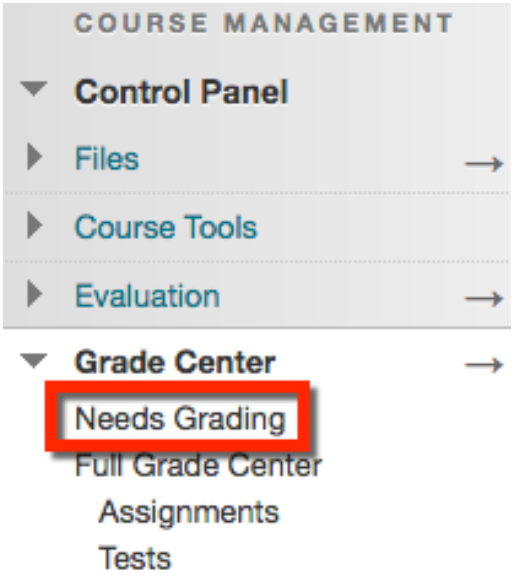
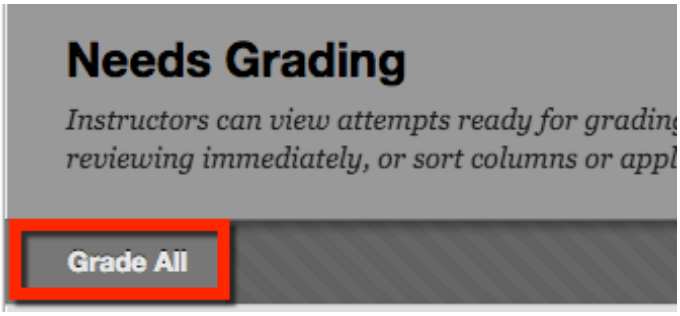
Grading in the Needs Grading Section

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

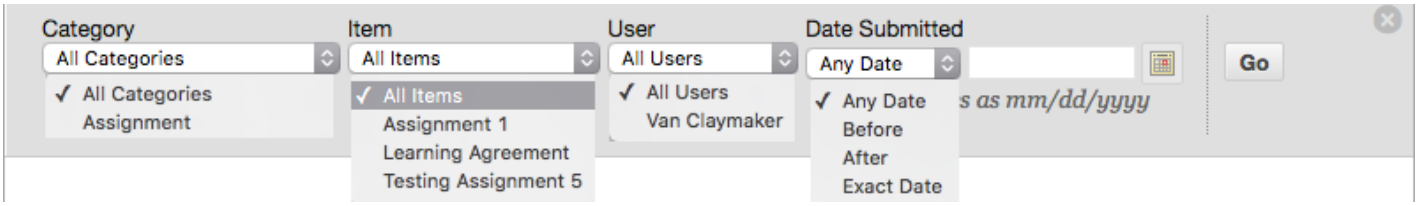


1. **Grade All:** Allows instructors to grade all items through easy navigation. The items that need grading will be in the order they appear on the Needs Grading page.

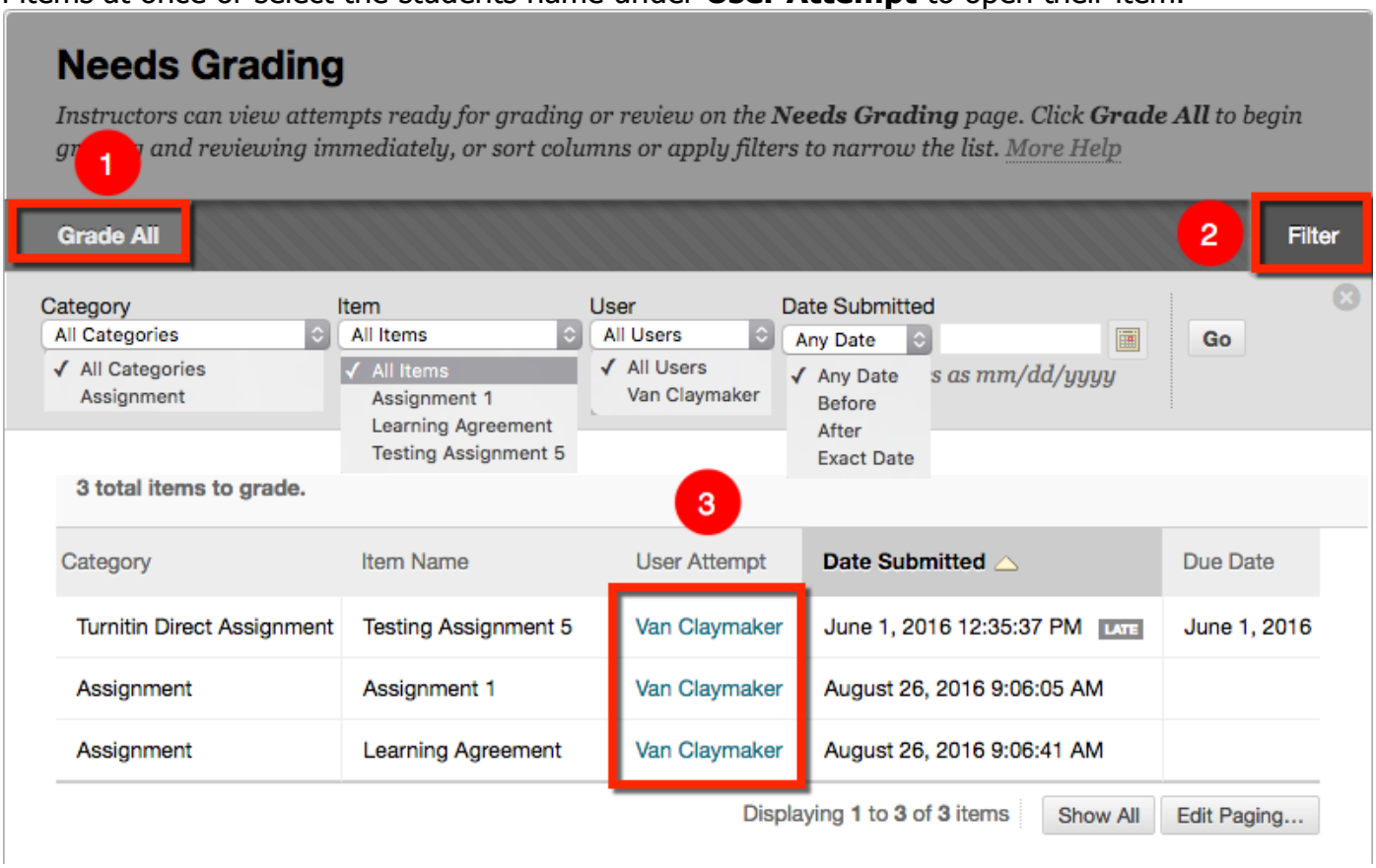


2. **Filter:** The Needs Grading will compile all assignments, blogs, journals, etc. for all users that need to be graded. If you would like to grade a single user, please use the options below.

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.



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.