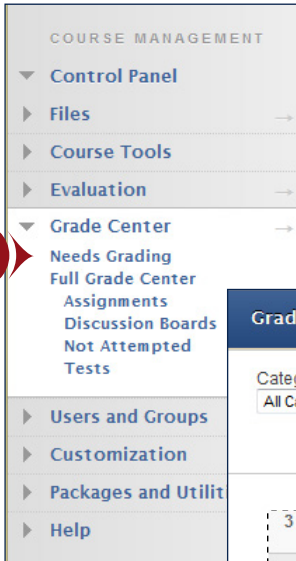


## Needs Grading

1. Navigate to the Control Panel.
2. Click the down chevron ( ▼ ) to open the Grade Center dropdown, then click Needs Grading.
3. If the filter bar is not open, click the Filter button to expand it.
4. To select a filter, drop down one of the menus on the filter bar, select a filter, and click Go.



Category	Item Name	User Attempt	Date Submitted	Due Date
SafeAssignment	SA 1	Imma Learner	October 24, 2012 1:27:38 PM	
Assignment	Rese		October 29, 2012 3:34:34 PM	
Assignment	Research Paper	Bob Builder	October 29, 2012 3:36:30 PM	

**2. Review Current Attempt**

Submission

Attached Files [Faculty Training Sessions.docx](#)

Comments

**3. Grade Current Attempt – VISIBLE to student**

Grade:  out of 100

Feedback to Student

Text Editor is: ON

Path: body

**5. Submit**

When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.

Save as Draft   Exit   **Submit**   Save and Next < 1 of 2 >

5. Click the chevron next to an assignment and click Grade All Users.
6. Open the submission by clicking on the attached file.
7. Add a grade and feedback.
8. Click Save and Next.