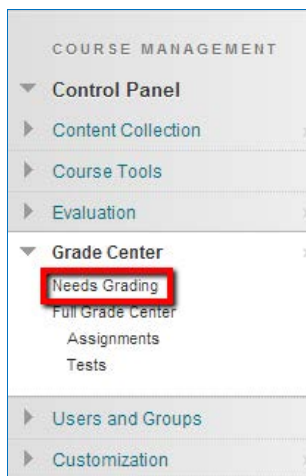


## Needs Grading

When a student turns in an assignment that you created via the Assignment tool, or a test that Blackboard does not automatically grade for you, it will appear in the Needs Grading section under Grade Center in the Control Panel.

To view and grade the assessments in the Needs Grading section, click **Needs Grading** in the Control Panel under Grade Center.



The Needs Grading page appears with a list of items to grade. Click the column headers to sort the items by Category, Item Name, User, Date Submitted, or Due Date.

3 total items to grade.

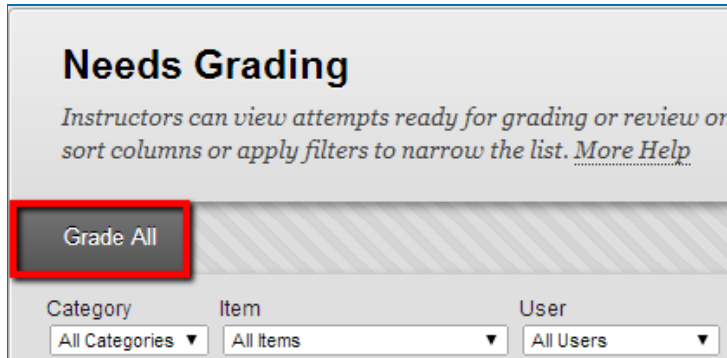
Category	Item Name	User Attempt	Date Submitted	Due Date
Assignment	Chapter 2 Group Assignment	Training Self Enroll	April 2, 2014 10:02:55 AM	
Discussion	Discussion Question 2	Test Student	March 31, 2014 3:20:29 PM	
Assignment	Photostory Introduction	Test Student	August 1, 2013 2:26:15 PM	

Displaying 1 to 3 of 3 items | Show All | Edit Paging...

From this view, there are two ways to go begin grading: the **Grade All** button or **Contextual Menus**.

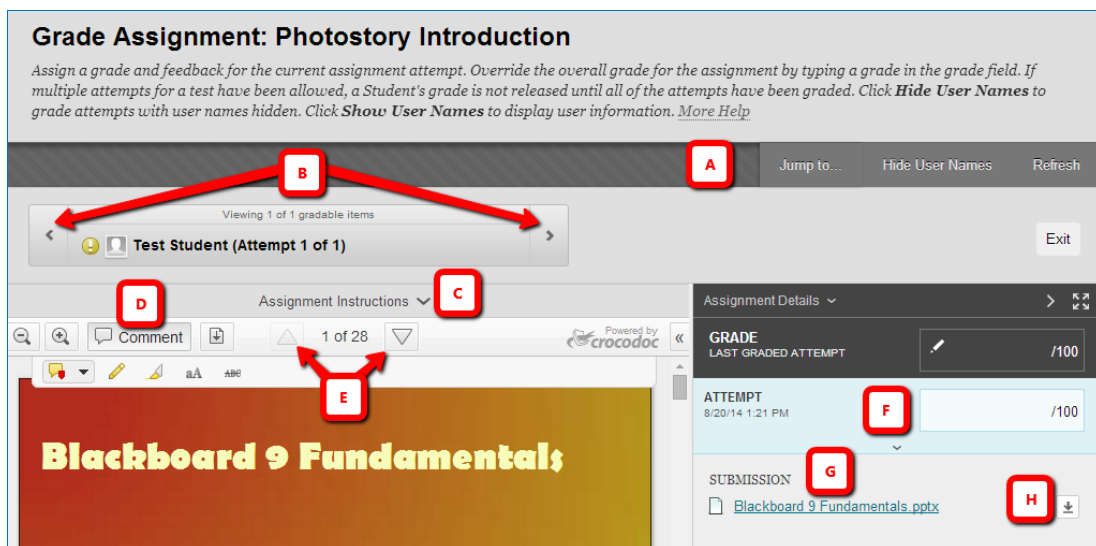
## Grading Using Grade All

Click the **Grade All** button to begin grading and reviewing. Attempts appear in the order in which they were sorted on the Needs Grading page. Once attempts have been graded, they no longer appear on the Needs Grading page, and the number of items updates to reflect the current number needing to be graded.



The Grade Current Attempt page will show the first assignment, test, discussion, or other assessment from the Needs Grading list. Provide any appropriate feedback and enter a numeric grade for the current submission. Click the navigational arrows to move to the next or previous assessment in the list, or **Exit** to return to the Needs Grading page.

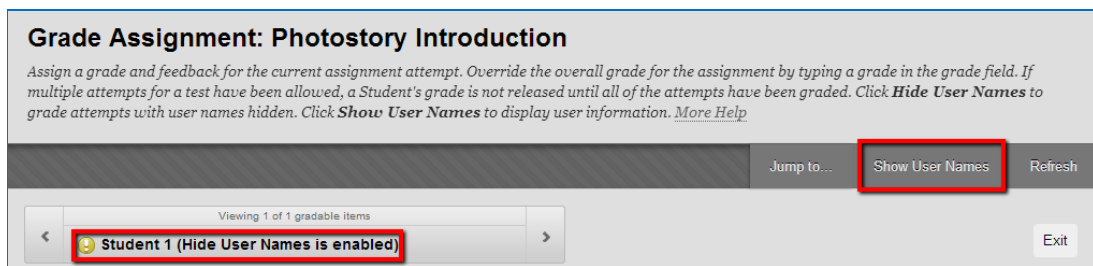
If the Instructor submits a grade for the attempt, that attempt will no longer appear in the Needs Grading list. However, if no grade is assigned for the attempt, clicking the navigational arrows will not change the Needs Grading status of the attempt.



- A. Action bar buttons: **Jump to** a specific attempt by a specific student; **Hide Names** of students in the Blackboard interface; or **Refresh** the list of assignments in need of grading in case other submissions have arrived.

- B. Move to the previous or next student's submission of this assignment.
- C. Expand the Instructions pane and view the instructions for the assignment.
- D. Zoom in or out, add comments, draw or type remarks directly on the page.
- E. Navigate to the previous or next page of the document.
- F. Enter a numeric grade for the attempt.
- G. Use links to switch between multiple documents submitted for the assignment.
- H. Download any document submitted for the assignment.

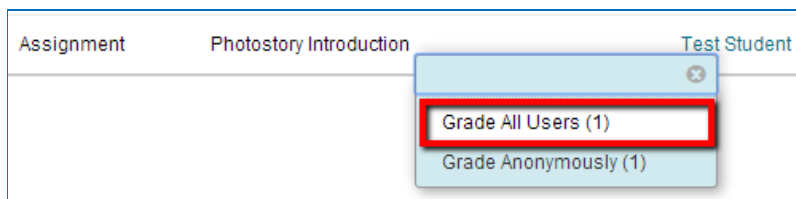
When grading with users' names hidden, the caption on the **Hide User Names** button switches to **Show User Names**.



## Grading Using Contextual Menus

Click an individual assignment's contextual menu to choose **Grade All Users** or **Grade with User Names Hidden**. For tests, the contextual menu also includes **Grade Tests by Questions** and **View All Attempts**. A total number of attempts for the selected items is listed in parentheses.

Click the contextual arrow next to the name of an assignment, test, or other assessment to begin grading and reviewing. Click **Grade All Users** to grade the assessment with full knowledge of who submitted it.



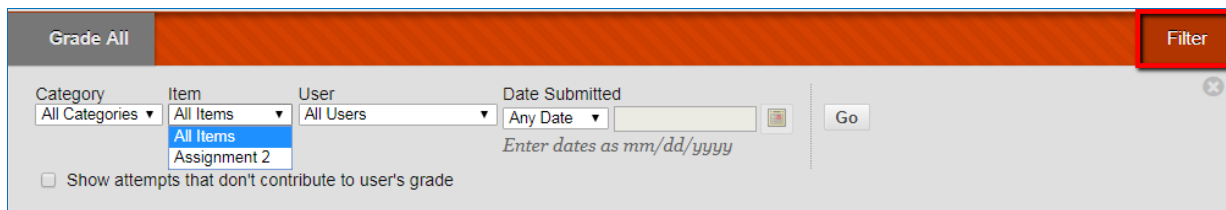
The Grade Current Attempt page will show the first attempt listed for the assessment selected. Provide any appropriate feedback and enter a numeric grade for the current submission. Click the navigational arrows to move to the next or previous student's attempt, or click **Exit** to return to the Needs Grading page. If no grade is assigned for the attempt, clicking the navigational arrows will not change the Needs Grading status of the attempt.

Note: When you have graded everything in the Needs Grading section for a particular assignment, the navigational arrows will be disabled. Click **Exit** to get back to the Needs Grading page. You can then proceed to another assessment.

## Filtering and Sorting Attempts

The **Filter** button on the Action Bar of the Needs Grading page allows you to show or hide the Filter Pane. This pane is useful in the event that you have a large number of submissions with the Needs Grading status: It provides drop-down lists to filter the list down by **Category**, **Item**, **User**, and **Date Submitted**. You can also sort the list by those same fields, as well as **Due Date**, in ascending or descending order.

The drop-down lists include only descriptors for attempts that current need grading. If you choose a **Date Submitted** operator (Before, After, or Exact Date), the date picker is activated and allows you to specify a date criterion.



The screenshot shows the Filter pane interface. At the top left is a 'Grade All' button. At the top right is a 'Filter' button, which is highlighted with a red box. Below these buttons are 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'). The 'Item' dropdown is open, showing 'All Items' and 'Assignment 2'. To the right of the 'Date Submitted' dropdown is a date input field with a calendar icon and a 'Go' button. Below the dropdowns is a checkbox labeled 'Show attempts that don't contribute to user's grade', which is currently unchecked. A small 'x' icon is in the top right corner of the pane.

The Filter pane also includes a checkbox, **Show attempts that don't contribute to user's grade**, which is unchecked by default. These attempts fall under Grade Center columns with the **Include column in Grade Center calculations** property set to **No**. If you cannot see attempts that are submitted but as yet ungraded on Needs Grading page, check this checkbox, and click the **Go** button.