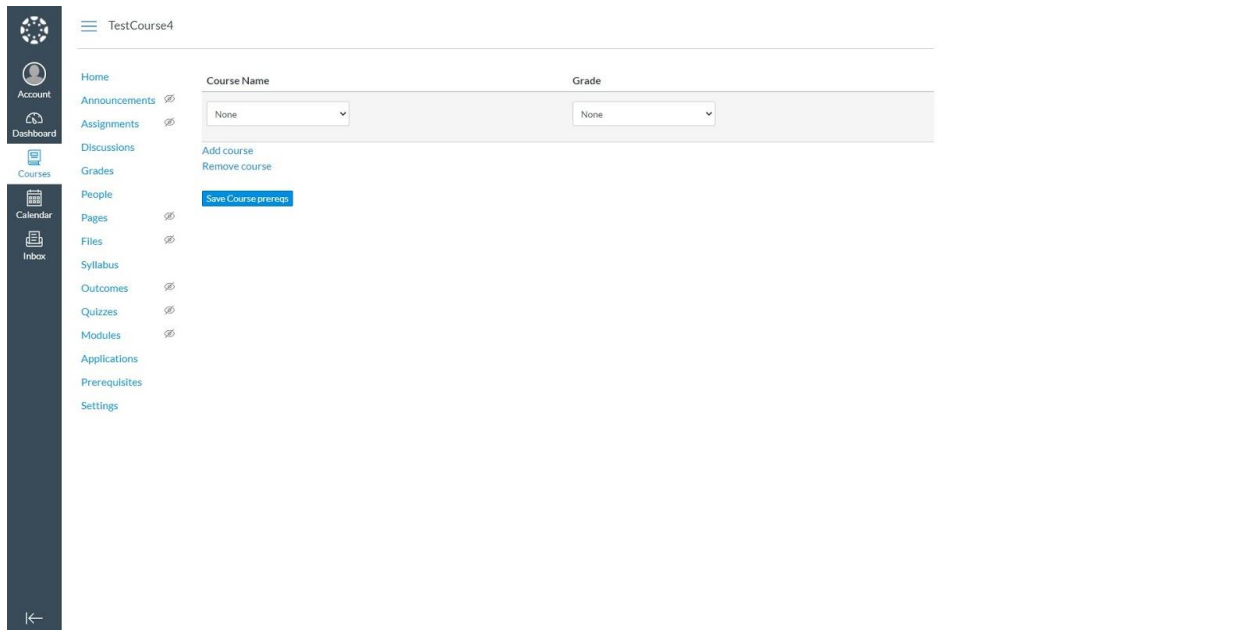
Delete

Teachers

After teachers log in, they will be shown a regular Canvas dashboard, and they will have the ability to create a new course.



After the new course is created, the teacher will have the ability to enter prerequisites a grader needs to have taken in order to be eligible to grade assignments in the course.



These can be changed by clicking on the prerequisites tab on the course navigation sidebar, which will take the user to a page where they can add or remove prerequisites.

A teacher can create an assignment, like they would normally be able to do as a canvas teacher. After the assignment is created, teachers can upload submissions by clicking on the Upload Zipped Submissions button. This file must have been downloaded from Canvas using the download student submissions button in order to be accepted. Currently, uploading anything else causes an error. A sample file has been provided in the Documents folder.

When the assignment is ready to be graded, the teacher can click on the publish button on the top of the page.

The teacher must also publish the course for assignments to be visible to graders.

Example > Modules

Home View Progress + Module

Course Status

☐ Unpublished ☒ Publish

Choose Home Page

View Course Stream

Course Setup Checklist

New Announcement

Student View

Coming Up View Calendar

Nothing for the next week

Create a new Module

Add existing content

The teacher can see applications the assignment has received by clicking on the application tab on the sidebar of course navigation.

TestCourse2

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Applications

Prerequisites

Settings

This course has the following applications for grading:

Assignment Name	Number of Applicants	View Applications
Test3	1	View

Clicking on the view button besides an assignment will let the teacher see each applicant as well as details about them.

TestCourse2

Home

Account

Dashboard

Courses

Calendar

Inbox

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Applications

Prerequisites

Settings

This course has the following applications for grading:

Applicant Name	Applicant Details	Assign Section
dg	Grader Info	None

Save Grader application

TestCourse2

Home

Account

Dashboard

Courses

Calendar

Inbox

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Applications

Prerequisites

Settings

Grader Information

Name: dg
GPA: 3.8
PID: 2334523

Courses Taken:

Course	Grade
AAA111	A
BBB222	A
CCC333	A

The teacher can then decide which section to assign the grader, or none to reject the application.

The screenshot shows a course management interface. On the left is a dark sidebar with icons for Home, Account, Dashboard, Courses, Calendar, and Inbox. The main area has a header 'Example' and a list of course items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Applications, LMS Association, and Settings. The 'Grades' item is highlighted. Below the sidebar, the text 'This course has the following applications for grading:' is displayed. A table shows a single application for 'Grader Example' with a 'Grader Info' button. The 'Assign Section' column has a dropdown menu open, showing options 'None' and '4 | Example Course'.

Applicant Name	Applicant Details	Assign Section
Grader Example	Grader Info	None None 4 Example Course

[Save Grader application](#)

Accepted graders will now be able to grade the assignment. The grades they give can be seen by clicking on the grades tab on the sidebar.

Graders

A grader will asked to enter the prerequisite courses they have taken upon registration.

The screenshot shows a grader registration form. On the left is a dark sidebar with icons for Home, Account, Dashboard, Courses, Calendar, and Inbox. The main area has a header 'Example' and a list of course items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Applications, LMS Association, and Settings. The 'Grades' item is highlighted. Below the sidebar, the text 'This course has the following applications for grading:' is displayed. A table shows a single application for 'Grader Example' with a 'Grader Info' button. The 'Assign Section' column has a dropdown menu open, showing options 'None' and '4 | Example Course'.

GPA
Enter your current GPA

PID
Enter your Student ID

Course Name	Grade
None	None

[Add course](#)
[Remove course](#)
[Create Cf grader](#)

After the grader has entered these prerequisites, they will be taken to their homepage which will show all the assignments that they are eligible to grade:

Account

Dashboard

Courses

Calendar

Inbox

Grader Homepage

Assignments grader is eligible for:

Course Name	Assignment Name	
TestCourse	TestAssignment	Apply
TestCourse2	Assignment Test 2	Apply
TestCourse2	Test3	Apply
TestCourse3	AssignmentTest	Apply
TestCourse4	yty	Apply

[Modify Grader Information](#)

By clicking on the Modify Grader Information button at the bottom of the list, they will be able to change details such as their gpa, their school id, and their prerequisite courses.

Account

Dashboard

Courses

Calendar

Inbox

GPA, Current GPA: 3.6

Enter new GPA, or leave blank to keep the same

PID, Current PID: 34234

Enter new Student ID, or keep blank to leave the same

Taken Courses:

Course Name	Grade	
CCC333	A	Delete
BBB222	B	Delete

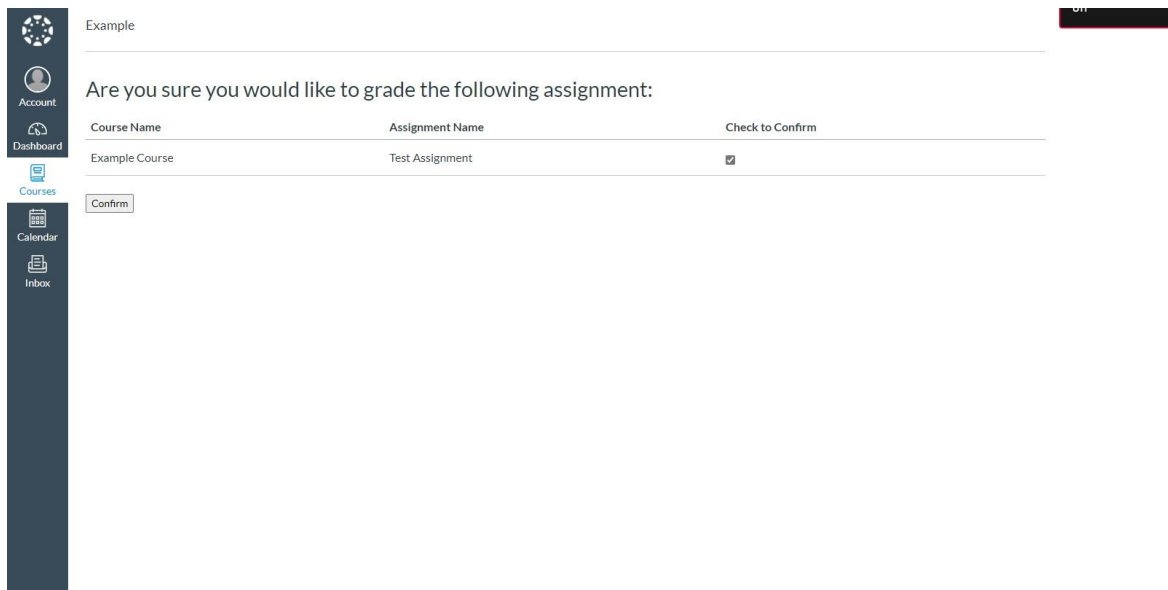
Add more prerequisites:

Course Name	Grade
None	None

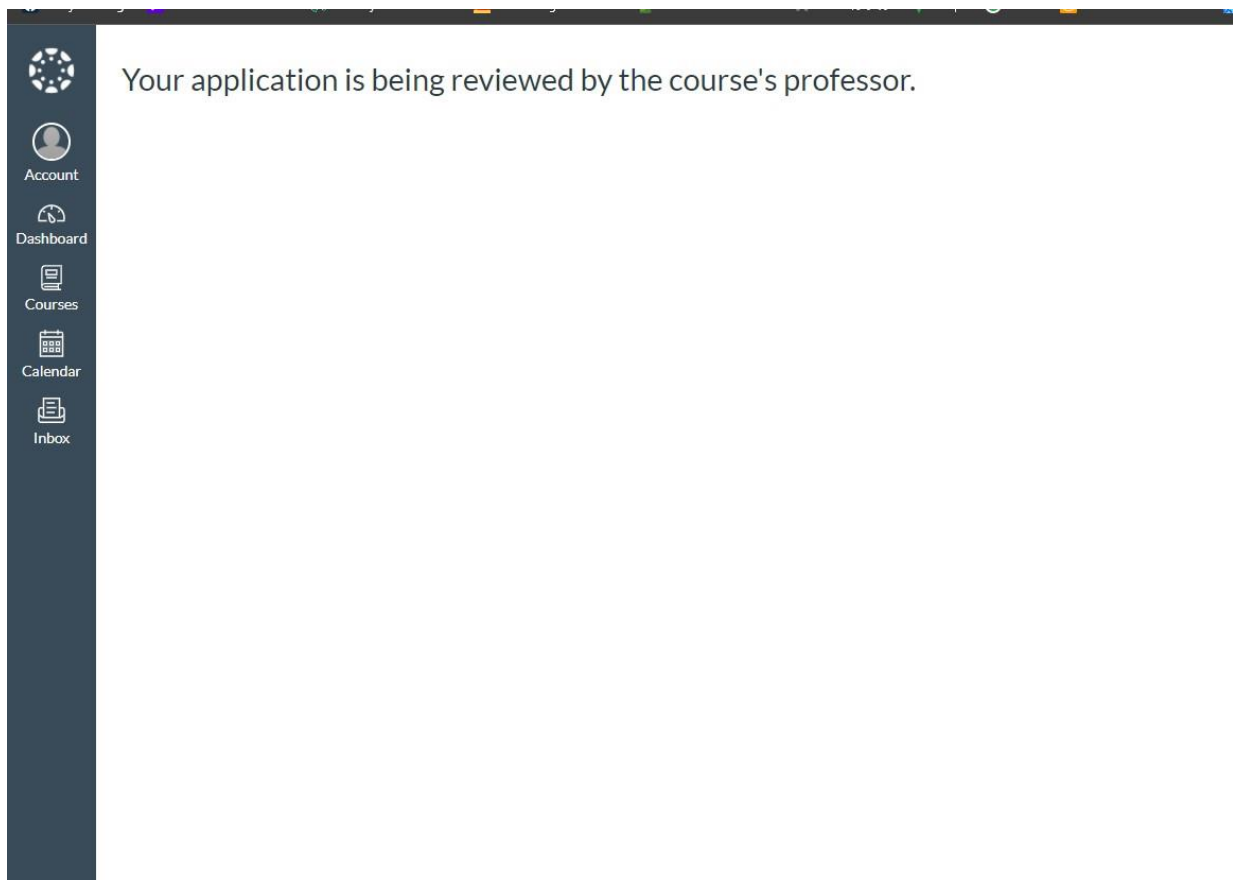
[Add course](#)
[Remove course](#)

[Save](#)

Graders can click the apply button from the homepage for an assignment and they will be taken to a confirmation page:



Upon confirmation, graders will be taken to a page telling them that their application is pending:



When their application is accepted, they will be shown the following page:

Account

Dashboard

Courses

Calendar

Inbox

Welcome, you are grading the following assignment:

Course Name: Example Course

Section: Example Course

of Students: 0

Assignment Name: Test Assignment

Assignment Type: online text entry,online upload

Continue Grading

When continue Grading is clicked, the grader will have access to the course and assignment they have applied to grade. When they enter an assignment, they will be able to use speed grader to grade submissions uploaded by the teacher.

Account

Dashboard

Courses

Calendar

Inbox

Example > Assignments > Test Assignment

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Settings

Test Assignment

Published

Edit

No Content

Points 10

Submitting a text entry box or a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Related Items

Upload Zipped Submissions

Choose File No file chosen

Upload Files

SpeedGrader™

Download Submissions

0 out of 3 Submissions Graded

They can also input grades from the grades tab in the course sidebar:


Account


Dashboard


Courses


Calendar


Inbox

Example > Grades

Gradebook ▾ View ▾ Actions ▾

Student Name		Assignments	Total
s1	Import Export	-	-
s2		-	-
s3		-	-