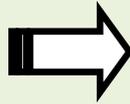# In Progress and Needs Grading
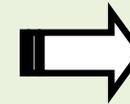
Why is my student's test showing In Progress?

- Student is taking the test right at this moment, or
- Student opened the test but never submitted it. *Perhaps Internet connection was interrupted and student couldn't get back in to resume the test (Force Completion ON)*

➡ **You may need to Clear or Submit the test attempt (link to help page).** This is done in the Grade Center. Find the cell corresponding to that student for that test. Click the ActionLink menu that appears and select the Attempt (date). Click the **Test Information** link to display the **Submit Attempt** and **Clear Attempt** buttons.

Why is my student's test showing Needs Grading?

- There are questions (essay or otherwise) that need to be graded, or
- The student has taken more than the time allowed for the test, or test has been autosubmitted.

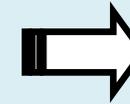➡ Make sure all questions are graded. Then click **Save and Exit** button.

Why is my student's discussion forum showing In Progress?

- Forum is not setup to show in Needs Grading, and student has completed at least one posting.

  ☐ Show participants in "needs grading" status ❗ after every [- ▾] Posts

- Forum is setup to show in Needs Grading, and student completed at least one post, but not the total number of required posts (3 in example below).

  ☑ Show participants in "needs grading" status ❗ after every [3 ▾] Posts
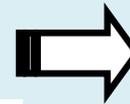
➡ Open the forum and click **Grade Forum** button.

Why is my student's discussion forum showing Needs Grading?

- Forum is setup to display in Needs Grading after X number of posts and the student has completed X number of posts.

  ☑ Show participants in "needs grading" status ❗ after every [3 ▾] Posts

- The student has already completed the required posts, but he/she posts again to the same forum.

➡ Open Needs Grading and click **Edit Grade**. Enter the grade, click **Save Grade**, and then click **Exit**.
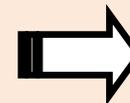
If student had already been graded, you will still need to click Edit Grade, Save Grade, and Exit in order to get the entry to disappear from Needs Grading. Or keep "Show participants…" box unchecked on the forum settings page.

Why is my student's assignment showing In Progress?

- They have started the assignment, and clicked "Save as Draft."

Why is my student's assignment showing Needs Grading?

- They have submitted the assignment for grading.

➡ Once the student has submitted the assignment, it can be graded. Enter a numeric value in the Grade field (remove the "-") and click **Save and Exit.**