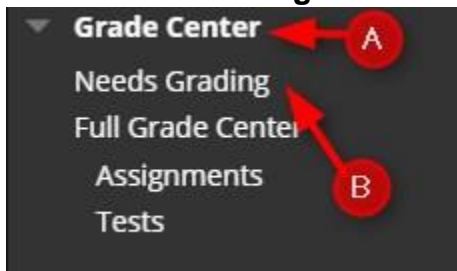


Grading an Assignment

Instructors can view attempts ready for grading on the **Needs Grading** page.

Directions:

1. Enter your course
2. Click **Grade Center**
3. Click **Needs Grading**

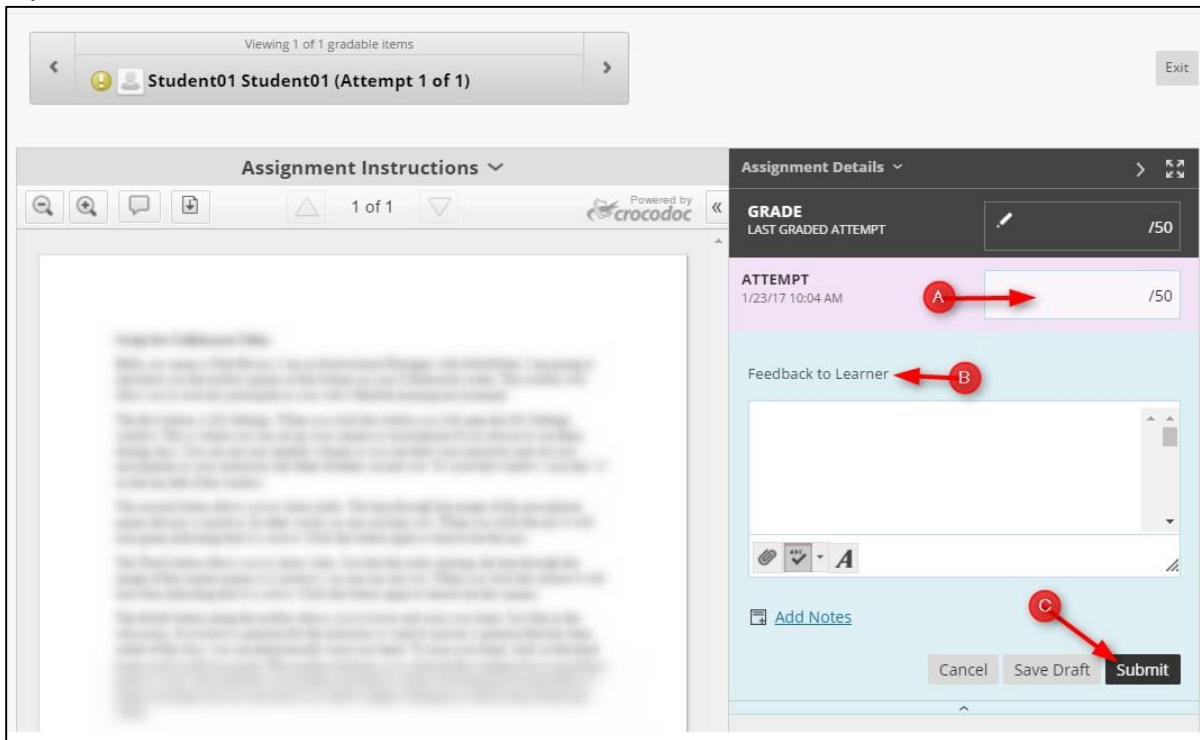


4. You can filter the items, by **choosing the assignment from the categories list**, click **Go** and then click the **User Attempt** or **Grade All**.

The screenshot shows the 'Needs Grading' interface. At the top, there is a 'Grade All' button highlighted in yellow. Below it are filter controls for Category, Item, User, and Date Submitted. A dropdown menu for 'Item' is open, showing options like '#2 Homework', 'Monday #1 Assignment', etc. A 'Go' button is visible. Below the filters, a table lists items ready for grading. Red arrows and letters (A, B, C, D) point to specific elements: 'Grade All' (A), the 'Item' dropdown (B), the 'Go' button (C), and the 'User Attempt' column header (D). A text box says 'You can grade all or click on one user attempt.' Below the table, it says '1 of 4 total items match current filter.' and 'Displaying 1 to 1 of 1 items'.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Assignment	#2 Homework	Student01 Student01	January 23, 2017 10:04:37 AM	January 27, 2017

5. Input the **Grade**, add **Feedback** and click **Submit**.



NOTE: Bb Assignments accept virtually any kind of file out there, up to 250MB in size. Only Microsoft Word (.doc/.docx), Adobe Acrobat (.pdf), Microsoft PowerPoint (.ppt/.pptx), and Microsoft Excel (.xls/.xlsx) files are able to take advantage of the inline grading features, however.