**Grading Collaborative Tool Submissions**

- **Step 1**
  - In the Course Management menu, click **Grade Center** to expand that section, then **Needs Grading**
  - The first column will tell you what category a submission is from
  - Clicking on the user’s name in the **User Attempt** category will show you that user’s attempt.

**Grading a Discussion**

- **Step 1**
  - Clicking on a user’s attempt will show you all of their posts for a forum (if you’ve chosen to assign a grade based on the forum) or a thread (if you’ve chosen to assign a grade based on the thread).
  - Click the **Edit Grade** button (found in the column on the right hand side of the screen) and enter a grade. Click **Save Grade** to save.

**Grading a Blog**

- **Step 1**
  - Clicking on a user’s attempt will show you all posts by a user.
  - Click the **Edit Grade** button and enter a grade. Click **Save Grade** to save.
Grading a Wiki

☐ Step 1

✓ For Wikis: Clicking on a user’s attempt will show you a list of every time a user modified the wiki.

✓ Clicking any of the links in the Page Version column will show you the page as it existed when a user finished their edits.

✓ Clicking any of the links in the User's Modifications column will show you a comparison of versions of the wiki.

✓ In the same way you did for grading Discussions and Blogs, click the Edit Grade button and enter a grade. Click Save Grade to save.