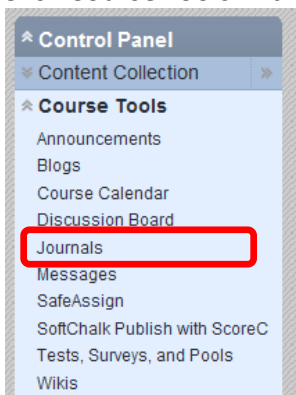


Grading a Journal

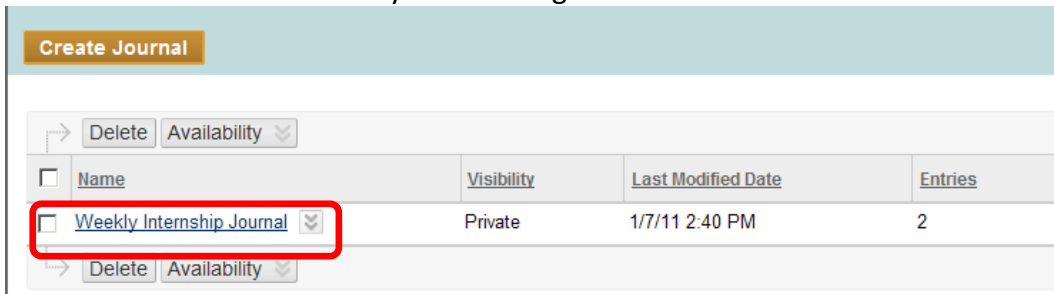
After you have created a **Journal** and students have participated, you'll need to grade the **Journal**. You can grade **Journals** if you've set up the grading options when you created the **Journal**. If you did not do that, you can also set-up the grading options by editing the **Journal** properties.

Follow these step-by-step instructions to access and grade **Journals** in your course:

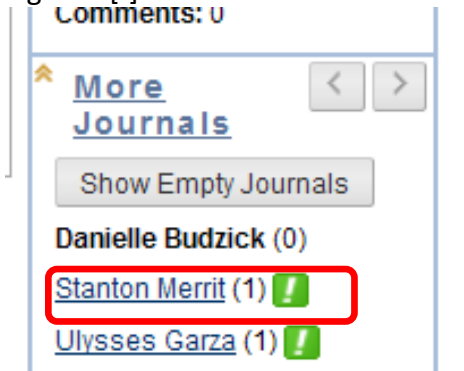
1. Click **Course Tools** in the Control Panel and select **Journals**.



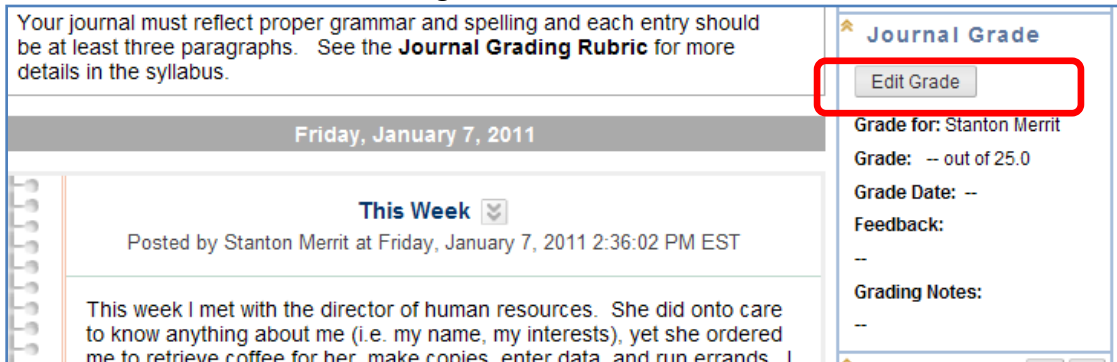
2. Click the name of the **Journal** you want to grade.



3. A green [!] near indicates entries which need grading. Click the *student's name*.



- Click *Edit Grade* in the sidebar to grade the student's contribution.



Your journal must reflect proper grammar and spelling and each entry should be at least three paragraphs. See the **Journal Grading Rubric** for more details in the syllabus.

Friday, January 7, 2011

This Week ▾

Posted by Stanton Merrit at Friday, January 7, 2011 2:36:02 PM EST

This week I met with the director of human resources. She did onto care to know anything about me (i.e. my name, my interests), yet she ordered me to retrieve coffee for her, make copies, enter data, and run errands. I

Journal Grade

Edit Grade

Grade for: Stanton Merrit

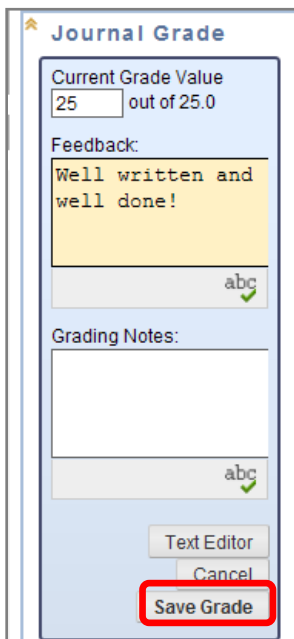
Grade: -- out of 25.0

Grade Date: --

Feedback: --

Grading Notes: --

- Enter the student's *grade* in the Current Grade Value box, and provide any feedback you have. Grading Notes will only be visible to the Instructor. When you have finished grading, click *Save Grade*.



Journal Grade

Current Grade Value
25 out of 25.0

Feedback:
Well written and well done!

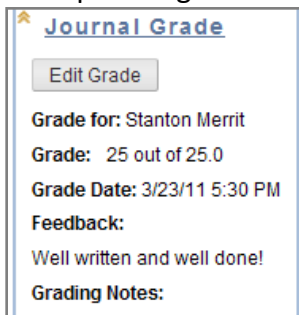
Grading Notes:

Text Editor

Cancel

Save Grade

- The updated grade now appears in the Grade section of the sidebar and the Full Grade Center.



Journal Grade

Edit Grade

Grade for: Stanton Merrit

Grade: 25 out of 25.0

Grade Date: 3/23/11 5:30 PM

Feedback:
Well written and well done!

Grading Notes: