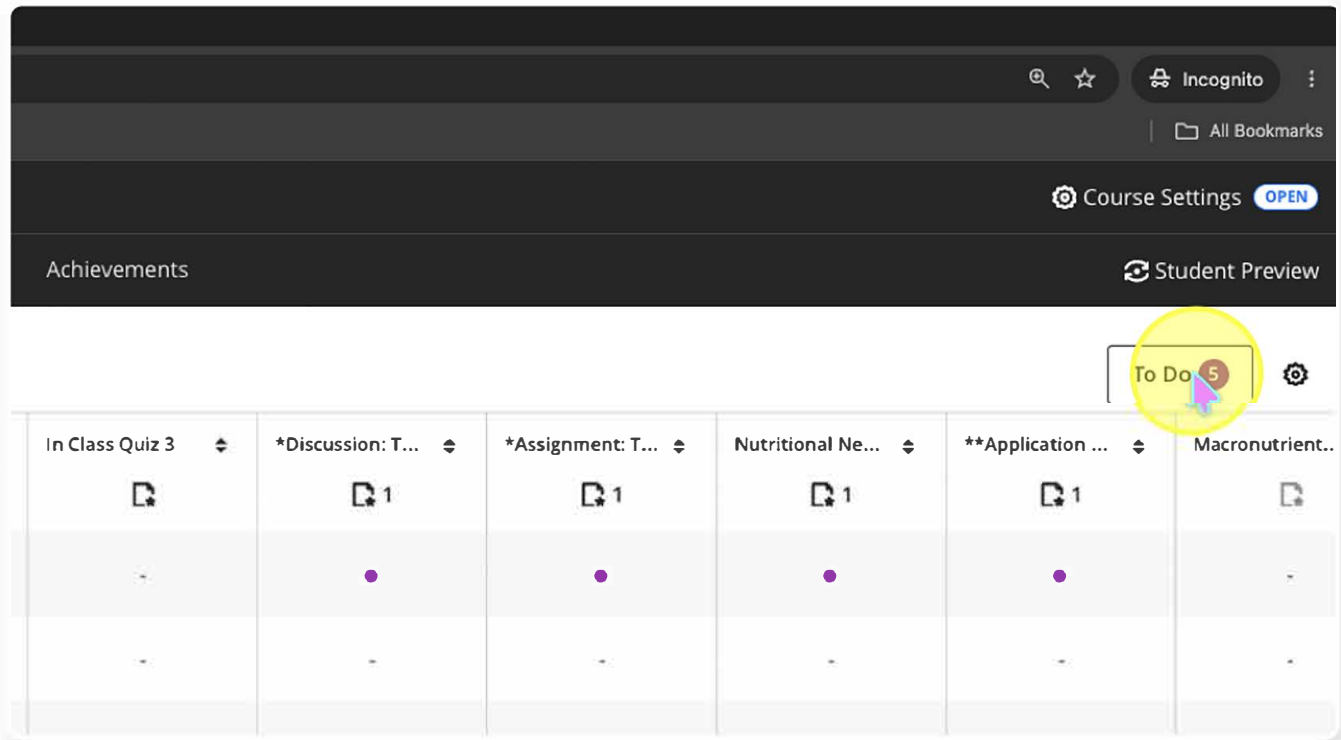
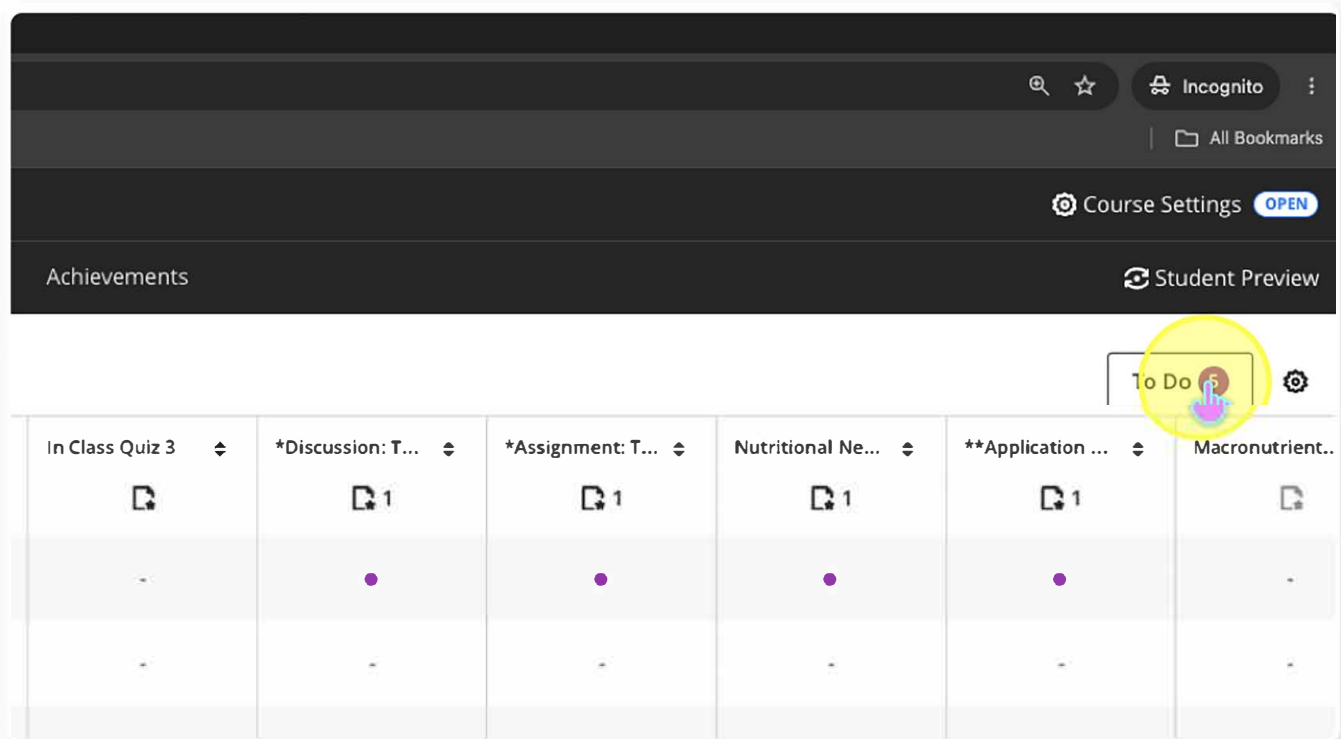


# Accessing the New Overview Tab on the Grid View

- 1 Locate "To Do" on the right hand side, you can do this in either tab.



- 2 Click on "To Do"



- 3 At the top, you will see a section for “Needs Grading”, this represents what items needs to be graded.

The screenshot shows a 'To Do' modal window. On the left, a table lists items: 'In Class Quiz 3', '\*Discussion: T...', and '\*Assignment: T...'. The right pane shows details for two items under 'Needs Grading 5':

- \*Discussion: The Power of Food in Building Connections**  
Due Date: —  
Oldest ungraded: 7/7/26, 10:03 AM  
Grade (1)
- \*Assignment: The Complex Relationship Between Food and Identity**  
Due Date: 7/25/26, 11:59 PM  
Oldest ungraded: 7/7/26, 10:03 AM  
Grade (1)

- 4 Then underneath the “Needs Grading” you will see a “Needs Posting”. This represents what scores you need to post.

The screenshot shows the 'Needs Posting 1' section, which is highlighted with a red box. It contains one item:

- In Class Quiz 1**  
Due Date: 9/6/26, 11:59 PM  
Post (1)