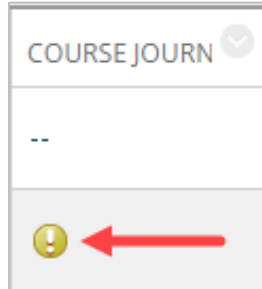


GRADE A JOURNAL

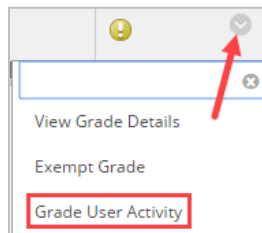
When instructors create a journal and assign points to it, a grade column is created and instructors grade the journal via the grade center.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.
2. Locate the column for the journal you wish to grade.
3. If a student has submitted a journal entry that needs grading, you will see a yellow exclamation point icon in the cell. If a student has not submitted their journal entry, you will see a dash in the cell.

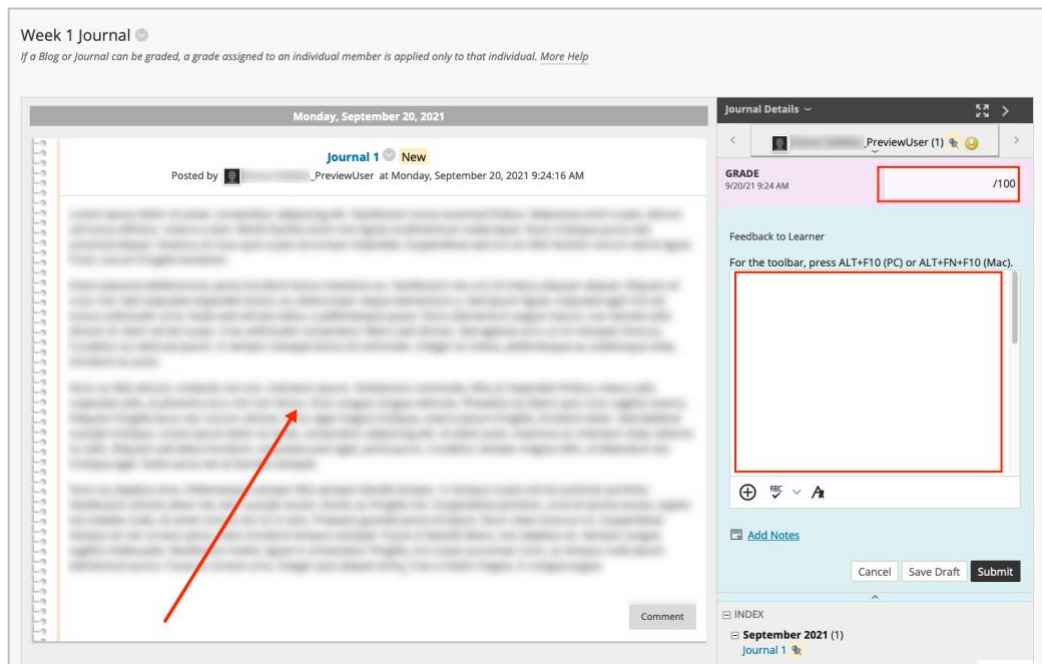


4. Click on the down arrow in the cell of the student you wish to grade and choose **Grade User Activity**.



5. The student's journal entry will be located on the left pane of the screen. The instructor's grading area is located on the right side of the screen.

GRADE A JOURNAL



6. Click the grade box to enter a grade. Feedback can be input in the **Feedback to Learner** box. Click **Submit** when done. Other journal entries can be graded by selecting the right arrow next to the current student's name.

