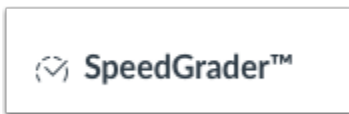# How do I use the Comment Library in SpeedGrader?

The Comment Library allows instructors to save and reuse commonly used text feedback in SpeedGrader. As an instructor, you can add new comments and delete existing comments in the Comment Library. Comments you have added to the Comment Library are accessible from each course in which you are enrolled as an instructor.

Notes:

- The Comment Library functionality is not supported in the assignment submission details page.

- If you enter an assignment score, the score will automatically submit to the Gradebook when navigating to a new submission in SpeedGrader. However, assignment comments must be submitted manually before they can be viewed by students.

- To ensure that students can't access submitted assignment grades and comments until you are finished grading, select a manual posting policy for the assignment.

1. **Open SpeedGrader**

Open SpeedGrader from any assignment, graded discussion, or quiz.
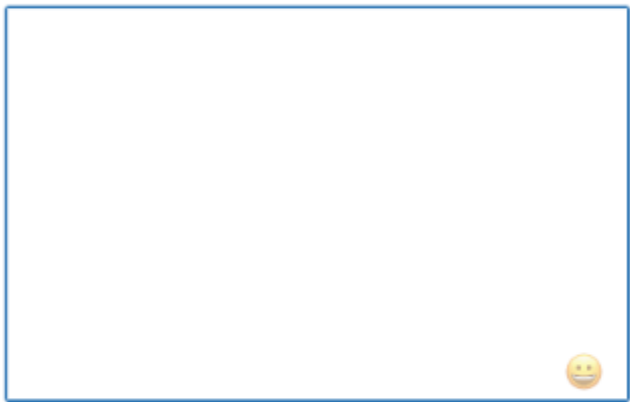
2. **Open Student Submission**
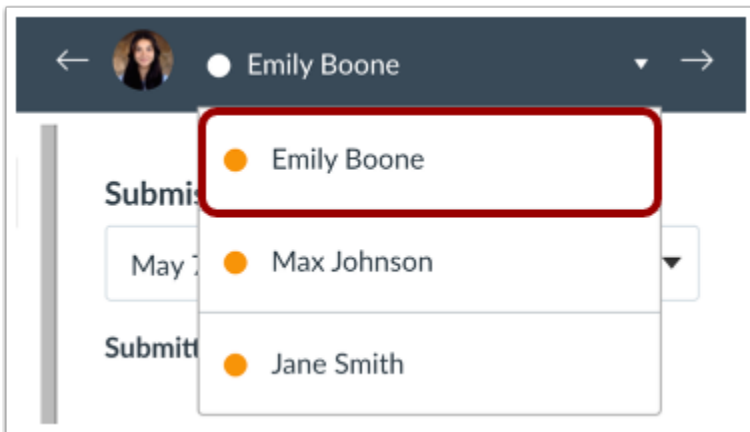
Use the student list to locate a student submission.

3. Open Comment Library

Assignment Comments

Paragraph | **B** *I* U A | 🔗 | ☰ | √x̄

p | 0 words

👍 👏 😬 | NEW | Submit

To open the Comment Library, click the **Comment Library** icon.

Note: If the assignment is supported by Assignment Enhancements, the Assignment Comments section may display as Comments for this Attempt.
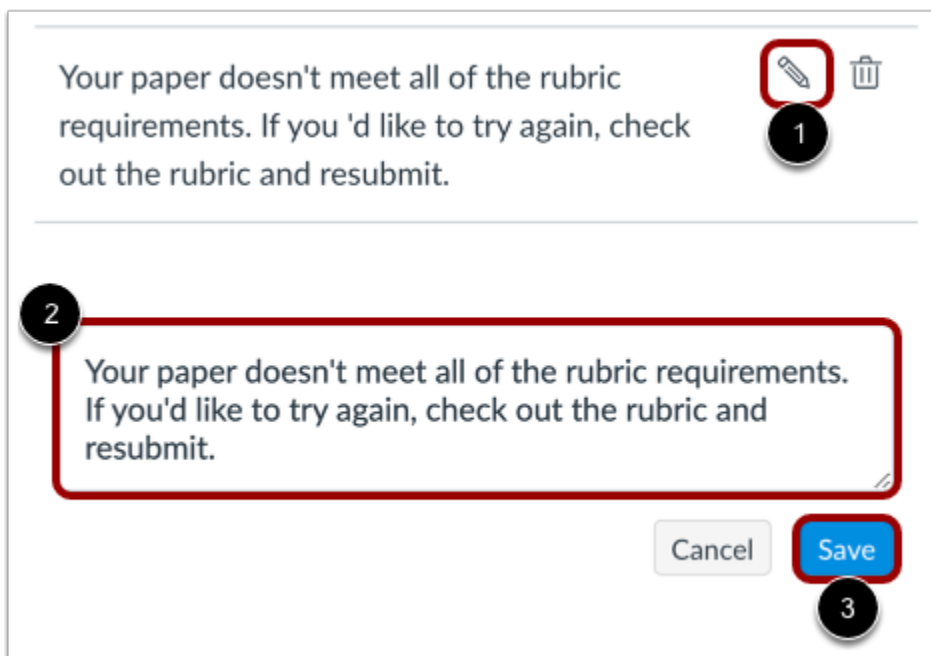
4. Add Comment to Library

Add comment to library

Your paper doesn't meet all of the rubric requirements. If you 'd like to try again, check out the rubric and resubmit.

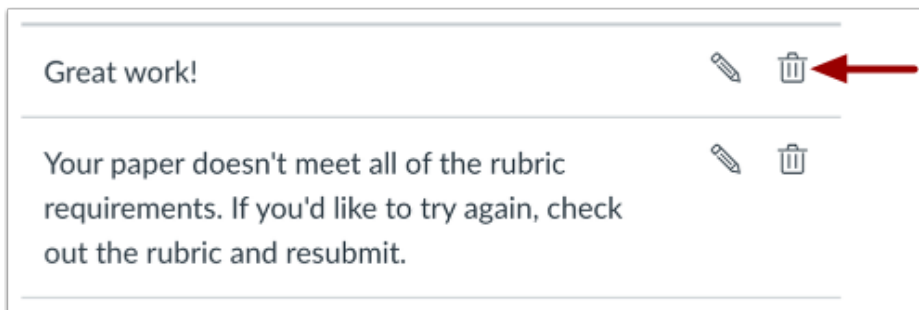+ Add to Library

To add a new comment to the Comment Library, type your comment in the **Add comment to library** field [1]. Then click the **Add to Library** button [2].

5. Edit Comment in Library

To edit an existing comment from the Comment Library, click the comment's **Edit** icon [1]. Make changes using the comment field [2] and click the **Save** button [3] to save your changes.

6. Delete Comment from Library

To delete an existing comment from the Comment Library, click the comment's **Delete** icon.

7. Manage Comment Suggestion Setting
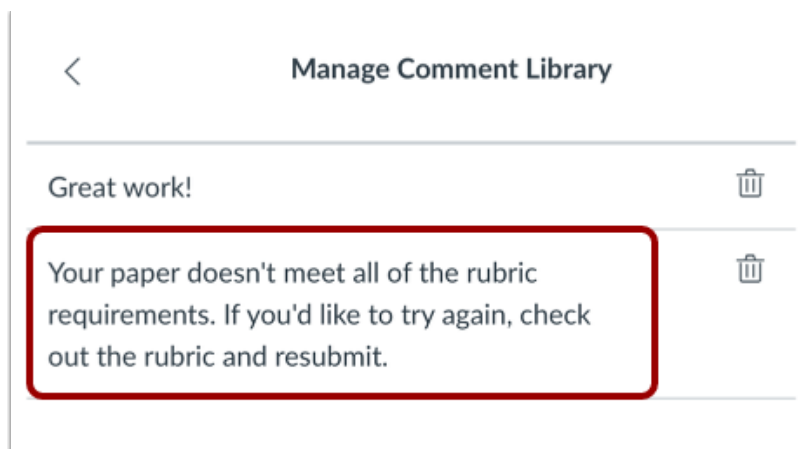

To enable or disable suggestions from appearing when typing in the SpeedGrader comments field, use the **Show suggestions when typing** toggle.
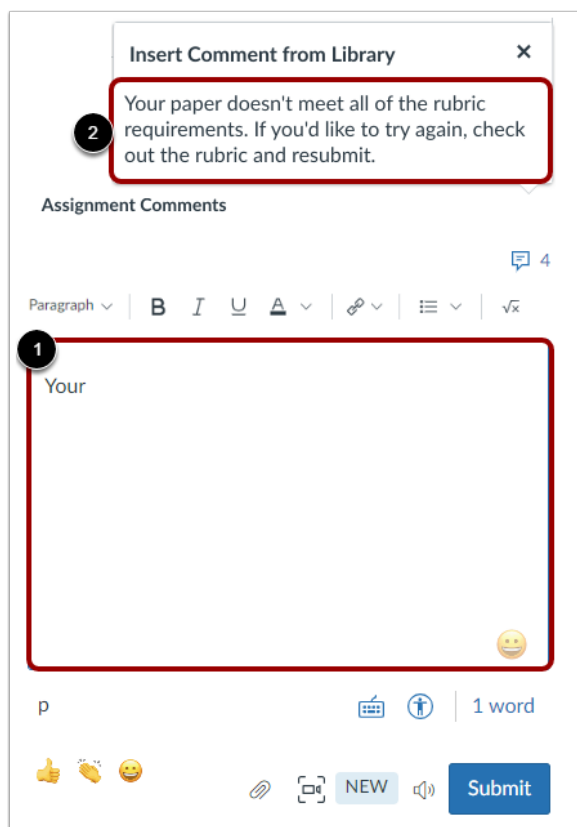
Note: Suggestions appear when the first three characters typed in the SpeedGrader comment field match the first three characters of a comment in the Comment Library.

8. **Add Comment from Comment Library**

To add an existing comment to the student's submission in SpeedGrader, click the applicable comment.

9. **Add Comment from SpeedGrader**

If you have enabled comment suggestions, comment suggestions display when at least the first three characters of a comment in the Comment Library are typed in the Assignment Comments field in SpeedGrader [1].

To insert a suggested comment into the Assignment Comments field, click the suggested comment [2].

10. View Draft Comment

If you navigate away from the SpeedGrader page or view another student submission before submitting your comment, Canvas notifies you that your comment has been saved as a draft. You can return to the submission at any time and submit [1] or delete [2] the draft comment. Comments cannot be viewed by students until they are submitted.

11. Submit Comment

To submit the comment, click the **Submit** button.