

Release 9.1 Service Pack 8

For courses with many enrolled students and gradable items, you can use the information and functions on the **Needs Grading** page to organize your grading tasks. The **Needs Grading** page allows you to sort and filter the list so you can grade the most urgent items first.

 Control Panel Content Collection Course Tools Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests 	Content Collection Course Tools Evaluation Grade Center Needs Grading Full Grade Center Assignments Tests Users ar					
Category	Item	User Date Subn	Filter			
All Catego		All Users 🗘 Any Date				
58 total items	s to grade.					
	Item Name	User Attempt	Date Submitted Due Date			
Assignment	Assign: Moon Viewing 😵	Henry Wagner	March 22, 2011 10:10:46 AM			
Assignment	Planet Paper 😵	Henry Wagner	March 21, 2011 8:04:11 PM			
Assignment	Planet Paper 😵	Tony Brown	March 22, 2011 1:05:47 PM			
Assignment	Assign: Moon Viewing 😵	Ashby Cooper	March 22, 2011 5:27:48 PM			
Assignment	Planet Paper 😵	Ashby Cooper	March 22, 2011 1:07:27 PM			
Assignment	Assign: Moon Viewing	Sandra Scott	March 22, 2011 5:24:12 PM			
Assignment	Assign: Moon Viewing 😵	Chris Casper	March 16, 2011 9:33:36 PM			
Assignment	Group Plan 😻	Group Jupiter (Attempt 1 of 2)	March 17, 2011 3:22:29 PM			
Assignment	Group Plan 😻	Group Jupiter (Attempt 2 of 2)	March 21, 2011 7:09:03 PM			
Blog	Astronomy Top Stories 😻	Ashby Cooper	June 16, 2011 9:29:19 AM			
Blog	Astronomy Top Stories 😻	Ryan Johnson	June 15, 2011 4:11:09 PM			
Blog	Astronomy Top Stories 📓	Sandra Scott	June 20, 2011 5:42:14 PM			
Discussion	Unit 2: Astrophotography 😒	Henry Wagner	June 17, 2011 9:12:28 AM			
Discussion	17-Jupiter mass object 😻	Henry Wagner	June 16, 2011 9:23:59 AM			
Discussion	Unit 2: Astrophotography 😻	Tony Brown	June 17, 2011 9:13:21 AM			
Discussion	17-Jupiter mass object 😻	Tony Brown	June 15, 2011 4:39:39 PM			
Journal	Space Exploration 😻	Ashby Cooper	June 16, 2011 9:38:00 AM			
Journal	Space Exploration 😻	<u>Ryan Johnson</u>	June 20, 2011 5:40:34 PM			
Journal	Group Jupiter: Most Unexpected 😻	Group Jupiter	June 15, 2011 3:14:53 PM			
Test	Unit 1 Quiz 😻	Henry Wagner	March 22, 2011 10:12:40 AM			
Test	Unit 1 Quiz 😻	Ashby Cooper	March 17, 2011 4:46:08 PM			
		Displaying	Page 1 of 2 > >> 1 to 21 of 58 items Show All Edit Paging			





Access the Needs Grading page in the Grade Center section of the Control Panel.

Click **Grade All** on the Action Bar to begin grading and reviewing immediately. The **Grade All** function places all attempts in a queue for easy navigation among items. The items in the queue appear in the order they appear on the **Needs Grading** page.

Sort columns to organize your list. To sort a column, click the column heading or caret. The sorted list remains in effect until you change it or log out. The following columns appear on the **Needs Grading** page:

- Category: Sort attempts to group all of one type of item together, such as assignments, tests, or gradable blog entries.
- Item Name: Sort attempts by alphabetical order or reverse alphabetical order.
- **User Attempt**: 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)." Click a user's name to go directly to the attempt.
- **Date Submitted**: Sort attempts by the date and time students submitted the attempts. You may find this useful when you must grade a large number of attempts 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.



Apply filters to narrow the list by **Category**, **Item Name**, **User Attempt**, and **Date Submitted**. If a filter is applied, only the filtered items appear in the list and in the queue. For example, make selections in both the **Category** and **User Attempt** drop-down lists to display tests submitted by a particular user. 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. Click the **X** to collapse the **Filter** field.

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The total number of items to grade appears above the list of items. Once attempts are graded, they do not appear on the **Needs Grading** page and the number of items updates to reflect the current number that needs to be graded.

Click an item's Action Link to access the contextual menu and make a selection.

- For assignments, you can select Grade All Users or Grade Anonymously.
- For tests, you can also select Grade by Question and View Attempts.
- Interactive items such as blogs, journals, wikis, and discussion posts, which can be set to go into Needs Grading status
 after a certain number of activities, also have the option to Reset All, which clears that activity counter and moves the
 item out of Needs Grading status.

A total number of attempts for the selected item is listed in parentheses.

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.



Task	What You Need to Know	Ste	ps to Accomplish
Grade Tests and Assignments	After filtering to narrow the list of items and sorting the results, access the grading pages and begin assigning scores. The grading pages are the same ones you encounter when grading from the Grade Center.	2. 3.	Grading page.
Grade Blogs, Journals, Wikis, and Discussions	You can access gradable blogs, journals, wikis, and discussions on the Needs Grading page. You can view user activity as you assign scores. The grading pages are the same ones you encounter when grading from the Blog, Journal, Wiki, or Discussion tools.	1. 2. 3.	down lists to narrow the list of items to grade. Click Go . The filtered items appear on the Needs Grading page. Click any column heading or the caret to sort the
	When you choose to grade a blog, journal, wiki, or discussion forum or thread, you can determine the amount of activity required to activate its needs grading status. For example, you can choose not to grade a particular blog topic until students submit three entries.	4. 5. 6.	menu. Select Grade All Users . NOTE: Instead of using an item's Action Link, you can also begin grading by clicking a username in the
		-	User Attempt column.
		7. 8.	
		9.	Type a number in the Current Grade Value box.
		10.	Optionally, type Feedback for the user and Gradin Notes that appear to instructors only.
		11.	Optionally, click Text Editor to access the Text Editor in a pop-up window. Use the functions to format the text and include files, images, external links, multimedia, and Mashups to your feedback o notes.
		12.	Click Save Grade . The information appears in the Grade section in the side panel and in the Grade Center.
		13.	When grading is complete, click the arrow at the top or bottom of the page to progress to the next user in the queue or click Exit to return to the Needs Grading page.



Glossary

Grade Anonymously	You may choose to grade assignments anonymously to ensure impartial evaluation of student work. For example, an opinion-based assignment that is graded anonymously may offer students a higher level of comfort when expressing their views.		
	In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.		
Grade by Question	For each test, you can choose to grade all responses to a specific question. This allows you to move from test to test, viewing and scoring the same question for each student. Grading this way can save time as you concen trate only on the answers for a single question. You can see how all students responded, providing immediate feedback about how the group performed on that particular question. Also, grading by question is useful when you want to revisit a question that requires a score adjustment for all or many students.		
	At the same time, you can grade questions anonymously. All test attempts remain in needs grading status until all of the responses for all questions are graded.		
Needs Grading status	When a student has submitted an attempt that is ready for you to review and grade, you will see the the needs grading icon—an exclamation mark—in the student's cell in the Grade Center. The item also appears on the Needs Grading page.		