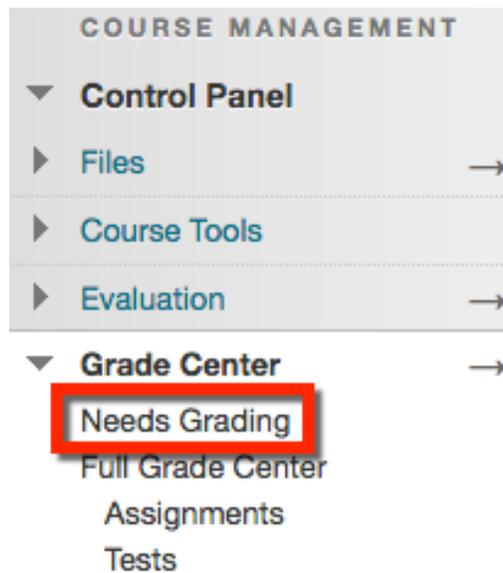
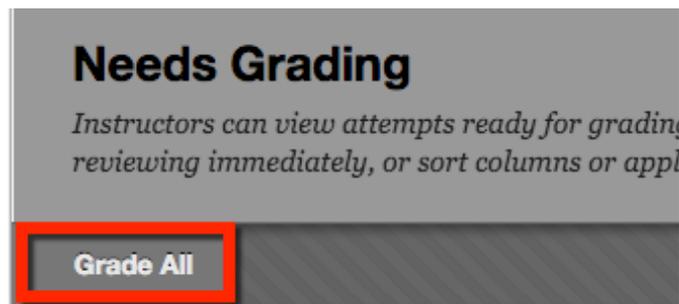


Grading in the Needs Grading Section

Enter a Blackboard course and select **Needs Grading** under **Grade Center** in the **Control Panel**.



1. **Grade All:** Allows instructors to grade all items through easy navigation. The items that need grading will be in the order they appear on the Needs Grading page.



2. **Filter:** The Needs Grading will compile all assignments, blogs, journals, etc. for all users that need to be graded. If you would like to grade a single user, please use the options below.

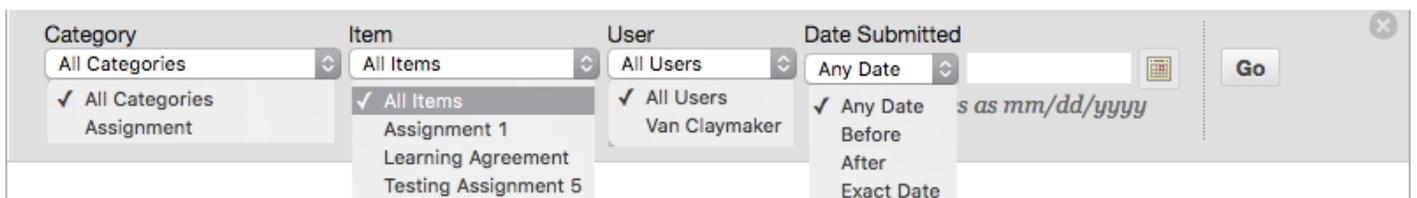
Category: Sort attempts to group all like items together, such as assignments.

Item: Sort attempts by alphabetical order or reverse alphabetical order.

User: Sort attempts by a student's name. The number of attempts for the item is listed in parentheses. For example: "Mary Johnson (Attempt 1 of 2)." Select a user's name to access an attempt.

Date Submitted: Sort attempts by the date and time students submitted the attempts.

Due Date: If you provided a due date when the item was created, sort attempts by due date and grade items that are due first.



3. **User Attempt:** Once you are ready to grade an item, you may either select **Grade All** to grade all items at once or select the students name under **User Attempt** to open their item.

Needs Grading

Instructors can view attempts ready for grading or review on the **Needs Grading** page. Click **Grade All** to begin grading and reviewing immediately, or sort columns or apply filters to narrow the list. [More Help](#)

Grade All **Filter**

Category: All Categories (checked: All Categories, Assignment)
 Item: All Items (checked: All Items, Assignment 1, Learning Agreement, Testing Assignment 5)
 User: All Users (checked: All Users, Van Claymaker)
 Date Submitted: Any Date (checked: Any Date Before, After, Exact Date)

3 total items to grade.

Category	Item Name	User Attempt	Date Submitted	Due Date
Turnitin Direct Assignment	Testing Assignment 5	Van Claymaker	June 1, 2016 12:35:37 PM LATE	June 1, 2016
Assignment	Assignment 1	Van Claymaker	August 26, 2016 9:06:05 AM	
Assignment	Learning Agreement	Van Claymaker	August 26, 2016 9:06:41 AM	

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

Depending on the type of item you are grading, this screenshot may appear different. Input a numeric value to the right, provide feedback, and/or notes (notes are for instructors only, students cannot see). Once you are finished, click Submit.

Grade Assignment: Assignment 1

Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)

Jump to... Hide User Names Refresh

Viewing 2 of 3 gradable items | Van Claymaker (Attempt 1 of 1) | Exit

Assignment Instructions | Assignment Details

GRADE LAST GRADED ATTEMPT [pencil icon] /10

ATTEMPT 8/26/16 9:06 AM **9/10**

FEEDBACK TO LEARNER

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
 Provide feedback here.