

# Getting Started With . . . The Needs Grading Page



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.

**1** Needs Grading link in the Course Management Control Panel.

**2** Grade All button.

**3** Filter button.

**4** Filter dropdown menu showing Category (All Categories), Item (All Items), User (All Users), and Date Submitted (Any Date).

**5** 58 total items to grade.

**6** Item Name dropdown menu for 'Assign: Moon Viewing'.

**7** Page 1 of 2 and Show All / Edit Paging... buttons.

Category	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	Ryan Johnson	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	

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- 1 Access the **Needs Grading** page in the **Grade Center** section of the **Control Panel**.
- 2 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.
- 3 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.
- 4 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.
- 5 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.
- 6 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.
- 7 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.

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Task	What You Need to Know	Steps 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.	<ol style="list-style-type: none"><li>1. On the <b>Needs Grading</b> page, use the <b>Filter</b> drop-down lists to narrow the list of items to grade.</li><li>2. Click <b>Go</b>. The filtered items appear on the <b>Needs Grading</b> page.</li><li>3. Click any column heading or the caret to sort the items.</li><li>4. Access the <b>Grade Test</b> or <b>Grade Assignment</b> page by clicking <b>Grade All</b> on the Action Bar. -OR- Access the <b>Grade Test</b> or <b>Grade Assignment</b> page by clicking a name in the <b>User Attempt</b> column. -OR- Access the <b>Grade Test</b> or <b>Grade Assignment</b> page by clicking an item's contextual menu and selecting <b>Grade All Users</b> or <b>Grade Anonymously</b>. The <b>Grade Test</b> or <b>Grade Assignment</b> page appears and you can proceed with grading.</li></ol>
Grade Blogs, Journals, Wikis, and Discussions	<p>You can access gradable blogs, journals, wikis, and discussions on the <b>Needs Grading</b> 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.</p> <p>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.</p>	<ol style="list-style-type: none"><li>1. On the <b>Needs Grading</b> page, use the <b>Filter</b> drop-down lists to narrow the list of items to grade.</li><li>2. Click <b>Go</b>. The filtered items appear on the <b>Needs Grading</b> page.</li><li>3. Click any column heading or the caret to sort the items.</li><li>4. Click an item's Action Link to access the contextual menu.</li><li>5. Select <b>Grade All Users</b>.</li><li>6. NOTE: Instead of using an item's Action Link, you can also begin grading by clicking a username in the <b>User Attempt</b> column.</li><li>7. In the content frame, evaluate the entry or post.</li><li>8. To assign a grade, click <b>Edit Grade</b> in the side panel. To collapse or expand a side panel section, click the double arrows icon next to the section title.</li><li>9. Type a number in the <b>Current Grade Value</b> box.</li><li>10. Optionally, type <b>Feedback</b> for the user and <b>Grading Notes</b> that appear to instructors only.</li><li>11. Optionally, click <b>Text Editor</b> 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 or notes.</li><li>12. Click <b>Save Grade</b>. The information appears in the <b>Grade</b> section in the side panel and in the Grade Center.</li><li>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 <b>Exit</b> to return to the <b>Needs Grading</b> page.</li></ol>

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## Glossary

Grade Anonymously	<p>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.</p> <p>In anonymous grading, all identifying information is hidden and attempts appear in random order. Each student is assigned a number, such as Student 8.</p>
Grade by Question	<p>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 concentrate 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.</p> <p>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.</p>
Needs Grading status	<p>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 <b>Needs Grading</b> page.</p>