

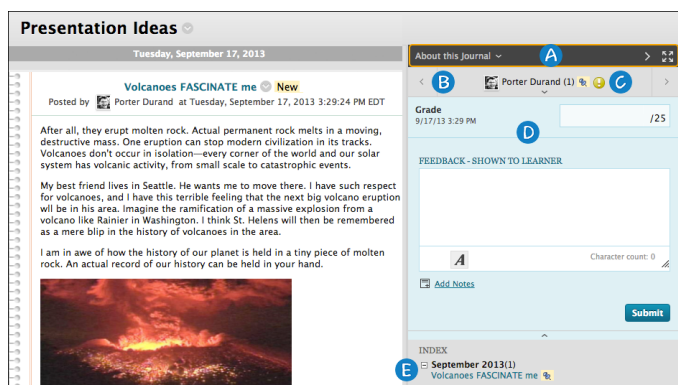
## Grading Journals Inline

**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 Journals](#).

## The Journal Topic Page

The journal 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 journal topic or entry, expand the **Index**, grade the entry if the journal 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 it on.



1. In the sidebar, you can expand the **About this Journal** 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 journal entries and sidebar in full screen.
2. To view all course members, click the down-pointing arrow next to the user's name to view a list and select a member. The selected member's entries appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
3. For graded journals, 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 journal. 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.
4. In the grading sidebar, provide a grade and feedback for the student.
5. The **Index** section displays the titles of the entries created by the author during the selected time period. Click the minus sign to collapse the title list.

## How to Grade Journal Entries for Individuals

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

While specifying journal 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 journal 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 journal:

- 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.

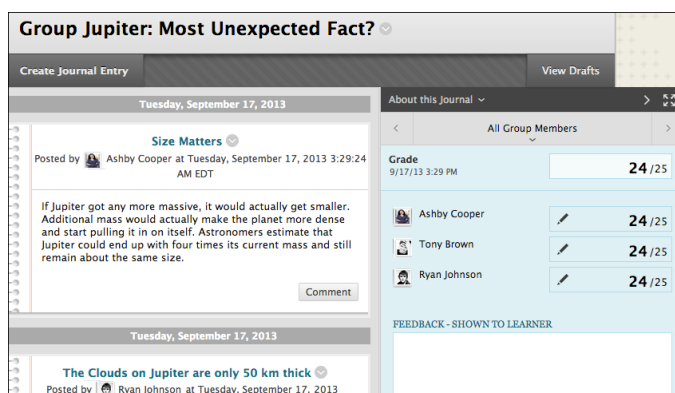
Use the following steps to grade journal entries.

1. Access the journal topic page and click the drop-down list with your name to access all course members. Select a user's name with a number. The user's journal 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 journal, 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. 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 Journal

You grade a group journal using the same steps as for individuals. When the entries are submitted, all group members' names appear with the exclamation mark, the needs grading icon.

When you add a grade for a group journal, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned the same grade, even if a member did not contribute, although you can change this grade.



The screenshot shows a journal topic page titled "Group Jupiter: Most Unexpected Fact?". The page is divided into two main sections. The left section displays a journal entry titled "Size Matters" posted by Ashby Cooper on Tuesday, September 17, 2013, at 3:29:24 AM EDT. The entry text reads: "If Jupiter got any more massive, it would actually get smaller. Additional mass would actually make the planet more dense and start pulling it in on itself. Astronomers estimate that Jupiter could end up with four times its current mass and still remain about the same size." Below the entry is a "Comment" button. The right section is titled "All Group Members" and shows a table of grades for three members: Ashby Cooper, Tony Brown, and Ryan Johnson. Each member has a grade of 24/25. Below the table is a "FEEDBACK - SHOWN TO LEARNER" section.

Member	Grade
Ashby Cooper	24/25
Tony Brown	24/25
Ryan Johnson	24/25

You can read all the entries for a group journal and add one grade on the journal 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 journal topic page in the **All Group Members** drop-down list. In addition, the group journal is listed on the **Needs Grading** page.

Remember, while specifying journal 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 journal 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 journal:

- 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.

Students can view their group journal grades in **My Grades** and on the group journal topic page by selecting their names.

### 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.

The screenshot shows a journal entry titled "Group Jupiter: Most Unexpected Fact?". The main content area displays a post by Ashby Cooper with the text: "If Jupiter got any more massive, it would actually get smaller. Additional mass would actually make the planet more dense and start pulling it in on itself. Astronomers estimate that Jupiter could end up with four times its current mass and still remain about the same size." Below this is a "Comment" button. The right sidebar, titled "All Group Members", shows a table of grades. The group grade is 24/25. Individual grades are: Ashby Cooper (20/25), Tony Brown (24/25), and Ryan Johnson (24/25). The Ashby Cooper row is highlighted with a yellow box, showing a pencil icon and a checkmark icon.

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 journal. Grayed out cells appear in the group journal 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.

