Grade Journals

You can grade participation in journals for individuals and groups.

When you enable grading, a column is created automatically in the Grade Center. You grade students' journal entries from the journal topic page. All of an individual student's entries and comments appear as you determine the grade. The grades show immediately in the Grade Center.

You access the journal topic page in the following ways:

- In the journals tool, access a journal. In the sidebar, click the drop-down with your name to access all course members.
- On the Needs Grading page, access a journal's contextual menu and click Grade All Users.
- In the Grade Center, locate the column for the journal you want to grade. Move the mouse pointer over a cell containing the needs grading icon—the exclamation mark—to access the journal's contextual menu. Click Grade User Activity.

When you edit an assigned grade from the journal topic page, the Grade Center is updated.

Change a Topic From Graded to Ungraded

You cannot change a graded journal topic to ungraded. You need to delete the graded journal topic from the Journals listing page and the Grade Center, and create a new ungraded topic.

Alternatively, to retain entries, set the journal's Grade Center column to not be included in calculations. In essence, the journal continues to be considered graded by the Grade Center, but any results or grades assigned are ignored.

The Journal Topic Page

The journal topic page is divided into two main sections. You can view the entries in the content frame. In the sidebar, you can view information about the journal topic or entry, expand the Index, grade the entry if the journal is gradable, and select an individual user's name to view his or her entries alone in the content frame.

If you do not see the grading feature in the sidebar, your school has not turned it on.
A. In the sidebar, you can expand the **Journal Details** section to display information about the current selection, including the number of entries and comments. Click the right-pointing arrow to collapse the sidebar for more viewing room for entries. Click the four arrows to view the journal entries and sidebar in full screen.

B. Below the action bar, the **Journal Instructions** are expanded by default. You can minimize them. Click **Alignments** to add alignments.

C. To view all course members, click the down-pointing arrow next to the user's name to view a list and select a member. The selected member’s entries appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student. Optionally, click **Show Empty Journals**.

D. For graded journals, icons designate the status of a user’s activity. The needs grading icon—the exclamation mark—indicates that a user has met the minimum activity for grading you set for the journal. The in progress icon appears when a user has some activity, but has not yet met the minimum number required to trigger needs grading status.

E. In the grading sidebar, provide a grade and feedback for the student.

F. The **Index** section displays the titles of the entries created by an author during the selected time period. Click the minus sign to collapse the title list.

**Grade Journal Entries for Individuals**

You can begin the grading process for journals from the Grade Center, the **Needs Grading** page, and the **Course Tools** section in the **Control Panel**.

While specifying journal settings, if you did NOT select the **Show participants in needs grading status** box and select a minimum number of entries, the needs grading icon will **not** appear in the Grade Center, on the journal topic page, and items do **not** appear on the **Needs Grading** page.

The in progress icon shows in the Grade Center cell and in a journal:
- For student activity that does not meet the minimum number you set.
- If you did not select the Show participants in needs grading status check box.

Use the following steps to grade journal entries:

1. Access the journal topic page and click the drop-down list with your name to access all course members. Click a user's name with a number. The user's journal entry or entries open in the content frame.
2. Type a point total in the Grade box. If you associated a rubric for this graded journal, expand and complete the rubric. To edit an existing grade, click in the Grade box and change the grade.
3. Optionally, type Feedback for the student. In the Add Notes section, make notes that appear only to you and the grader role. The icon for Click to open full content editor gives you access to all the content editor functions.
4. Click Submit to add the grade, feedback, and grading notes to the Grade Center.