

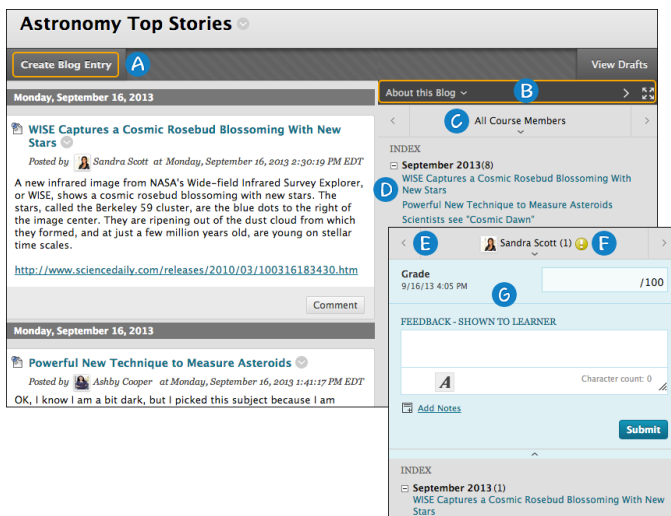
Grading Blogs Inline

Note: Inline grading is detailed in this topic. If you do not see the inline grading sidebar, your school has not turned it on. To learn about the grading workflow, see [Grading Blogs](#).

The Blog Topic Page

The blog topic page is divided into two main sections. You can view the entries in the content frame. In the sidebar, you can view information about the blog topic or entry, expand the **Index**, grade the blog entry if the blog is gradable, and select an individual user's name to view his or her entries alone in the content frame.

Note: If you do not see the grading feature in the sidebar, your school has not turned this feature on.



1. On the action bar, click **Create Blog Entry** to add your thoughts.
2. In the sidebar, you can expand the **About this Blog** section to display information about the current selection, including the instructions, and number of entries and comments. Click the right-pointing arrow to collapse the sidebar for more viewing room for entries. Use the four arrows to view the blog entries and sidebar in full screen.
3. For **All Course Members**, click the down-pointing arrow to view a list and select a member. The selected member's entries appear in the content frame.
4. The **Index** section displays the titles of the entries created during the selected time period. Click the minus sign to collapse the title list.
5. Use the left- and right-pointing arrows to navigate to the previous or next student.
6. For graded blogs, icons designate the status of the user's activity. The needs grading icon—the exclamation mark—indicates that a user has met the minimum activity for grading you set for the blog. The in progress icon appears when a user has some activity, but has not yet met the minimum number required to trigger needs grading status.
7. In the grading sidebar, provide a grade and feedback for the student.

How to Grade Blog Entries for Individuals

You can begin the grading process for blogs from the Grade Center, the **Needs Grading** page, and the **Course Tools** section in the **Control Panel**.

While specifying blog settings, if you did NOT select the **Show participants in needs grading status** box and select a minimum number of entries, the needs grading icon will not appear in the Grade Center, on the blog topic page, and items do not appear on the **Needs Grading** page.

The in progress icon shows in the Grade Center cell and in a blog:

- For student activity that does not meet the minimum number you set.
- If you did not select the **Show participants in needs grading status** check box.

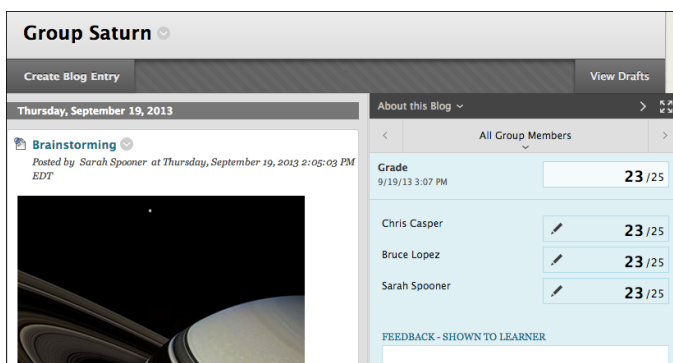
Use the following steps to grade blog entries.

1. Access the blog topic page and select the blog entry or entries to grade. The user's blog entry or entries open in the content frame.
2. Type a point total in the **Grade** box. If you associated a rubric for this graded blog, expand and complete the rubric. To learn more, see [Using Rubrics](#). To edit an existing grade, click in the **Grade** box and change the grade.
3. Optionally, type **Feedback** for the student. In the **Add Notes** section, make notes that appear only to you and the grader role. You can also use the spell check function in the bottom of each text box. The icon for **Click to open full content editor** gives you access to all the content editor functions for formatting text and adding URLs, attachments, images, mashups, and multimedia.
4. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center.

Grading a Group Blog

You can read all the entries for a group blog and add one grade on the blog topic page. Users with entries that need grading are indicated with the needs grading icon—the exclamation mark—in the Grade Center and on the blog topic page in the **All Group Members** drop-down list. In addition, the group blog is listed on the **Needs Grading** page.

On the group blog page, the grading sidebar appears, listing all group members.



The screenshot shows a web interface for a group blog titled "Group Saturn". At the top, there are buttons for "Create Blog Entry" and "View Drafts". Below this, the date "Thursday, September 19, 2013" is displayed. The main content area shows a blog entry titled "Brainstorming" posted by Sarah Spooner at Thursday, September 19, 2013 2:05:03 PM EDT. The entry includes an image of Saturn. To the right of the entry is a "Grading" sidebar. At the top of the sidebar, it says "About this Blog" and "All Group Members". Below this, there is a "Grade" section with a date "9/19/13 3:07 PM" and a grade of "23 / 25". Below the grade, there are three rows for group members: "Chris Casper", "Bruce Lopez", and "Sarah Spooner", each with a pencil icon and a grade of "23 / 25". At the bottom of the sidebar, there is a section for "FEEDBACK - SHOWN TO LEARNER".

When you add a grade for a group blog, the grade is automatically given to all members of the group and is populated in the corresponding column in the Grade Center for each group member. All members

are assigned a grade, regardless if a member did not contribute, although you can change this grade. Students can view their group blog grades in **My Grades** and in the group blog by selecting their names in the **All Group Members** drop-down list.

Remember, while specifying blog settings, if you did NOT select the **Show participants in needs grading status** box and select a minimum number of entries, the needs grading icon will not appear in the Grade Center, on the blog topic page, and items do not appear on the **Needs Grading** page.

The in progress icon shows in the Grade Center cell and in a blog:

- For student activity that does not meet the minimum number you set.
- If you did not select the **Show participants in needs grading status** check box.

Change an Individual Member's Group Grade

You can assign an individual group member a different grade than the group by editing the grade for the member. If you change a group member's grade, and you assign a new group grade, the new group grade will not affect the individual's new grade. The grade the individual member received and the grade the group received are both shown. The individual's new grade will not appear to the other group members.

In the grading sidebar, click the pencil icon to change the group grade for a member. Type a new grade and click the check mark icon below the grade to save it. This grade becomes an override grade.

Member	Grade
Grade	23 /25
Chris Casper	20 /25
Bruce Lopez	23 /25
Sarah Spooner	23 /25

The group grade and the individual group member's edited grade appear in the Grade Center in the column that was automatically created when you enabled the graded group blog. Grayed out cells appear in the group blog column for course members who are not part of the group.

Revert a Member's Edited Grade

You can revert a member's edited grade to the original group grade, which all group members received.

In the grading sidebar, click the pencil icon for the user with the edited grade. Click the left-pointing arrow to change the grade to the original group grade. The override icon is removed. The change also appears in the Grade Center.

