How to view ungraded assignments

1. Click **Assignments** in the nav bar.
2. Click on the chevron (downward arrow) next to the assignment for which you want to view the ungraded list and select **View Submissions**.

arrow 1 points to the assignment's chevron
arrow 2 points to view submissions option

1. Click on the **Show Search Option**.
2. Select **Users with submissions** under **Submissions** drop-down.
3. Check the **Only show users with unread submissions** checkbox below. 3 points to search options togger
   4 points to submission drop-down menu
   5 points to unread subs only checkbox
   6 points  to magnifying glass icon
4. Click on the **magnifying icon** to perform the search. You’ll now see a list of submissions that needs to be graded.
   1. **Note:** the only issue with this method is if a GA/TA clicks on the submission icon itself, the item will be **automatically set to** **read** but if the GA/TA clicks on the student’s name to view, the assignment will not be marked as read and the GA/TA will need to set it as read **manually**.



1. You can also do a search via the **Submissions** tab. The view in the Submissions tab is more compact, providing each student’s submission on one line. Rather than the Submissions drop-down that is seen in the Users tab, use the **Read Status** drop-down and select **Unread submissions**.

