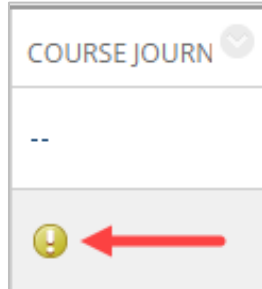# GRADE A JOURNAL

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.
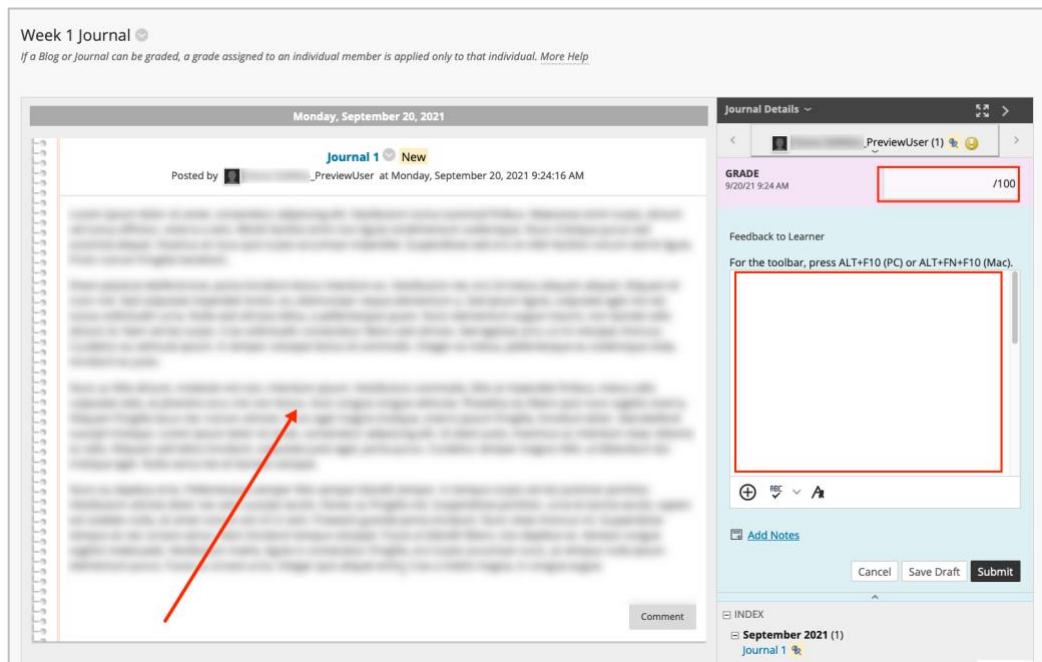

4. Click on the down arrow in the cell of the student you wish to grade and choose **Grade User Activity**.
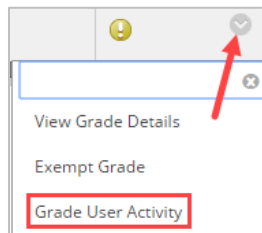
5. The student's journal entry will be located on the left pane of the screen. The instructor's grading area is located on the right side of the screen.

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.