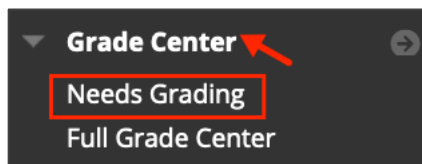


GRADE CENTER NEEDS GRADING

Instructors can use the Needs Grading page to organize grading workload. The following assignments can be reviewed and graded: Individual or group assignment attempts, test attempts, blog and journal entries, wiki page saves, and discussion forum posts.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Needs Grading**.

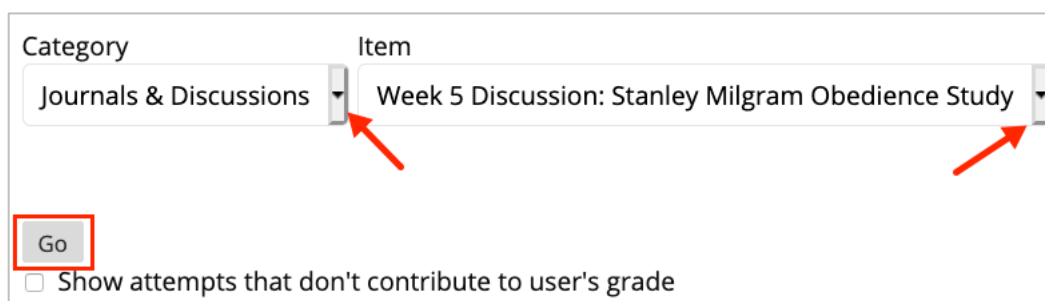


2. On the Needs Grading page, decide which criteria you wish to grade by. You can choose categories, items, user, or by date submitted or a combination of all of these. Once selections have been made, click Go.



A screenshot of the 'Grade All' filter interface. It features four dropdown menus: 'Category' (set to 'All Categories'), 'Item' (set to 'All Items'), 'User' (set to 'All Users'), and 'Date Submitted' (set to 'Any Date'). A date input field is present next to the 'Date Submitted' dropdown, with a placeholder text 'Enter dates as mm/dd/yyyy'.

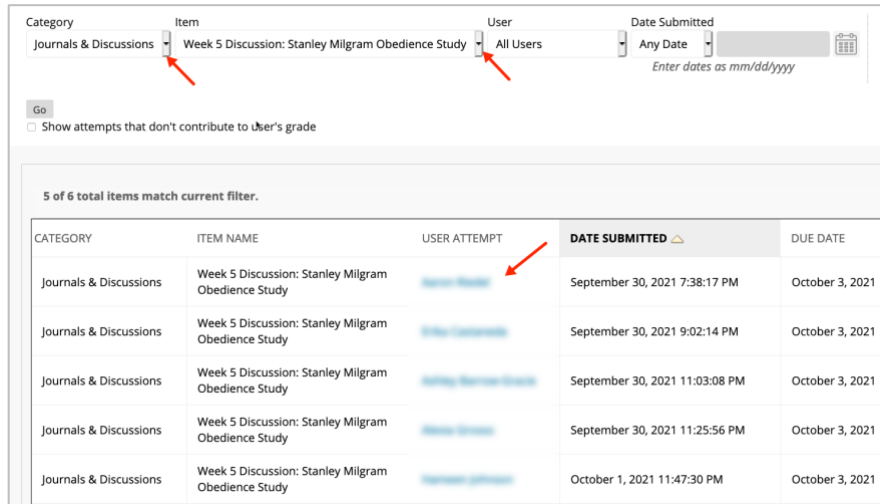
3. If you choose by category, you can filter down to the exact assignment and then grade by clicking a student's name.



A screenshot of the filtered 'Needs Grading' page. The 'Category' dropdown is set to 'Journals & Discussions' and the 'Item' dropdown is set to 'Week 5 Discussion: Stanley Milgram Obedience Study'. Both dropdowns have red arrows pointing to their respective selection boxes. Below the dropdowns is a 'Go' button, which is highlighted with a red rectangular box. At the bottom, there is a checkbox labeled 'Show attempts that don't contribute to user's grade'.

4. Begin grading by clicking the first name of the student in the list as it sorts it by date they submitted the assignment.

GRADE CENTER NEEDS GRADING



Category: Journals & Discussions
Item: Week 5 Discussion: Stanley Milgram Obedience Study
User: All Users
Date Submitted: Any Date
Enter dates as mm/dd/yyyy

Show attempts that don't contribute to user's grade

5 of 6 total items match current filter.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Journals & Discussions	Week 5 Discussion: Stanley Milgram Obedience Study	[User Name]	September 30, 2021 7:38:17 PM	October 3, 2021
Journals & Discussions	Week 5 Discussion: Stanley Milgram Obedience Study	[User Name]	September 30, 2021 9:02:14 PM	October 3, 2021
Journals & Discussions	Week 5 Discussion: Stanley Milgram Obedience Study	[User Name]	September 30, 2021 11:03:08 PM	October 3, 2021
Journals & Discussions	Week 5 Discussion: Stanley Milgram Obedience Study	[User Name]	September 30, 2021 11:25:56 PM	October 3, 2021
Journals & Discussions	Week 5 Discussion: Stanley Milgram Obedience Study	[User Name]	October 1, 2021 11:47:30 PM	October 3, 2021

5. Once you have graded that assignment and entered a grade, you are returned to the Needs Grading page. Proceed to grade additional assignments.

Note:

These are the Categories that have been determined in the Grade Center. See user guide on [Setting up Grade Categories](#).