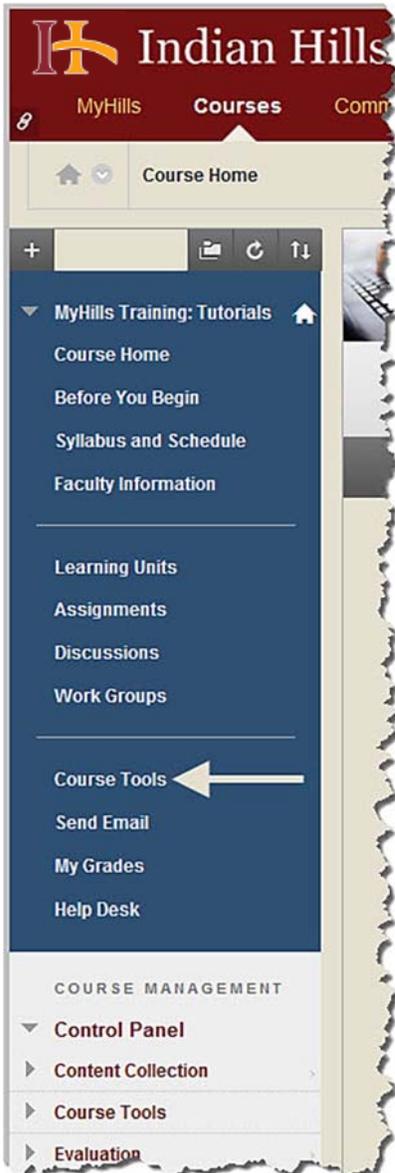


Faculty Tutorial:
Grade a Journal

Purpose: To show faculty members how to grade a “Journal” in MyHills.

From within your course, click “**Course Tools**,” located in the **blue** Course Menu.



The "Tools" page will open.



Select "Journals."

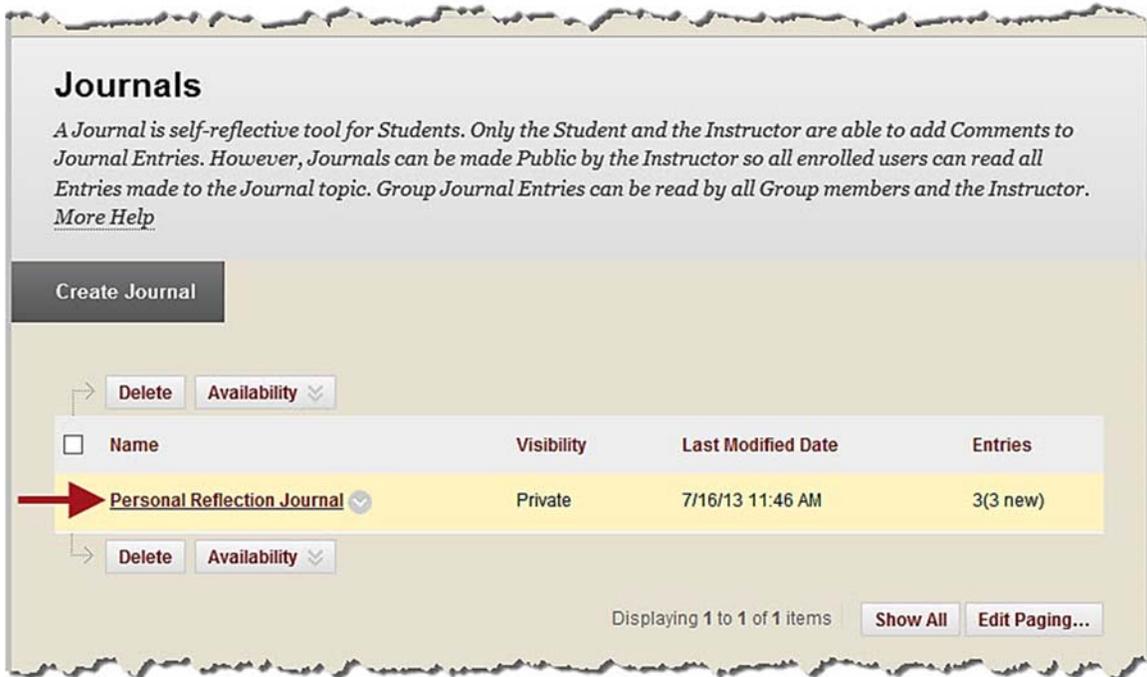


The "Journals" page will open.



On the “Journals” page, select the journal you would like to grade.

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



Journals

A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor.
[More Help](#)

Create Journal

<input type="checkbox"/>	Name	Visibility	Last Modified Date	Entries
<input type="checkbox"/>	Personal Reflection Journal	Private	7/16/13 11:46 AM	3(3 new)

Displaying 1 to 1 of 1 items [Show All](#) [Edit Paging...](#)

The journal page for the journal you selected will open.



Personal Reflection Journal

If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual.
[More Help](#)

Create Journal Entry [View Drafts](#)

Instructions

This is your personal course reflection journal. Other students cannot access your journal. Only you and your instructor can read your journal posts.

Your task in this journal is to create a new post for *each* learning unit that includes the following:

1. Three things that you learned and found interesting
2. One thing that you found confusing or have a question about

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

About this Journal



Author:  Jordan Mentor

Entries: 0

Comments: 0

[More Journals](#)

Students who have posted to their journals will appear in alphabetical order, on the right side of the page, under “More Journals.”

Instructions

This is your personal course reflection journal. Other students cannot access your journal. Only you and your instructor can read your journal posts.

Your task in this journal is to create a new post for *each* learning unit that includes the following:

1. Three things that you learned and found interesting
2. One thing that you found confusing or have a question about

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

About this Journal



Author:  Jordan Mentor

Entries: 0

Comments: 0

More Journals < >

Show Empty Journals

-  Janet Learner (2) 
-  Jordan Mentor (0)
-  Stuart Dent (1)

Index

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

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

About this Journal

Author:  Jordan Mentor

Entries: 0

Comments: 0

More Journals < >

Show Empty Journals

-  Janet Learner (2) 
-  Jordan Mentor (0)
-  Stuart Dent (1)

Index

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

Instructions

This is your personal course reflection journal. Other students cannot access your journal. Only you and your instructor can read your journal posts.

Your task in this journal is to create a new post for *each* learning unit that includes the following:

1. Three things that you learned and found interesting
2. One thing that you found confusing or have a question about

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

About this Journal



Author:  Janet Learner

Entries: 2 1 New

Comments: 0

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

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

Tuesday, July 16, 2013

Learning Unit 2 Entry  New

Posted by  Janet Learner at Tuesday, July 16, 2013 11:46:39 AM CDT

An object at rest will stay at rest, while an object in motion will stay in motion unless an external force is applied to it. Force is mass times acceleration ($F=ma$)
For every action there is an equal and opposite reaction.

Forces do not cause *motion*, they cause *acceleration*.

[Comment](#)

Monday, July 15, 2013

Learning Unit 1 Entry 

Posted by  Janet Learner at Monday, July 15, 2013 3:13:21 PM CDT

A vector has both a magnitude and a direction.
Momentum is conserved in all collision systems.
Mechanical energy is the sum of the potential and kinetic energy.

I still don't understand how light is both a wave and a particle.

[Comment](#)

Author:  Janet Learner

Entries: 2 1 New

Comments: 0

Journal Grade

[Edit Grade](#)

Grade for:  Janet Learner

Grade: — out of 100

Grade Date: —

Feedback: —

Grading Notes: —

More Journals  

[Show Empty Journals](#)

 Janet Learner (2) 

 Jordan Mentor (0)

 Stuart Dent (1)

Index

 July 2013(2)

[Learning Unit 2 Entry](#) 

[Learning Unit 1 Entry](#)

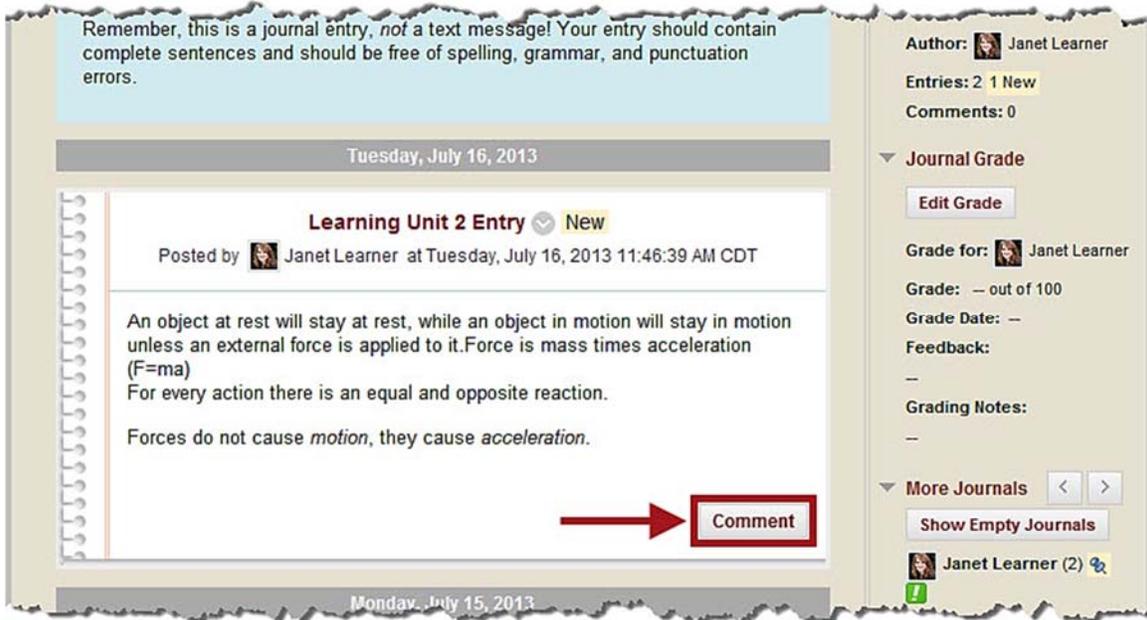
 Indicates New Entries

 Indicates New Comments

 Indicates activity that Needs Grading

You may comment on an entry by selecting the “**Comment**” button directly below the entry.

Note: Only you and the student who made the entry will be able to view comments made to a journal entry.



Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

Tuesday, July 16, 2013

Learning Unit 2 Entry New

Posted by Janet Learner at Tuesday, July 16, 2013 11:46:39 AM CDT

An object at rest will stay at rest, while an object in motion will stay in motion unless an external force is applied to it. Force is mass times acceleration ($F=ma$)
For every action there is an equal and opposite reaction.
Forces do not cause *motion*, they cause *acceleration*.

[Comment](#)

Monday, July 15, 2013

Author: Janet Learner
Entries: 2 1 New
Comments: 0

Journal Grade

[Edit Grade](#)

Grade for: Janet Learner
Grade: — out of 100
Grade Date: —
Feedback: —
Grading Notes: —

More Journals < >

[Show Empty Journals](#)

Janet Learner (2)

Click “**Show Empty Journals**” to view a list of students who have not yet posted to their journals.



[Comment](#)

More Journals < >

[Show Empty Journals](#)

Janet Learner (2)

Jordan Mentor (0)

Stuart Dent (1)

Index

July 2013(2)

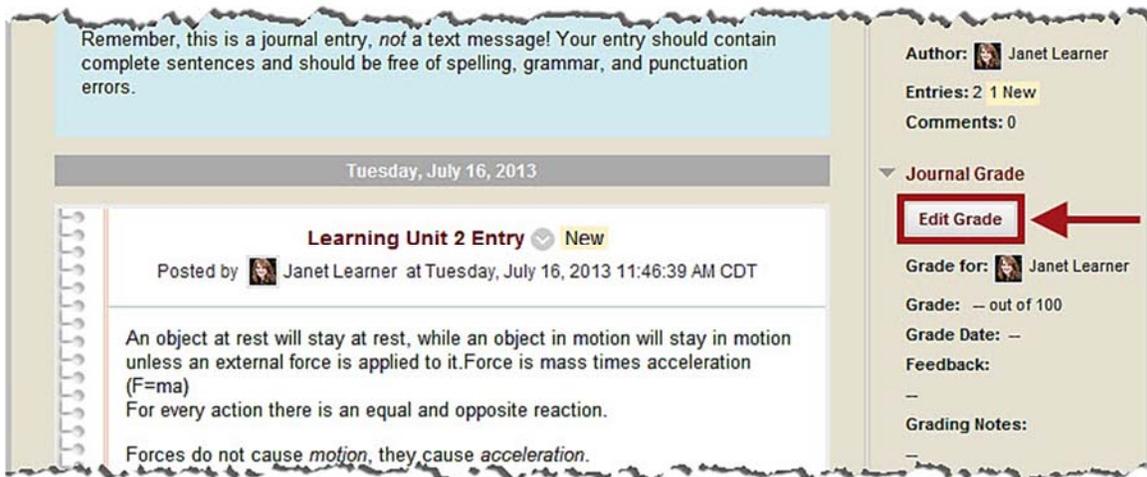
Learning Unit 2 Entry

PM CDT

Click “Hide Empty Journals” to hide the students who have not yet made a journal entry.



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



The "Journal Grade" box will open.

The screenshot shows a 'Journal Grade' dialog box with a red border. At the top, it displays 'Author: Janet Learner', 'Entries: 2 1 New', and 'Comments: 0'. Below this is a section titled 'Journal Grade' containing a 'Current Grade Value' input field (currently empty) with 'out of 100' to its right. There are two text input areas for 'Feedback' and 'Grading Notes', each with a vertical scrollbar and a small 'abc' icon with a green checkmark. At the bottom, there are three buttons: 'Text Editor', 'Cancel', and 'Save Grade'.

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

The screenshot shows a journal entry page with a light blue header containing the instruction: 'Remember, this is a journal entry, not a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.' Below the header is a date separator for 'Tuesday, July 16, 2013'. The main entry is titled 'Learning Unit 2 Entry' with a 'New' tag. It is posted by Janet Learner at Tuesday, July 16, 2013 11:46:39 AM CDT. The text of the entry reads: 'An object at rest will stay at rest, while an object in motion will stay in motion unless an external force is applied to it. Force is mass times acceleration (F=ma) For every action there is an equal and opposite reaction. Forces do not cause motion, they cause acceleration.' A 'Comment' button is at the bottom right of the entry. A date separator for 'Monday, July 15, 2013' is at the bottom. On the right side, the 'Journal Grade' dialog box is open, with a red box around the 'Current Grade Value' input field which contains the number '98'. A red arrow points from the 'New' tag of the entry to 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.

Remember, this is a journal entry, *not* a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.

Tuesday, July 16, 2013

Learning Unit 2 Entry New

Posted by Janet Learner at Tuesday, July 16, 2013 11:46:39 AM CDT

An object at rest will stay at rest, while an object in motion will stay in motion unless an external force is applied to it. Force is mass times acceleration ($F=ma$)
For every action there is an equal and opposite reaction.

Forces do not cause *motion*, they cause *acceleration*.

Comment

Monday, July 15, 2013

Author: Janet Learner

Entries: 2 1 New

Comments: 0

Journal Grade

Current Grade Value
98 out of 100

Feedback:
Great job, Janet!

Grading Notes:

Text Editor Cancel

Save Grade

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

Author: Janet Learner

Entries: 2 1 New

Comments: 0

Journal Grade

Current Grade Value
98 out of 100

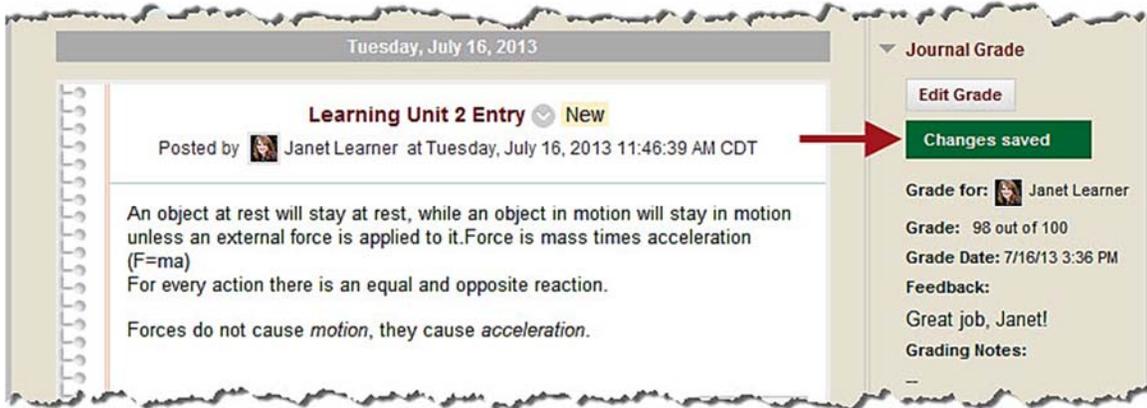
Feedback:
Great job, Janet!

Grading Notes:

Text Editor Cancel

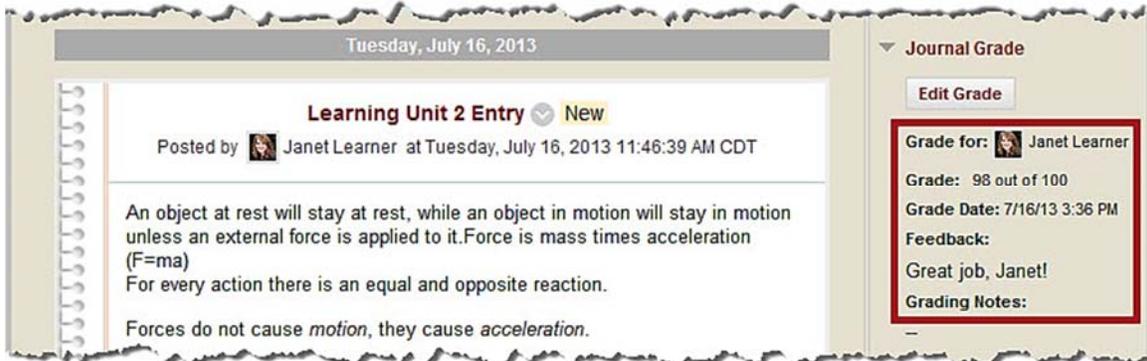
Save Grade

A green “Changes saved” message will appear briefly under “Journal Grade.”



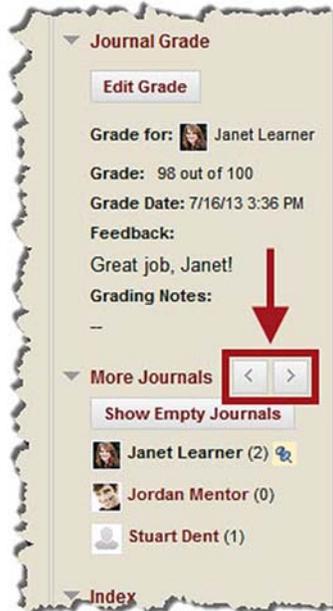
The student’s grade, along with any feedback or grading notes you entered, will also appear.

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 journal. Then, you can use the same process (shown earlier) to grade those posts.

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



Congratulations! You now know how to grade a "Journal" 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