

## **Faculty Tutorial:**

## **Grade a Blog**

Purpose: To show faculty members how to grade a "Blog" in MyHills.

From within your course, click "Course Tools," located in the blue Course Menu.



The "Tools" page will open.



Select "Blogs."

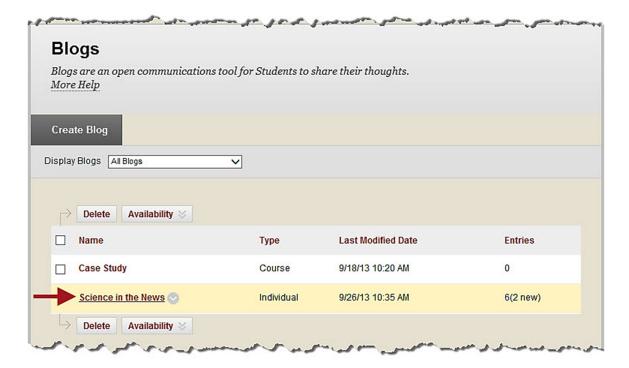


The "Blogs" page will open.

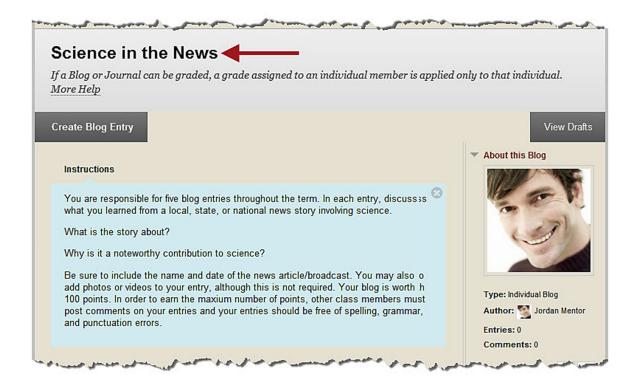


On the "Blogs" page, select the blog you would like to grade.

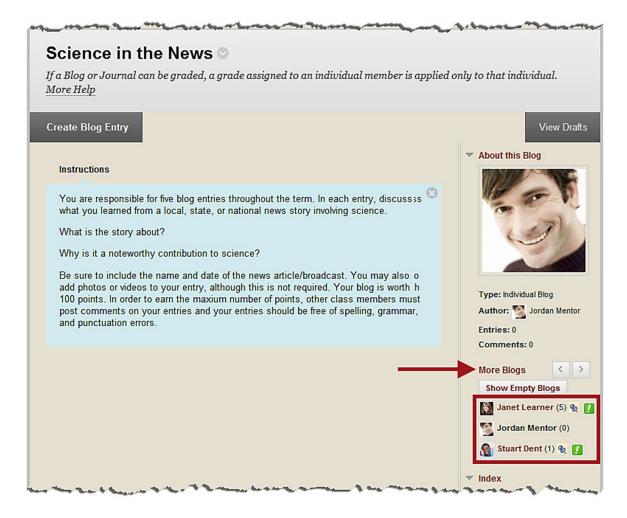
Note: You can also grade blogs from the "Needs Grading" area of your course. Please see the tutorial "Grade Center: Needs Grading" for more information.



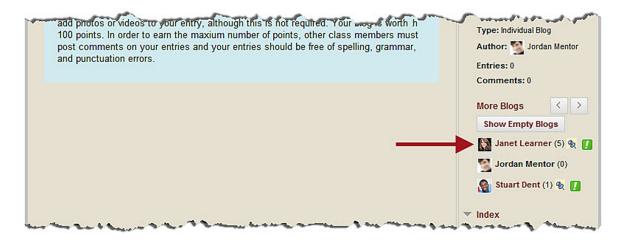
The blog page for the blog you selected will open.



Students who have posted to their blogs will appear in alphabetical order, on the right side of the page, under "More Blogs."



Click the name of the student whose blog you would like to access.



The blog for the student you selected will open. If the student has uploaded his/her avatar, it will appear on the right under "About this Blog."

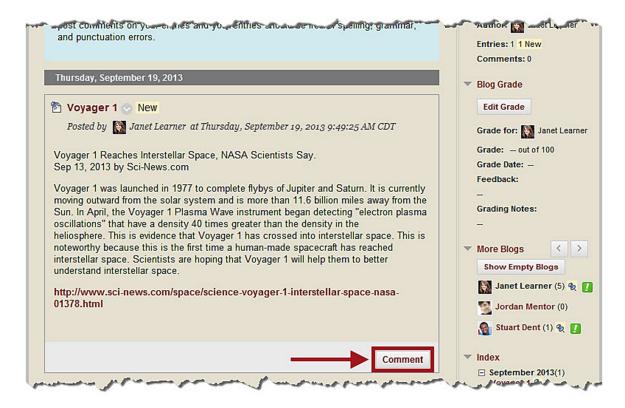


Each entry the student has made to the blog will appear on this page under "Instructions." The student's most recent entry will be at the top.

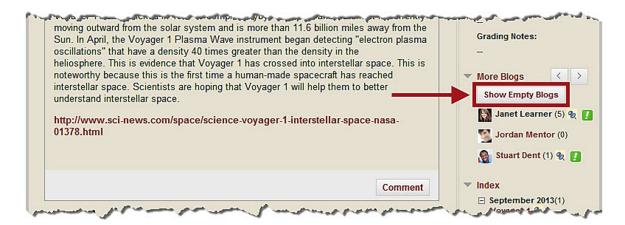


You may comment on an entry by selecting the "Comment" button directly below the entry.

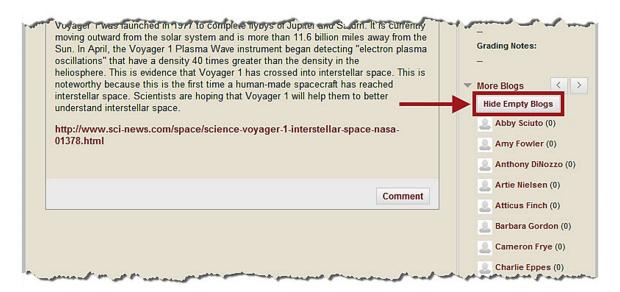
Note: Everyone enrolled in the course can view comments.



Click "Show Empty Blogs" to view a list of students who have not yet posted to their blogs.



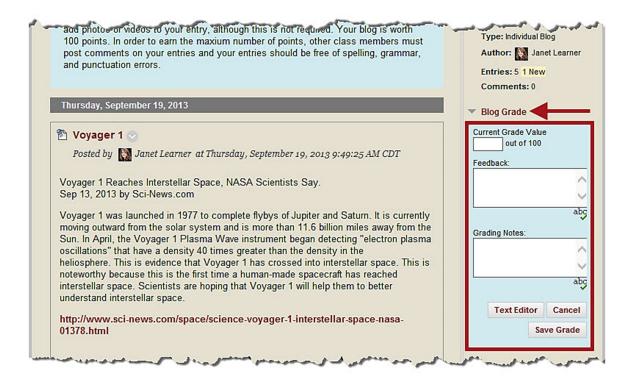
Click "Hide Empty Blogs" to hide the students who have not yet made a blog entry.



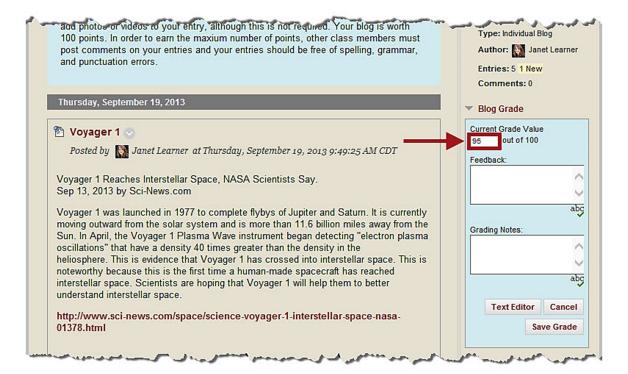
You can assign the student a grade for his/her blog by clicking "Edit Grade" located on the right side of the page.



The "Blog Grade" box will open.

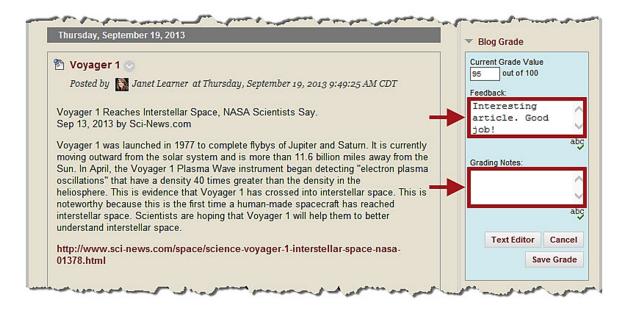


Type the student's overall score for his/her blog in the "Current Grade Value" box.

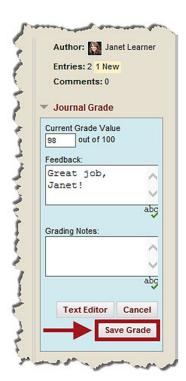


You can also enter "Feedback" and "Grading Notes" in the boxes provided.

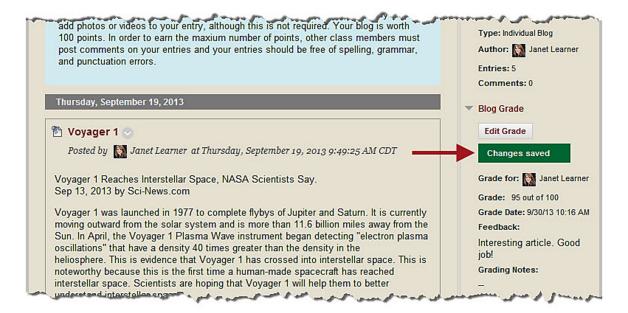
Note: "Feedback" and "Grading Notes" are optional. "Feedback" is visible to both the instructor and the student, while "Grading Notes" are only visible to the instructor and are not visible to the student.



Once you have entered the grade information, click "Save Grade."

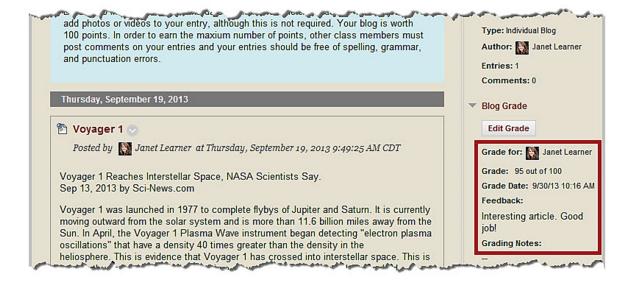


A green "Changes saved" message will appear briefly under "Blog Grade."



The student's grade, along with any feedback or grading notes you entered, will also appear.

Note: After the post has been graded, you may still click "Edit Grade" to change the grade and to add "Feedback" and/or "Grading Notes."



Use the arrow buttons to scroll to the next student's blog. Then, you can use the same process (shown earlier) to grade those posts.

Note: You can also select the name of the student whose blog you would like to grade, as shown earlier in this tutorial.



Congratulations! You now know how to grade a "Blog" in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk