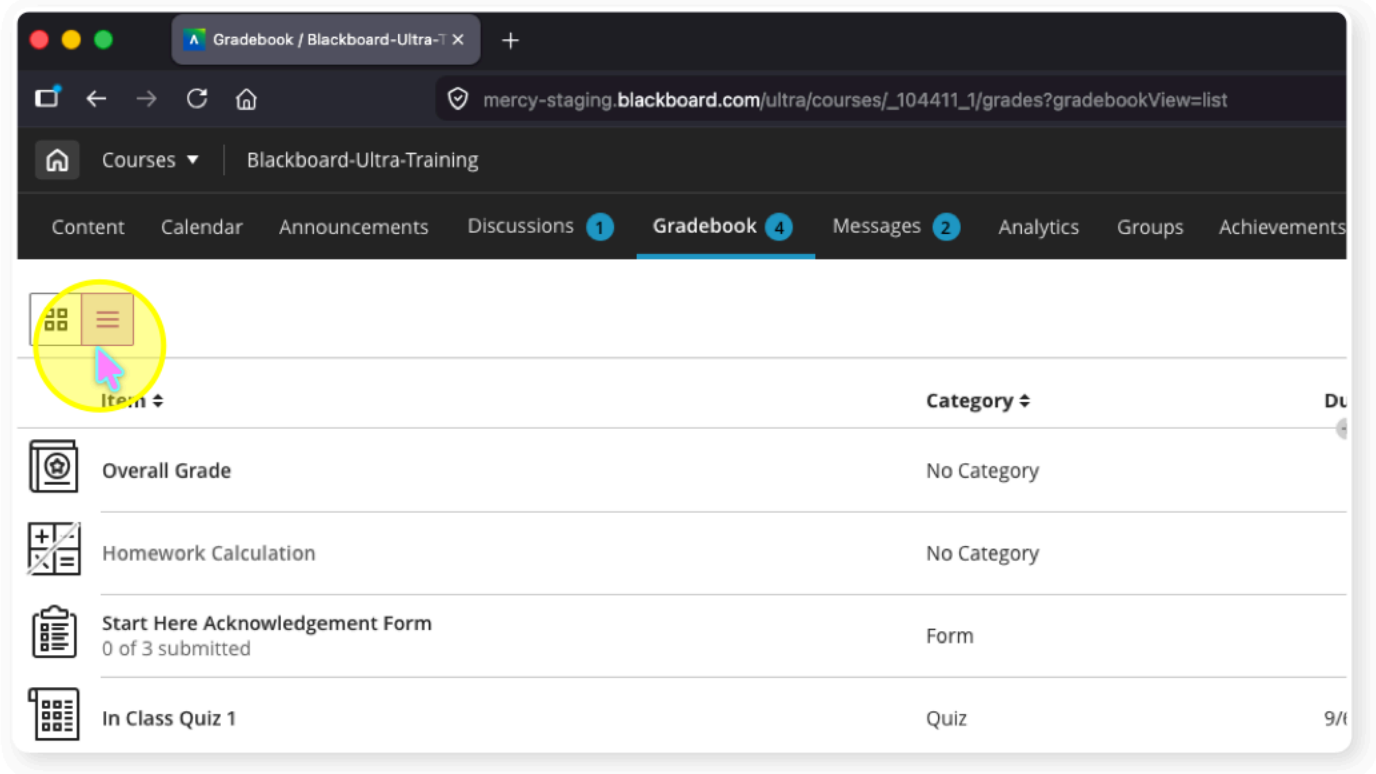
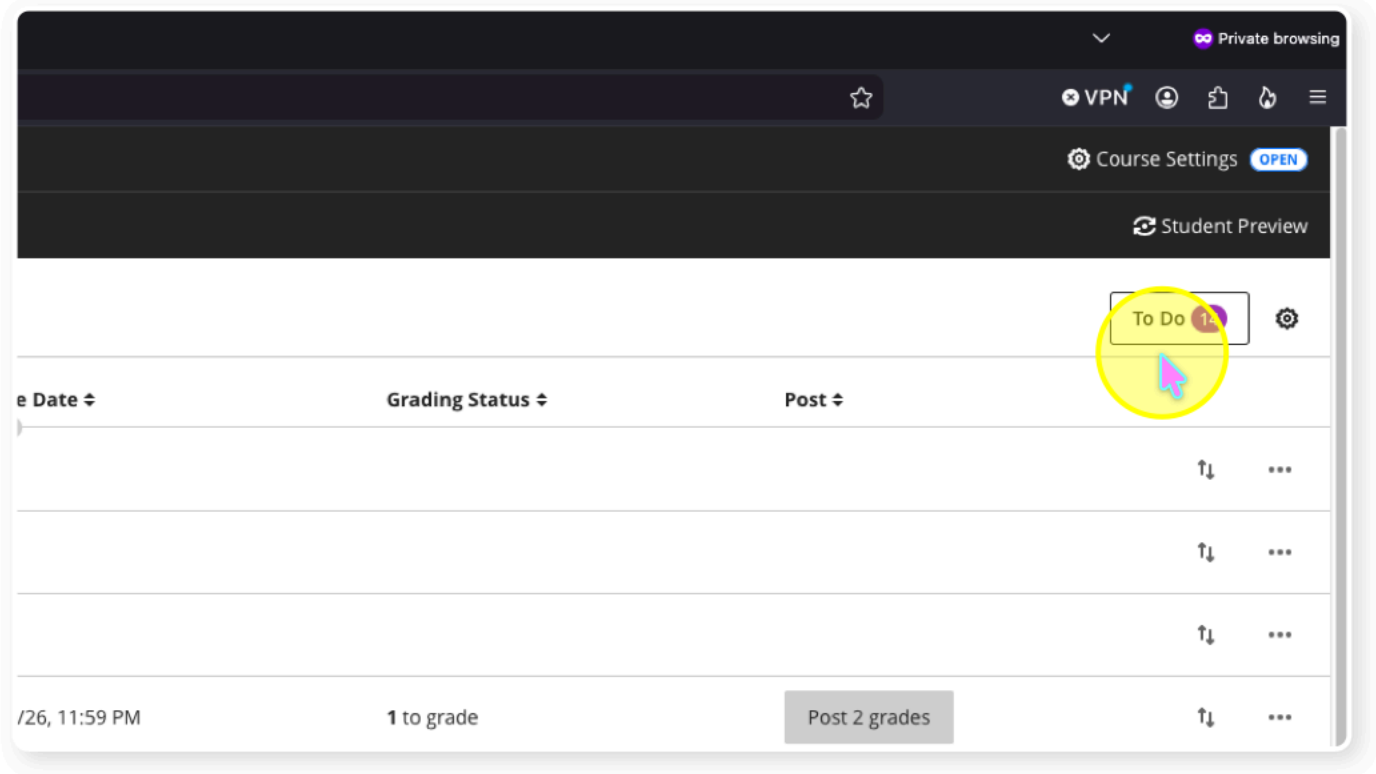


Accessing the New Overview Tab on List View

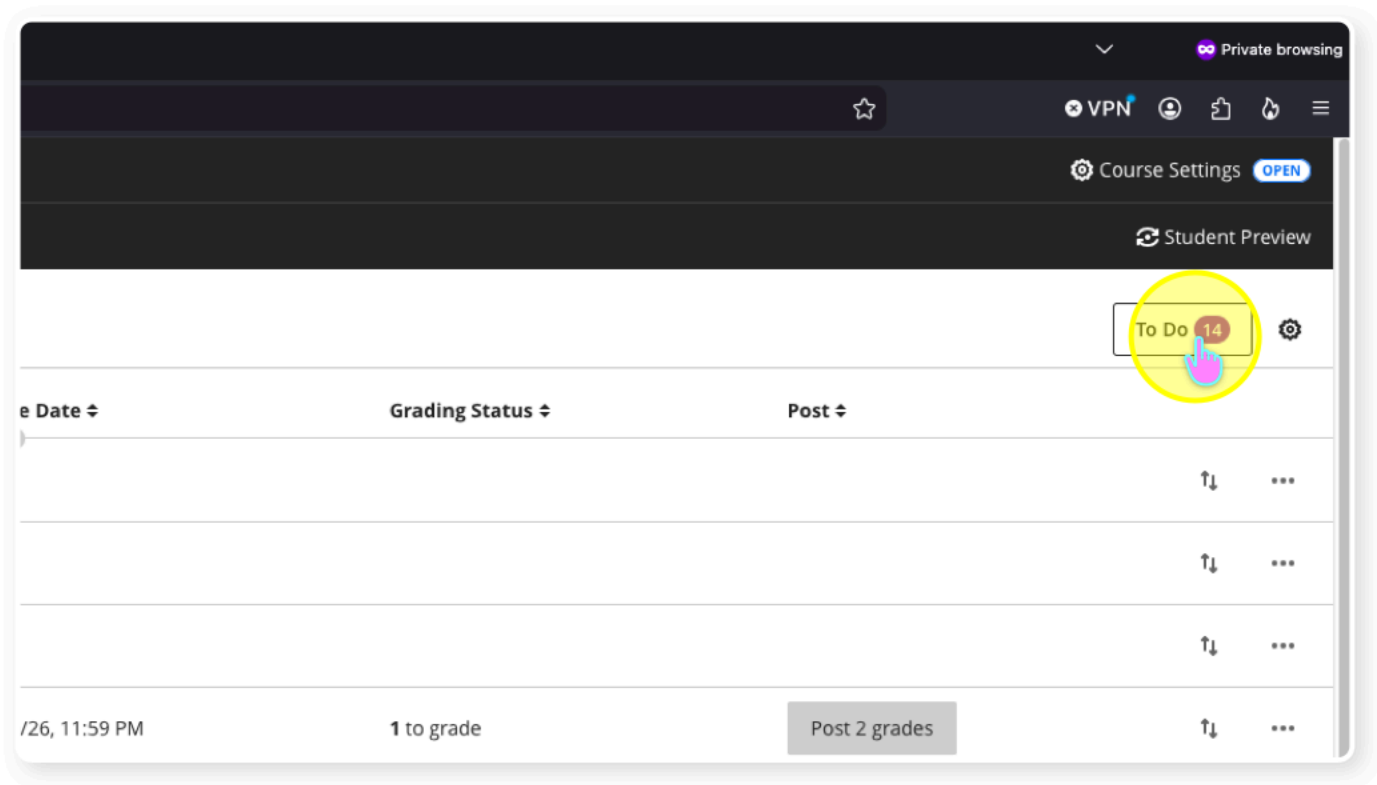
1 First make sure you are in list view.



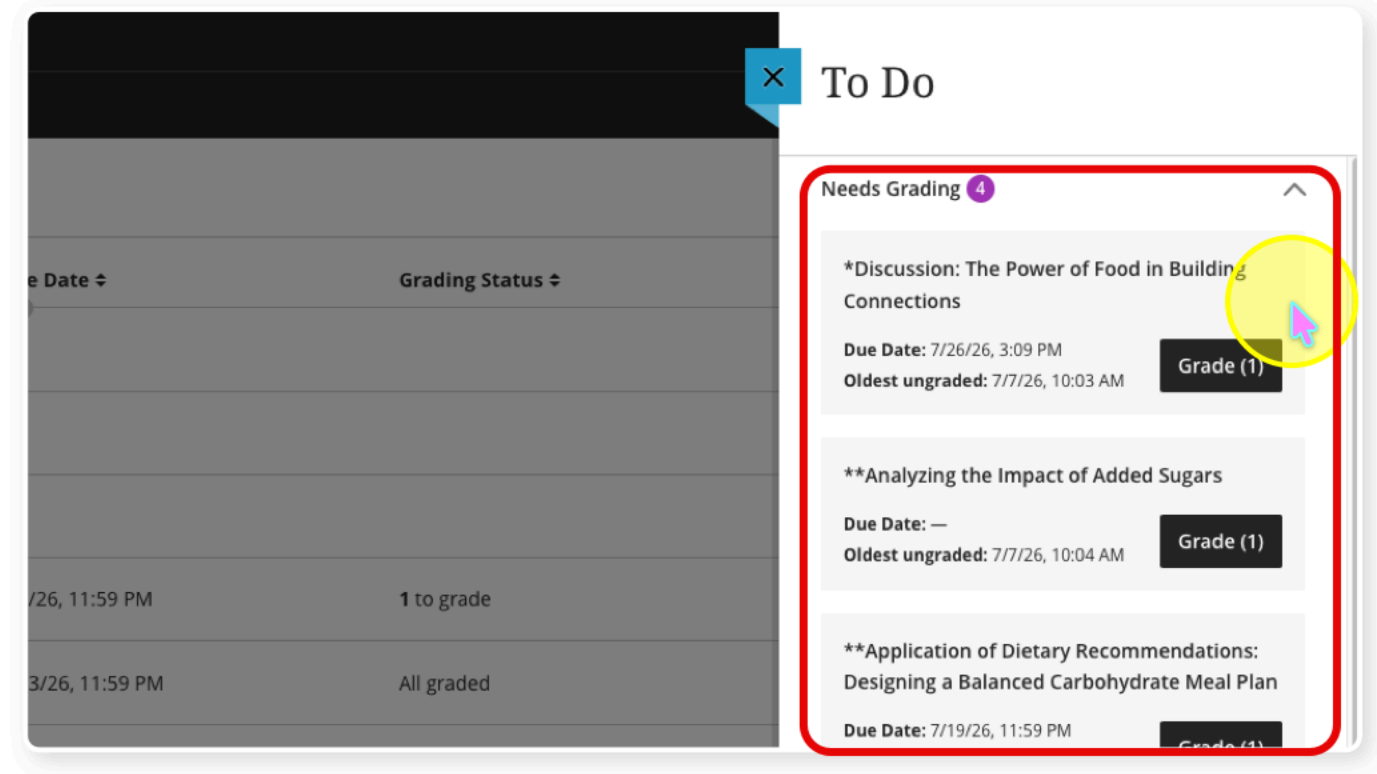
2 Then in list view go to the right hand side and locate the “To Do” button.



3 Click on "To Do". This is the new overview!



4 Then the "To Do" panel will appear. At the top you see a section "Needs Grading". This represents what you need to grade.



- 5 Then underneath “Needs Grading” you will see “Needs Posting”. This represents which scores you need to post.

The screenshot shows a course dashboard. On the left is a list of items with columns for date/time and grading status. On the right is a side panel with sections for 'Needs Grading' and 'Needs Posting'. The 'Needs Posting' section is highlighted with a red box and contains two quizzes. A yellow circle highlights an upward arrow icon next to the 'Needs Posting' header.

Date/Time	Grading Status
3/26, 11:59 PM	All graded
3/26, 10:15 AM	All graded
2/26, 9:55 AM	✓ Complete
6/26, 3:09 PM	1 to grade
5/26, 11:59 PM	All graded
2/26, 11:59 PM	1 to grade
9/26, 11:59 PM	1 to grade
	Nothing to grade

****Application of Dietary Recommendations: Designing a Balanced Carbohydrate Meal Plan**
Due Date: 7/19/26, 11:59 PM
Oldest ungraded: 7/7/26, 10:04 AM
Grade (1)

Nutritional Needs Quiz
Due Date: 7/12/26, 11:59 PM
Oldest ungraded: 7/7/26, 10:05 AM
Grade (1)

Needs Posting 10

In Class Quiz 1
Due Date: 9/6/26, 11:59 PM
Post (2)

In Class Quiz 2

- 6 When you are done, click on the blue square with the X to close the side panel.

The screenshot shows the same course dashboard with the side panel closed. A blue square with a white 'X' is visible in the top right corner of the main content area. The side panel is now titled 'To Do' and shows a list of items to be graded.

To Do

Needs Grading 4

***Discussion: The Power of Food in Building Connections**
Due Date: 7/26/26, 3:09 PM
Oldest ungraded: 7/7/26, 10:03 AM
Grade (1)

****Analyzing the Impact of Added Sugars**
Due Date: —
Oldest ungraded: 7/7/26, 10:04 AM
Grade (1)

****Application of Dietary Recommendations: Designing a Balanced Carbohydrate Meal Plan**
Due Date: 7/19/26, 11:59 PM
Grade (1)