

# Grade Journal

## Introduction

The Journal tool is useful for private assignments of *modest* length. Entries can be graded within a Journal, making review and grading more efficient than using the Assignment tool. A column for the Journal is automatically created in the Grade Center and the grades and feedback you assign within the Journal are automatically recorded. A rubric can be associated with the Journal and filled out to compute the grade and provide feedback for each student's entry. The completed rubric can be viewed by students in their My Grades view.

## Caution

- It is necessary to select the grading option, points possible, and rubric (if used) when creating the Journal. It is not possible to change this setting after the Journal has been created.
- Each student can be assigned one grade per Journal when grading within the Journal tool.

## Create Journal Grade Settings


The Grade Settings are found under the heading 5. Grade Settings in the Create Journal page. When Grade: Points possible is selected, the option to Add Rubric displays but its use is optional.

**5. Grade Settings**

Grade Journal

No grading

Grade : Points possible :

Show participants in "needs grading" status  after every  Entries

Associated Rubrics

## Grade Journal Entries without Rubric

1. Journal entries ready to be graded have a green exclamation after the student author's name.
2. Click the student name to view that student's entry.
3. Click Edit Grade to assign a grade, type feedback, or make grading notes. (The grading notes are for the instructor and are not displayed to students.)
4. Be sure to click Save Grade.

The image shows a two-part interface for grading journal entries. On the left is a sidebar with three sections: 'About this Journal' (Author: Jane Duff, Entries: 1, Comments: 0), 'Journal Grade' (with an 'Edit Grade' button), and 'More Journals' (listing 'Jane Duff (1) !' and 'Jane Harris (0)'). On the right is the 'Journal Grade' main panel, which includes a 'Current Grade Value' field (10 out of 12), a 'Feedback' text area containing the text 'Good points and well done overall. In the next journal, try making your points in fewer words.', and a 'Grading Notes' text area containing 'Only the instructor sees these notes.'. At the bottom of the main panel are buttons for 'Text Editor', 'Cancel', and 'Save Grade'. Red arrows and numbers 1, 2, and 3 are overlaid on the image to indicate specific steps: arrow 1 points to the student name 'Jane Duff (1) !' in the sidebar; arrow 2 points to the 'Edit Grade' button; arrow 3 points to the 'Journal Grade' title.

## Grade Journal Entries with Associated Rubric

For Rubric creation, see the Rubric handout.

1. Click the student name to view that student's entry.
2. Click Edit Grade.
3. To grade with the rubric, either
  - a. Click the chevron to view and fill out the Inline Rubric (in a list view)
    - i. Select the desired radio button for each criteria.
    - ii. If desired, provide feedback in the feedback box at the bottom.
    - iii. If desired, override the grade the completed rubric provided.
  - b. Click the icon to View Rubric in Window and fill it out.
    - i. Click in the desired cell for each criteria.
    - ii. Note that an optional feedback box is provided for each.
    - iii. If desired, provide feedback in the feedback box at the bottom.
    - iv. If desired, override the grade the completed rubric provided.
4. Be sure to click Save Grade when you are finished.

The screenshot displays the 'Journal Grade' interface. At the top, it shows the 'Current Grade Value' as an empty box followed by 'out of 12'. Below this is the 'Associated Rubrics:' section, which lists 'Global Warming and Polar Bears'. A red arrow points to a chevron icon next to this rubric name, with a callout box labeled 'View Rubric in Window'. Another red arrow points to a small icon next to the rubric name, with a callout box labeled 'Inline Rubric'. Below the rubric list is a 'Feedback:' text area with a green checkmark and 'abc' at the bottom right. Underneath is a 'Grading Notes:' text area, also with a green checkmark and 'abc' at the bottom right. At the bottom of the 'Journal Grade' window are three buttons: 'Text Editor', 'Cancel', and 'Save Grade'. A red arrow points to the 'Save Grade' button. Below the 'Journal Grade' window is a 'More Journals' section with a 'Show Empty Journals' button and a list of student names: 'Jane Duff (1)' and 'Jane Harris (0)'. Navigation arrows are visible to the right of the 'More Journals' section.