Grading a Journal

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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.

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	Journal		Participatio
Journal Prompt		Journal Settings	ίζζι
Reflections on values		 Grading Journal isn't graded	
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		-	

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



4. Complete the following tasks:



Points	
Maximum points	
100	
Additional Tools	
Add grading rubric	

• 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.

Blackboard Ultra Course Reflections on Values				${\ensuremath{ \bigodot \ }}$ Visible to students $\ {\ \ }$
- Journal	Grades & P	articipation		
1 of 5 1 0 PARTICIPATING TO GRADE TO POST				
Q Search by first name or last name All statuses	•			25 v items per page
Student	Status	Total Entries	Grade	
• O Student A	Needs grading	1		
Student B	No submission	0		
Student C	No submission	0		

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

Blackboard Ultra Cou Reflection	s on Values	O of 5 graded
		\rightarrow
	Journal (3/30/23 - 3/31/23) 1 Entries	··· 🕀
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5. Select the **feedback icon.** The Feedback for student panel is displayed.

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- 6. Select the **text box** and input student feedback.
- 7. Select Save.
- 8. Select the ellipses. A drop-down menu is displayed.

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9. Select Post . Grade is poste	ed.	

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