



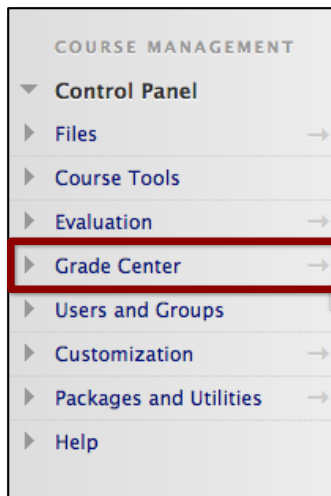
Grade Center: Needs Grading

To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

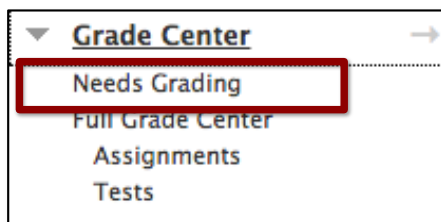
Accessing the Needs Grading Page

If you have a heavy grading load, the **Needs Grading** page can help you determine what needs attention first and allows you to access it quickly. You can view all items ready for grading. For courses with a large number of students and gradable items, you can use the information and functions on the **Needs Grading** page to determine and organize your grading tasks.

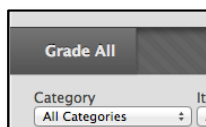
1. From the **Course Management** menu, click **Grade Center**.



2. Click **Needs Grading**.



3. Click **Grade All** to begin grading all assignments immediately. Tests and other assignments with a grading status of **Attempt in Progress** do not display on the **Needs Grading** page.





Navigating the Needs Grading Page

Column Organization

To organize your list, sort a column by clicking the column title. The following columns display on the **Needs Grading** page.

- Category:** An easy way to sort through attempts to group all assignments or tests together.
- Item Name:** For sorting attempts by alphabetical order or reverse alphabetical order.
- User Attempt:** Displays the student's name. The number of attempts for the item is listed in parentheses. For example: "Mary Johnson (Attempt 1 of 2)." Click a user's name to go directly to the attempt and begin grading.
- Date Submitted:** Sort attempts by the date and time students submitted the attempts. You may find this useful when a large number of attempts must be graded by a specific deadline.
- 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.

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 | Item: All Items | User: All Users | Date Submitted: Any Date
Enter dates as mm/dd/yyyy

12 total items to grade.

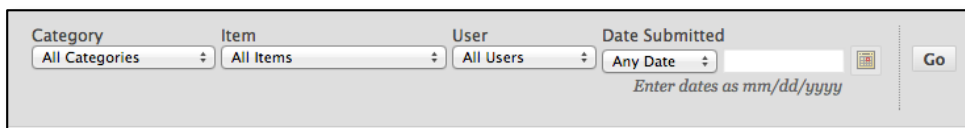
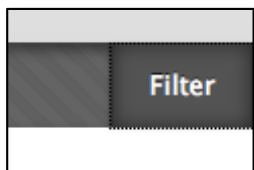
Category a	Item Name b	User Attempt c	Date Submitted d	Due Date e
Discussion	WK 1 DB	Freddy Jones	February 25, 2014 11:42:51 AM	
Turnitin Assignment	*SA_Final Paper	Daphne Blake	February 23, 2015 4:27:31 PM	March 18, 2015
Turnitin Assignment	*SA_Final Paper	Shaggy Rogers	February 23, 2015 4:31:25 PM	March 18, 2015
Assignment	Mid-Term Paper	Freddy Jones	June 10, 2015 12:08:34 PM LATE	February 21, 2015
Assignment	Mid-Term Paper	Shaggy Rogers	June 10, 2015 12:11:24 PM LATE	February 21, 2015
Assignment	Mid-Term Paper	Velma Dinkley	June 10, 2015 12:15:58 PM LATE	February 21, 2015
Journal	Course Journal	Daphne Blake	June 11, 2015 10:24:42 AM	
Journal	Course Journal	Freddy Jones	June 11, 2015 10:26:22 AM	
Blog	Individual Experience Blog	Daphne Blake	June 12, 2015 2:19:10 PM	
Blog	Individual Experience Blog	Freddy Jones	June 12, 2015 2:23:09 PM	
Blog	Course Blog	Velma Dinkley	June 12, 2015 2:40:56 PM	
Blog	Course Blog	Freddy Jones	June 12, 2015 2:45:21 PM	

Displaying 1 to 12 of 12 items | |



Filters

1. Click **Filter** to narrow the list of assignments by **Category**, **Item**, **User**, and **Date Submitted**. If you apply a filter, only the filtered items appear in the list and in the queue.

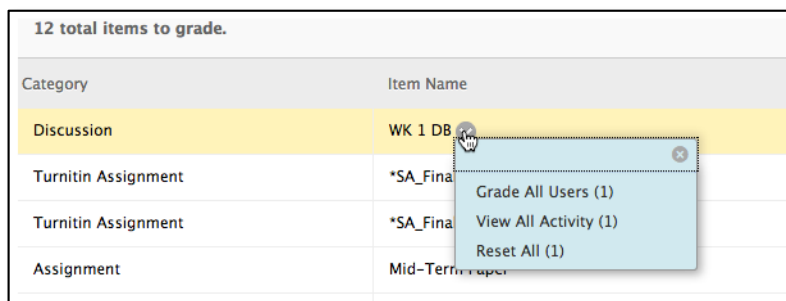


2. Click **Go** to display the filtered items on the **Needs Grading** page. The filtered list remains in effect until you edit the filter choices or log out.
3. Click the **X** on the right (or click **Filter** again) to collapse the **Filter** field.

Note: The total number of items to grade displays above the list of items. After you grade attempts, they do not display on the **Needs Grading** page and the number of items updates to reflect the current number that needs to be graded. If you filter the list, the number reflects how many items match the current filter settings.

Additional Options

Access an item's contextual menu for additional grading options. For assignments, you can select **Grade All Users** or **Grade with User Names Hidden**. For tests, you can also select **Grade by Question** and **View Attempts**. Interactive items such as blogs, journals, wikis, and discussion posts, have the option to **Reset All**, which clears that activity counter and moves the item out of **Needs Grading** status.



Click **Show All**, to display up to 1,000 items on one page. Click **Edit Paging** to change the number of items to view per page.

