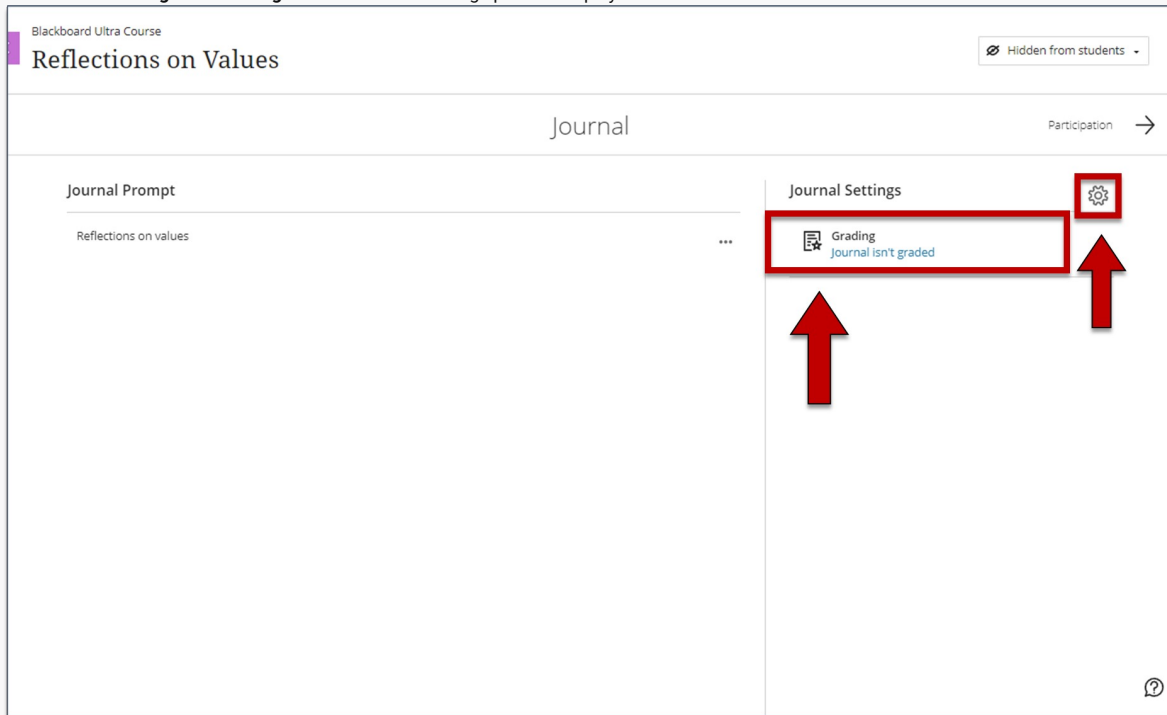# Grading a Journal

Published 1/13/2023 by Anh Lam
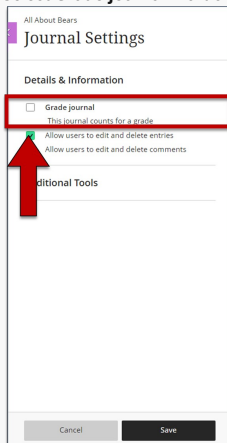
To grade a Journal, you must enable grades in a journal before you can assign grades.
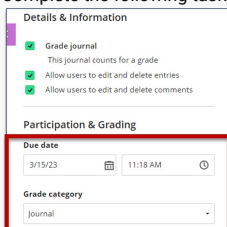
Enabling Grades in Journals

1. Select the Journal you want to enable grading for.

2. Select **Journal isn't graded** or the **gear icon**. Journal Settings panel is displayed.

3. Select **Grade journal**. Participation & Grading is displayed.

4. Complete the following tasks:

- Select **Due Date** and choose the day and time the Journal is due.

- Select **Grade category** and choose the Gradebook category applicable to the Journal.

- Select **Grade using** and select one of the following grade types: Letter, Points, or Percentage.

- Select **Maximum points** and enter the maximum grade a student can receive.

5. Select **Save**.

Grading a Journal

1. Select **Gradebook**.

2. Select the Journal you want to grade. Grades & Participation is displayed.

3. Select a student to view their response.

4. Enter the **pill icon** and enter the student's grade.

5. Select the **feedback icon.** The Feedback for student panel is displayed.

6. Select the **text box** and input student feedback.

7. Select **Save**.

8. Select the **ellipses**. A drop-down menu is displayed.

Type an entry

Student A NEW
2 minutes ago, at 9:52 AM
...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus egestas urna eget accumsan aliquam. Curabitur vitae consequat felis, sollicitudin venenatis felis. Aliquam laoreet ac enim ut vestibulum. Nunc dapibus dignissim nibh, quis scelerisque enim ornare ut. Curabitur eu sapien at metus egestas facilisis quis eget nulla. Aenean congue ullamcorper risus eget lacinia. Sed ut ipsum et ex maximus porta a nec lacus. Sed pretium, sapien eu eleifend porttitor, mauris ligula dictum elit, in porta lectus mauris ac velit. Donec ac est vestibulum, tempus tortor commodo, laoreet ligula. Aliquam erat volutpat.

9. Select **Post**. Grade is posted.

90 / 100

Post

Edit Feedback
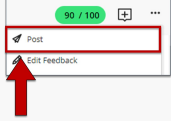
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