Grading Journals

In this tutorial, you will learn how to:

- Grade journals from the Grade Center

Directions:

1. Click on “Grade Center” under the Course Management menu, then select “Full Grade Center.”

2. Click on the Action Link (▼) within the cell associated with the student whose journal posting you wish to grade.

3. Next, select “Grade User Activity.” This will take you directly to the journal and present you with all of the postings for the selected student.

![Image of Grade Center interface]

Note: The exclamation point icon indicates that the student’s work “Needs Grading.”

4. Enter the student’s grade in the section to the right of the screen labeled “Grade.”
5. You may also enter feedback (that the student will see) in the “Feedback – Shown to Learner” text box. To add notes that only the instructor or TA will see, you may click “Add Notes” to open a text box labeled “Grading Notes – Private.”

6. Then select “Submit.”

If you have further questions, please submit a ticket to SCC E-Learning here.