How to view ungraded quizzes

1. Click **Quizzes** in the nav bar.
2. Click on the chevron (downward arrow) next to the quiz for which you want to view the ungraded list and select **Grade**.
3. Click **Show Search Option**.
4. Select **Users who have completed an attempt** under the **Restrict To** drop-down.
5. Select **Pending evaluations** under **Status**.
6. Click on the **magnifying icon** to perform the search. You’ll now see a list of submissions that needs to be graded.
   1. **Written-Response** type questions usually get zero by default until it’s manually graded, these will appear here under this search.

arrow 1 points to chevron of the quiz
arrow 2 points to gradearrow 3 points to search options toggler
arrow 4 points to restrict to drop-down menu
arrow 5 point to pending evaluations radio option
arrow 6 points to magnifying glass icon

1. You can also do the same search via the **Attempts** tab, which provides a more compact view with each student’s attempt on one line. Under the **Restrict to** drop-down, select **Attempts that have been completed**.

