

## Old Workflow

Distribute the assignment and associated rubric via Resources in CTools or on paper.

Students complete the assignment and submit it via Dropbox.

Download all submissions and print.

Mark up each submission by hand and complete paper version of the rubric.

Record the student's grade in an Excel spreadsheet.

Return papers to students in class.

These steps are only necessary because Gina uses a Surface Pro tablet. Typically, instructors add detailed feedback within SpeedGrader.

## New Workflow

Create the assignment in Canvas by pasting the prompt into the Assignment Editor. Choose a submission type of File Upload limited to PDF files, set the grade to display as points, type in the number of points, and specify a due date.

Students access the assignment via the link on the site home page and complete it, uploading a PDF file.

Download all submissions.

Mark up each submission in DrawBoard and complete the rubric on Surface Pro.

In SpeedGrader, for each student, enter a grade and overall comments. Add the graded paper and the completed rubric as attachments.

In class, discuss assignment submissions as a whole and set the stage for next assignments.