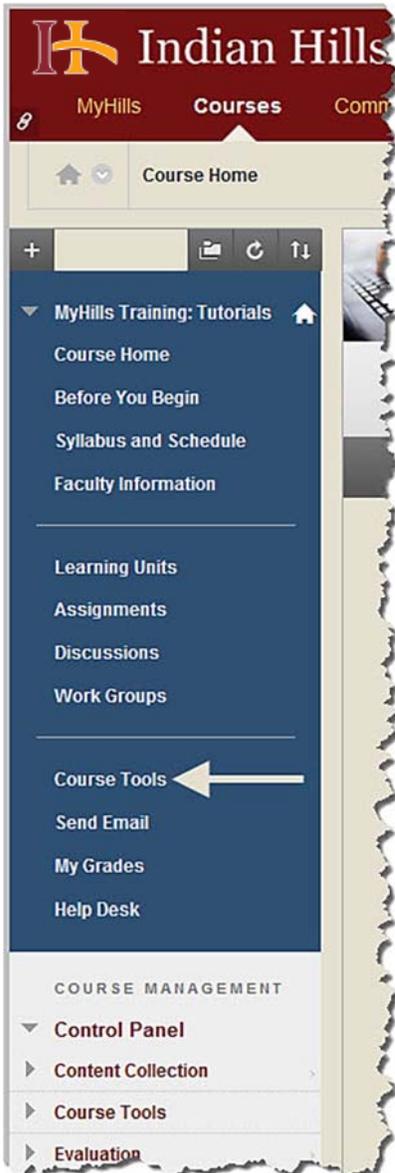**Faculty Tutorial:**
Grade a Journal

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.

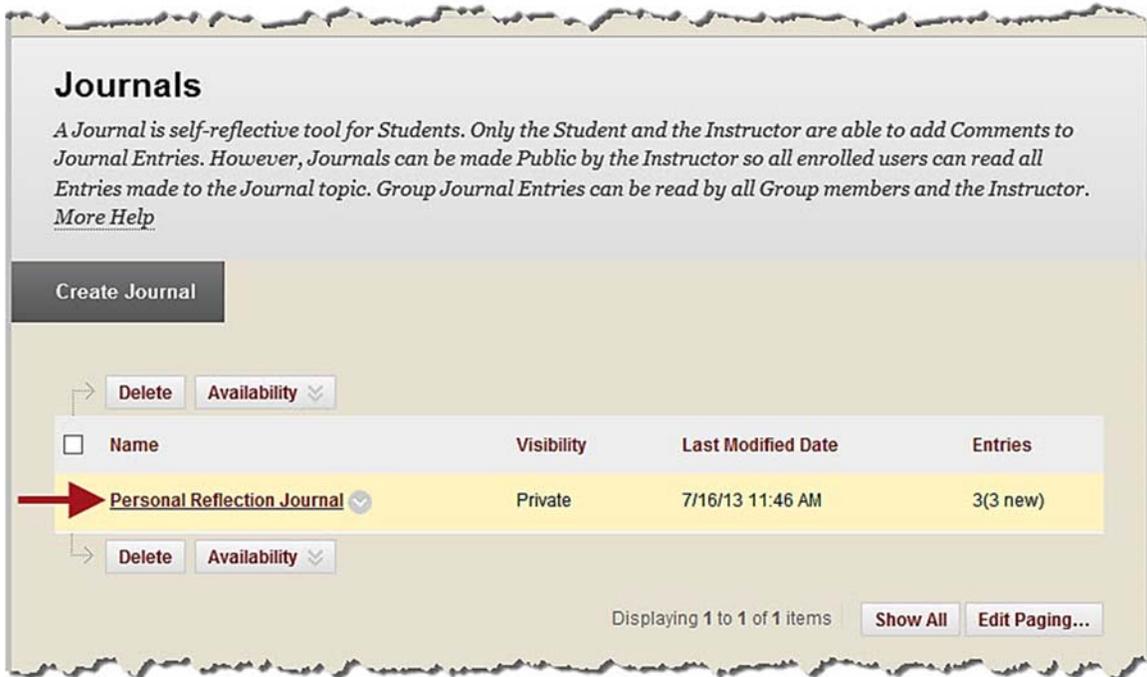The "Tools" page will open.

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

Delete   Availability ⌄

☐	Name	Visibility	Last Modified Date	Entries
	Personal Reflection Journal ⌄	Private	7/16/13 11:46 AM	3(3 new)

Delete   Availability ⌄

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**

▼ **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.

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."

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

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."

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.

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.

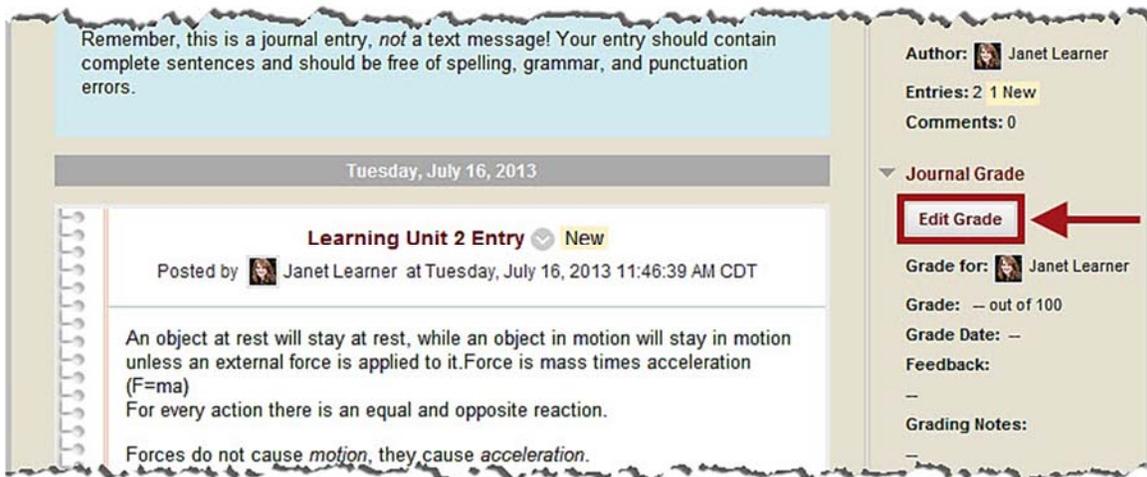Click "**Show Empty Journals**" to view a list of students who have not yet posted to their journals.

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.

Type the student's overall score for his/her journal 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.

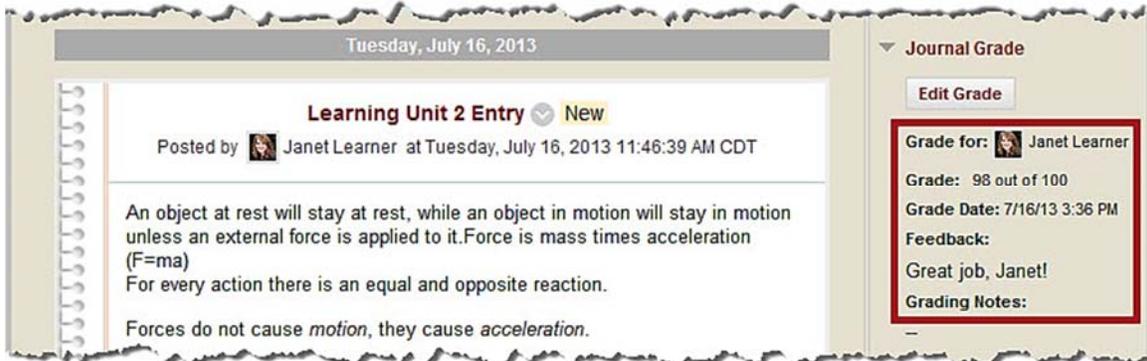Once you have entered the grade information, click "**Save Grade**."

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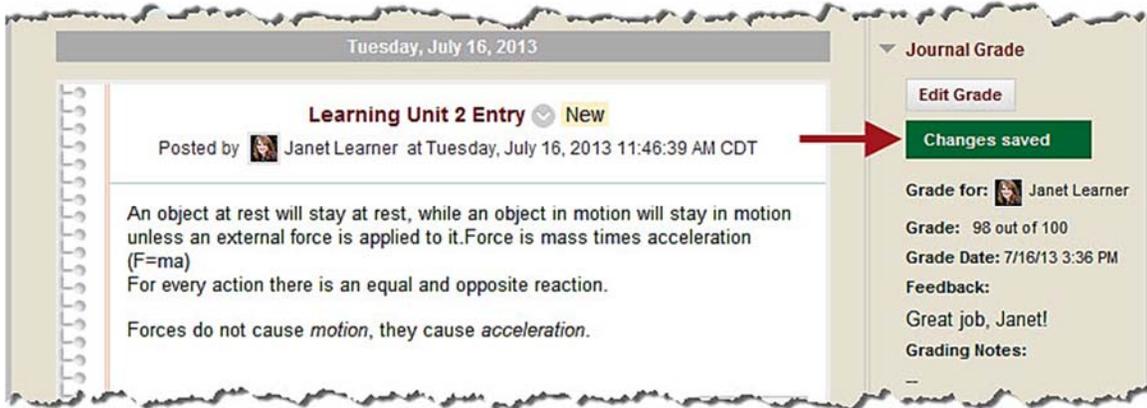

The student's grade, along with any feedback or grading notes you entered, will also appear.

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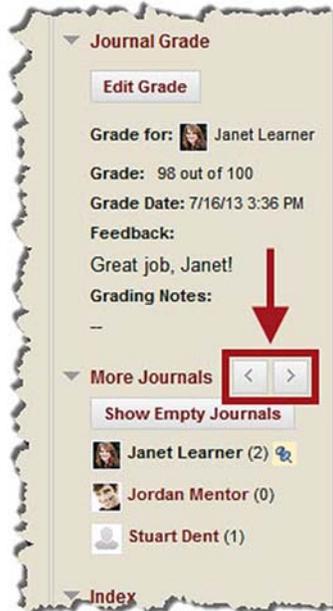
Congratulations! You now know how to grade a "Journal" in MyHills!