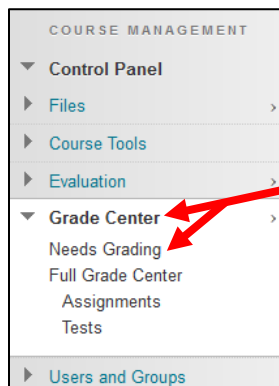


## Grading a Journal

Follow the steps below to learn how to grade a journal entry.

### Step 1:

In the course site that contains the journal you would like to grade, click on “Grade Center” at the bottom of the course menu, and then click “Needs Grading.”



### Step 2:

Click on a student’s name to view and grade their journal entries.

Category	Item	User	Date Submitted	
Journal	All Items	All Users	Any Date	Go
1 total items to grade.				
Category	Item Name	User Attempt	Date Submitted	Due Date
Journal	Journal	<a href="#">Andrew Hinote_PreviewUser</a>	May 14, 2015 11:02:48 AM	

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

*Tip:* Select “Journal” from the “Category” drop-down filter at the top of the needs grading page to separate journal entries that need grading from other items that need grading in the course.

### Step 3:

The grading page displays the entries this student has made to the journal along the left side of the page, with a box to enter a grade and feedback along the right side of the page. After entering a grade and feedback, click the “**Submit**” button to save and move to the next journal entry that needs grading.

The screenshot displays a journal grading interface. On the left, under "Journal Instructions", there is a section for "Thursday, May 14, 2015" with a "My Journal Entry" (New) posted by Andrew Hinote\_PreviewUser at 11:02:48 AM. The entry contains two paragraphs of placeholder text. A "Comment" button is at the bottom. On the right, the "Journal Details" panel shows the "GRADE" as 95/100 (5/14/15 11:02 AM). Below is the "FEEDBACK TO LEARNER" section with the text "Good work!". A toolbar with icons for undo, redo, and bold is visible. At the bottom of the feedback section are "Cancel", "Save Draft", and "Submit" buttons. A red arrow points from the grade box to the "Submit" button. Below the feedback section is an "INDEX" section with a link to "May 2015 (1) My Journal Entry". An "Exit" button is at the bottom right.

Once all journal entries that needed grading are graded, you will be brought back to the needs grading page.