This guide will explain the basic functionality for the Nursing Concepts Online (NCO) Grading Queue.

1. The Grading Queue is where assignments that need manual grading, such as Case Studies, appear after student completion. Once a student completes one of these assignments, if it is set to be graded, it will be added to the Grading Queue. You will notice a number next to the Grading Queue listing how many submissions need grading.

2. By clicking the **Grading Queue**, you will have a list of all assignments that need grading and how many ungraded submissions are present.

3. When you click into the assignment, it will give a list of students’ assignments on the left and the Submission Details on the right.
4. You can submit feedback and points for each question graded. Once finished, click Submit Feedback.
   
a. A confirmation will appear; click Submit.

5. This will give the student a grade in the gradebook based on the number of points awarded.

   END OF GUIDE