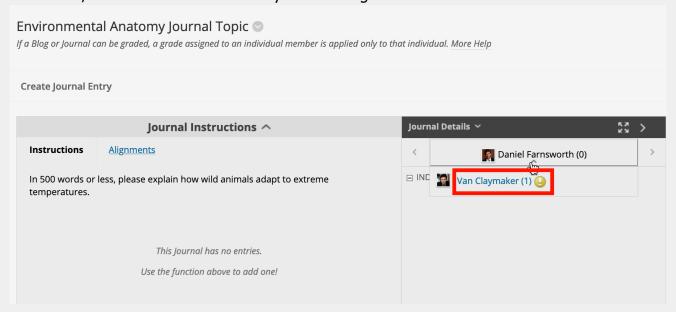


#### **Grade Journals**

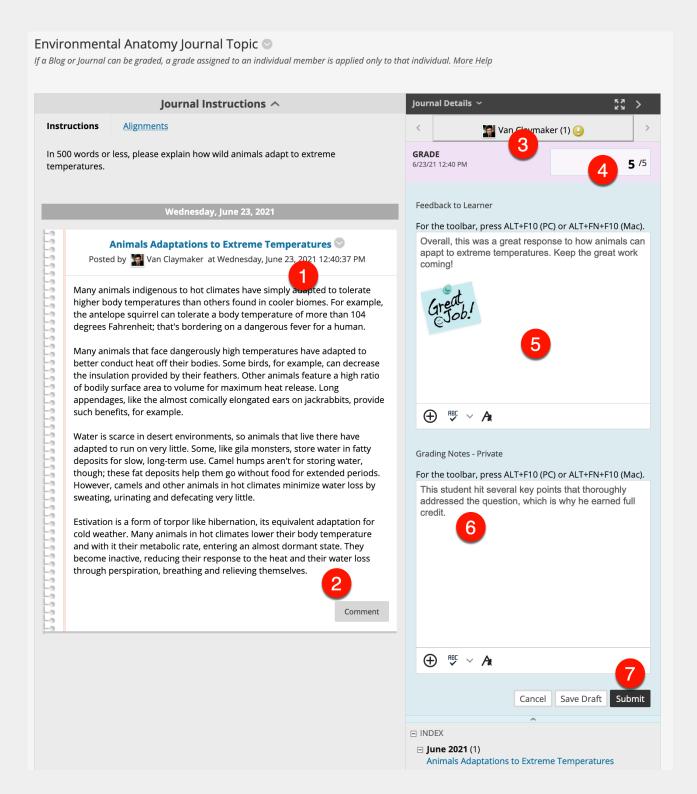
#### **Journal Content Area:**

Enter a Blackboard course. Proceed to the journal assignment you assigned to your students. Under Journal Details, select the students name you wish to grade.



- 1. **Student Submission:** Review the students submission.
- 2. **Comment:** Add text comments underneath the students submission.
- 3. **Student Name:** Currently the student you are grading. Click the down arrow to switch students.
- 4. **Grade:** Input a numeric value for the student's grade.
- 5. **Feedback:** Input text, images, videos or other types of files for the student to see once submitted.
- 6. Add Notes/Grading Notes: Only you (the instructor) will be able to view this notes section.
- 7. **Submit:** Confirm changes you make.

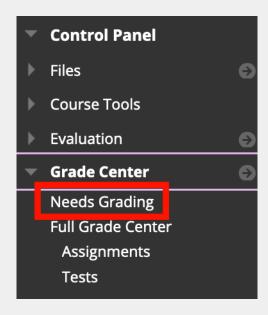
Email: blackboard@govst.edu Phone: (708) 534-4115



# **Needs Grading:**

Select **Needs Grading** under **Grade Center** in the **Control Panel**.

Email: <a href="mailto:blackboard@govst.edu">blackboard@govst.edu</a> Phone: (708) 534-4115



Needs Grading will compile all assignments, blogs, journals, etc. for all users that need to be graded. If you would like to grade a single user, please use the **Filter** options.

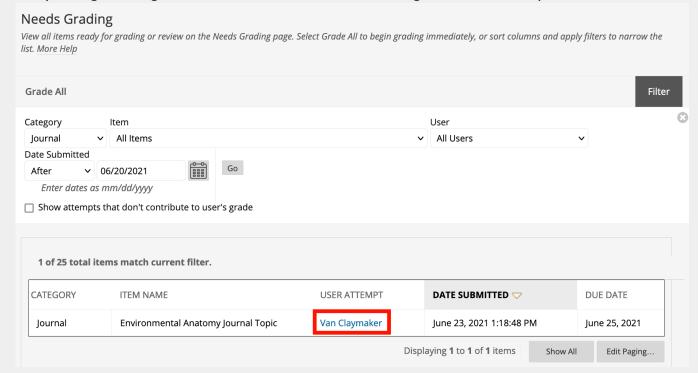
**Category:** Select the category (assignment, journal, etc.) of the item to filter by category.

**Item:** Select the title of the item (assignment, journal, etc.) to filter by item.

**User:** Select any user enrolled in the course to filter by user.

**Date Submitted:** Select **Any Date**, **Before**, **After**, or **Exact Date** to filter by date. Use the calendar icon to open a calendar and select a date.

You may also go through the Full Grade Center and selecting the users attempt.

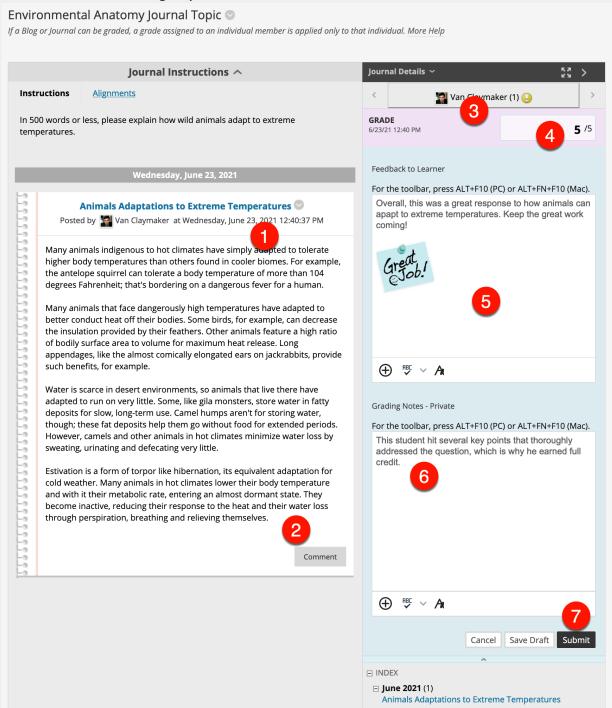


1. **Student Submission:** Review the students submission.

**Blackboard Questions?** 

Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

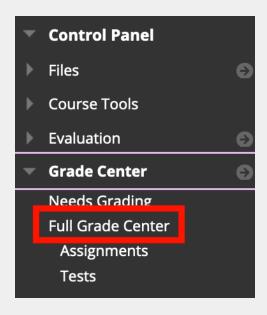
- 2. **Comment:** Add text comments underneath the students submission.
- 3. **Student Name:** Currently the student you are grading. Click the down arrow to switch students.
- 4. **Grade:** Input a numeric value for the student's grade.
- 5. **Feedback:** Input text, images, videos or other types of files for the student to see once submitted.
- 6. **Add Notes/Grading Notes:** Only you (the instructor) will be able to view this notes section.
- 7. **Submit:** Confirm changes you make.



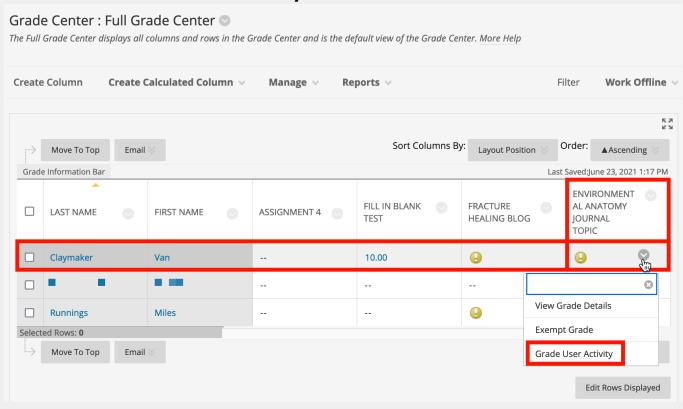
### **Full Grade Center:**

Select Full Grade Center under Grade Center in the Control Panel.

Email: blackboard@govst.edu Phone: (708) 534-4115



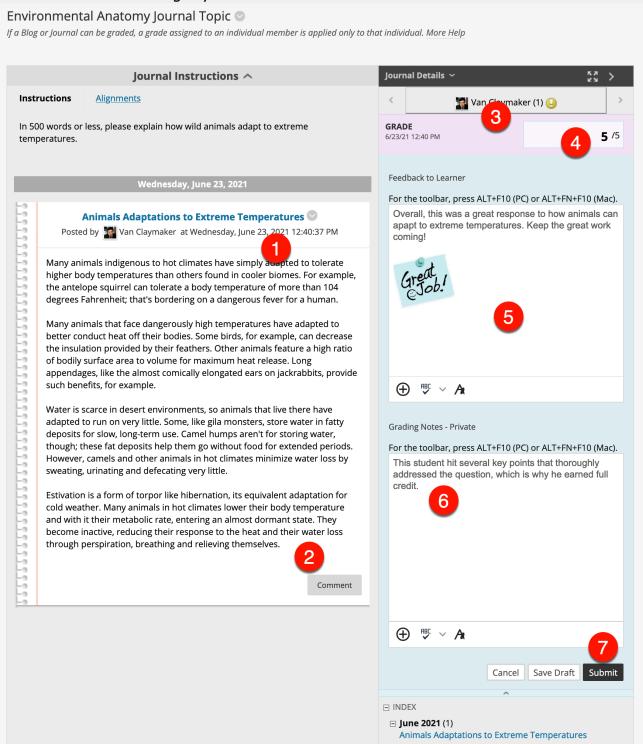
Find the name of the journal (column) and the students name (row). Hover your mouse over the yellow exclamation mark to make the down arrow appear. Click the down arrow to open the drop down menu and select **Grade User Activity**.



- 1. **Student Submission:** Review the students submission.
- 2. **Comment:** Add text comments underneath the students submission.
- 3. **Student Name:** Currently the student you are grading. Click the down arrow to switch students.
- 4. **Grade:** Input a numeric value for the student's grade.
- 5. **Feedback:** Input text, images, videos or other types of files for the student to see once submitted.

Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

- 6. **Add Notes/Grading Notes:** Only you (the instructor) will be able to view this notes section.
- 7. **Submit:** Confirm changes you make.



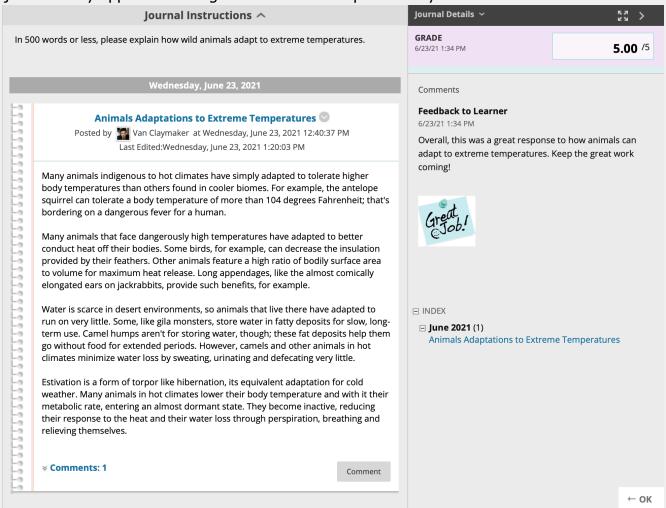
#### **Student view:**

The student should proceed to the **My Grades** section in the course. This link can be found in the left navigation menu. Click the title of the item.



Email: <u>blackboard@govst.edu</u> Phone: (708) 534-4115

The journal entry appears with a grade and feedback provided by the instructor.



## **Blackboard Questions?**

Email: blackboard@govst.edu Phone: (708) 534-4115

Email: <a href="mailto:blackboard@govst.edu">blackboard@govst.edu</a> Phone: (708) 534-4115