## Enable Grading on a Journal

Overview

This tutorial will explain how to **Enable Grading** on a **Journal**.

Quick Steps

Control Panel > Course Tools > Journals > Options Menu > Edit > Grade Settings > Grade

Step 1

To Enable Grading on a Journal, you must first access the Journals tool. The Journals tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the "Journals" option [2].
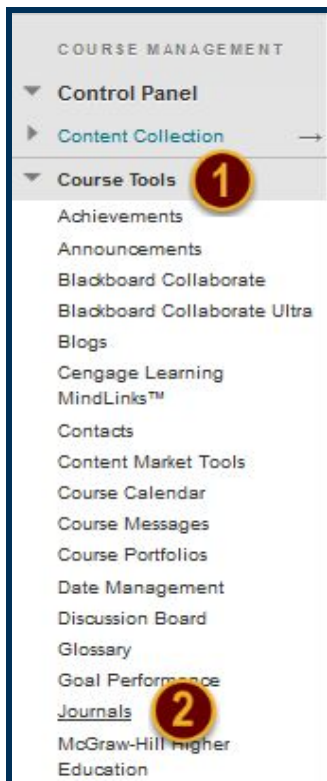

Step 2

On the Journals page, open the Options menu for the Journal you want to grade by clicking on the Options Menu arrow [3] that follows the Journal's title and select "Edit" [4].
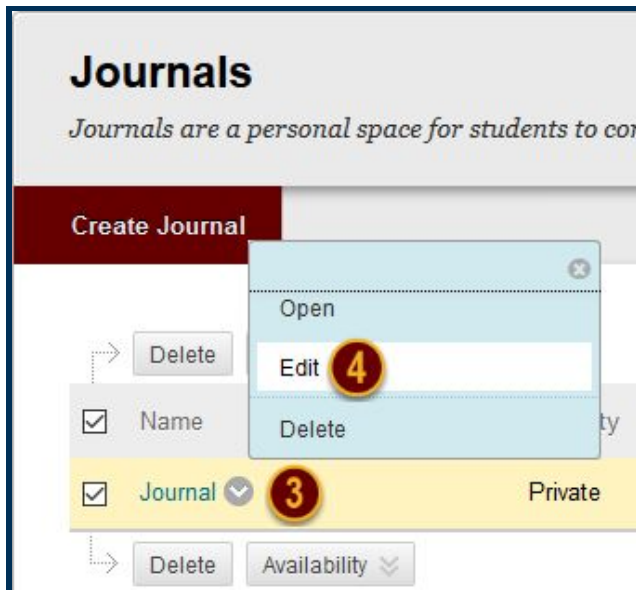
Step 3

In the Grade Settings section, select the "Grade" option using the radio button in the *Grade Journal* row. Specify the number of Points possible using the Points possible field. Points possible will apply to one or more entries made by a user on the journal topic.

After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to "No grading" afterward.
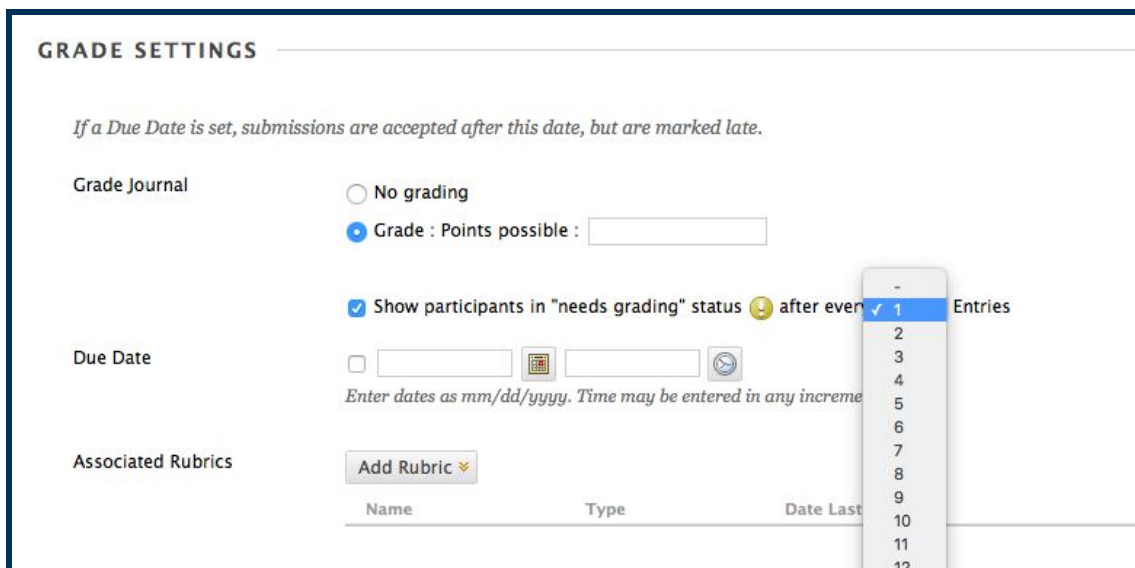
Step 4

Optionally, check the checkbox for "Show participants in 'needs grading' status." You can then use the drop-down list to select the number of entries required for a student to qualify for a Needs Grading status in the Grade Center.

Example: If you choose three entries from the drop-down list and a user saves two entries, the In Progress icon appears in the Grade Center cell and the Journal until the specified number of entries (3) is met. Once met, the Needs Grading icon will appear, instead.

! *If you check the Grade Journal option and do NOT check the "Needs Grading" checkbox in this section, the Needs Grading icon will not appear in the Grade Center and entries will not appear on the Needs Grading page.*

In the *Due Date* row, select a Due Date and Time. Graded entries made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.

In the *Associate Rubrics* row, you can also Associate a Rubric with the Journal.

Step 5

When you have finished completing the settings, click the *Submit* button.