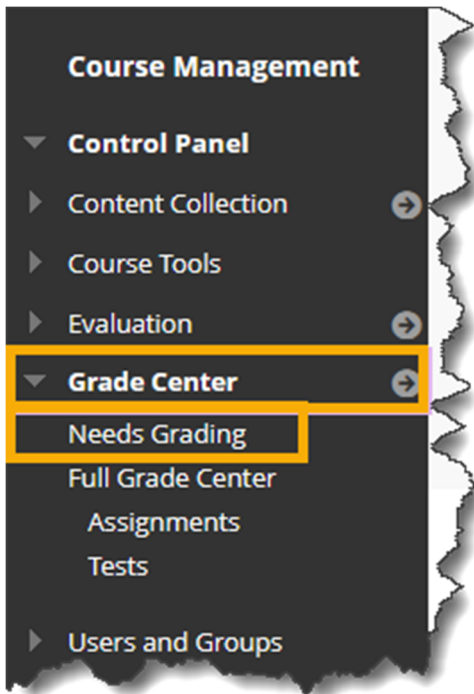


Faculty Tutorial:
Grade Center: Needs Grading

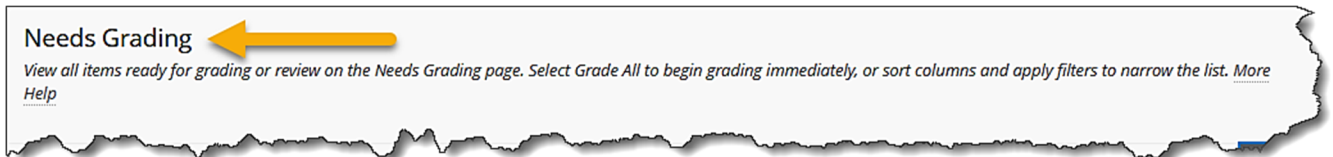
Purpose: To show faculty members how to use the “Needs Grading” area in MyHills.

From within a course in MyHills, click “**Grade Center**,” which is located in the “Course Management” menu.

In the sub-menu that opens, select “**Needs Grading**.”



The “Needs Grading” page will open.



Here, you will find a list of any items (assignments, tests, discussion posts, etc.) within your course that need to be manually graded.

Note: Students must post to Communication Tools (Discussion Forums, Blogs, Journals, and Wikis) the required numbers of times you chose in the settings for that Communication Tool, before those posts will appear on the “Needs Grading” page.

If you would like to grade everything that needs to be graded, click “Grade All.”

Needs Grading
View all items ready for grading or review on the Needs Grading page. Select Grade All to begin grading immediately, or sort columns and apply filters to narrow the list. [More Help](#)

Grade All Filter

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

Show attempts that don't contribute to user's grade

3 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Test	LU01: Quiz	Stuart Dent (Attempt 1 of 2)	November 5, 2019 2:59:53 PM	
Test	LU02: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Stuart Dent (Attempt 1 of 2)	September 29, 2021 1:01:28 PM	
Test	LU02: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Stuart Dent (Attempt 2 of 2)	August 30, 2022 11:06:18 AM	

The first item on the list will open. Grade the item, then, click “Save and Next” to move on to the next item on the list.

If you would prefer to grade items anonymously, click “Hide User Names.”

Grade Test: LU01: Quiz
Assign a grade and feedback for the current test attempt. Expand the **Test Information** section to clear the student's attempt or edit the test. [More Help](#)

Hide User Names Jump to...

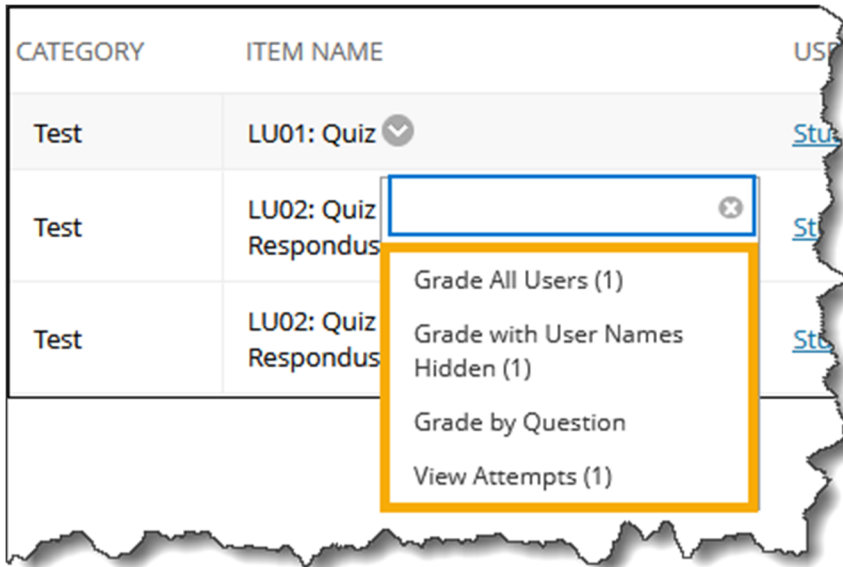
Viewing 1 of 3 gradable items

Stuart Dent (Attempt 1 of 2)

You can also grade a selected item from the “Needs Grading” page. Click the name of the student whose individual assessment you would like to grade.

Or, click the drop-down arrow that appears next to a specific assessment for additional options.

In the sub-menu that opens, you may choose to “Grade All Users” or “Grade Anonymously,” for that particular assessment.



Select “**Grade All Users**” to view and grade the chosen student’s item. Then, you can scroll through to view, and grade, each submission for the chosen item. You can see student names as you are grading.

Note: You may select “Grade with User Names Hidden” if you would like to grade items anonymously.

Choose “**Grade with User Names Hidden**” from the sub-menu for an assessment to open a student submission for that assessment. The submission that opens could be any student submission for that item; it may not be the selected student’s submission. Then, you can scroll through to view, and grade, each submission for the selected item. You will **not** be able to see student names as you are grading.


Note: You may select “Show User Names” on the “Grade Assignment” page, if you change your mind and do not want to grade items anonymously.

Once you have finished grading the assessments, click “**Save and Exit.**”

You will be taken back to the “Needs Grading” page. A “...successfully edited” message will appear at the top of the page.

The items that have been graded will no longer appear in the “Needs Grading” list.

3 total items to grade.

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED 	DUE DATE
Test	LU01: Quiz	Stuart Dent (Attempt 1 of 2)	November 5, 2019 2:59:53 PM	
Test	LU02: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Stuart Dent (Attempt 1 of 2)	September 29, 2021 1:01:28 PM	
Test	LU02: Quiz (**Webcam**) - Requires Respondus LockDown Browser	Stuart Dent (Attempt 2 of 2)	August 30, 2022 11:06:18 AM	

Congratulations! You now know how to use the “Needs Grading” area in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk