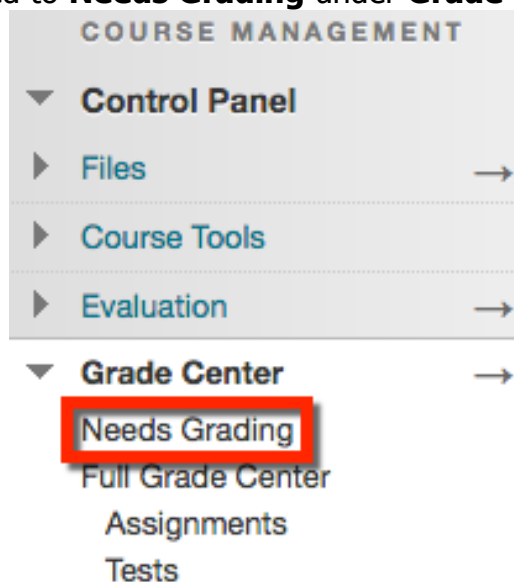


## Grading a Blog

From within your course, proceed to **Needs Grading** under **Grade Center** in the **Control Panel**.



Select the student's name to open their blog entry.

The 'Needs Grading' page has a header with the title and a sub-header. Below the header is a 'Grade All' button and a 'Filter' button. There are four dropdown menus for filtering: 'Category' (All Categories), 'Item' (All Items), 'User' (All Users), and 'Date Submitted' (Any Date). A 'Go' button is to the right of the date dropdown. Below the filters is a table with 4 total items to grade.

4 total items to grade.

Category	Item Name	User Attempt	Date Submitted ▲	Due Date
Blog	Course Blogs	Daniel Farnsworth	June 1, 2016 9:26:20 AM	

The blog entry opens.

1. **Name menu:** Select the name to open a drop down menu. Use this menu to select a different student.
2. **Grade:** Enter a numeric value so the student can view their grade.
3. **Feedback to Learner:** This will provide feedback only to that student.
4. **Comment:** This will comment to the blog, which other students can view.

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5. **Add Notes:** Add notes for yourself in this section. Students will not be able to view these comments.
6. **Submit:** Once you have filled out all the necessary fields, click Submit to publish to the student.

The screenshot shows the Blackboard Course Blogs interface. At the top, it says "Course Blogs" with a dropdown arrow. Below that is a sub-header: "If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. [More Help](#)". There is a "Jump to..." field on the right. The main content area is divided into two columns. The left column shows "Blog Instructions" with tabs for "Instructions" and "Alignments". The "Instructions" tab is active, showing "This is the course blog. Please enter comments here." Below this is a date separator for "Wednesday, June 1, 2016". A "Blog Entry" is shown, posted by "Daniel Farnsworth" at "Wednesday, June 1, 2016 9:26:20 AM". The entry text says "This is the students blog entry." and has a "Comment" button. The right column shows "Blog Details" for the selected entry. It includes a student name "Daniel Farnsworth (1)", a "GRADE" field with a value of "8/1/16 9:26 AM" and a "/10" field, a "FEEDBACK TO LEARNER" text area, an "Add Notes" button, and "Cancel", "Save Draft", and "Submit" buttons. A "Comment" button is also visible at the bottom of the entry. Red circles 1-6 highlight these elements: 1. Student name, 2. Grade field, 3. Feedback to learner text area, 4. Comment button, 5. Add Notes button, 6. Submit button.

**OR**

From within your course, proceed to the **Full Grade Center** under **Grade Center** in the **Control Panel**.

The screenshot shows the "COURSE MANAGEMENT" menu. The options are: "Control Panel", "Files", "Course Tools", "Evaluation", "Grade Center", "Needs Grading", "Full Grade Center", "Assignments", and "Tests". The "Full Grade Center" option is highlighted with a red box.

From the **Full Grade Center**, find the blog (column) and the students name (row). Hover your mouse over the yellow exclamation mark (needs grading) to make the down arrow appear. Click the down arrow to open the drop down menu and select **Grade User Activity**.

## Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column

Create Calculated Column

Manage

Reports

Filter

Work Offline

Grade Information Bar

Sort Columns By: Layout Position Order: ▲Ascending

Last Saved: May 18, 2016 3:13 PM

Last Name	First Name	Username	Last Access	Weighted Total	Total	Course Blogs
Claymaker	Van	vclaymaker	June 1, 2016	--	--	--
Farnsworth	Daniel	dfarnsworth	June 1, 2016	--	--	--
Runnings	Miles	mrunnings	May 5, 2016	--	--	--

Selected Rows: 0

View Grade Details  
Exempt Grade  
Grade User Activity

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The blog entry opens.

1. **Name menu:** Select the name to open a drop down menu. Use this menu to select a different student.
2. **Grade:** Enter a numeric value so the student can view their grade.
3. **Feedback to Learner:** This will provide feedback only to that student.
4. **Comment:** This will comment to the blog, which other students can view.
5. **Add Notes:** Add notes for yourself in this section. Students will not be able to view these comments.
6. **Submit:** Once you have filled out all the necessary fields, click Submit to publish to the student.

The screenshot displays the Blackboard Course Blogs interface. At the top, the page title is "Course Blogs" with a dropdown arrow. Below it is a subtitle: "If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. [More Help](#)". A "Jump to..." button is in the top right. The main content area shows "Viewing 4 of 4 gradable items" and a list item for "Daniel Farnsworth (Activity)". An "Exit" button is in the top right of this section. Below is the "Blog Instructions" section with tabs for "Instructions" and "Alignments". The instructions text reads: "This is the course blog. Please enter comments here." A date separator indicates "Wednesday, June 1, 2016". A "Blog Entry" is shown, posted by "Daniel Farnsworth" at "Wednesday, June 1, 2016 9:26:20 AM". The entry text is "This is the students blog entry." and has a "Comment" button. A red circle with the number "4" is placed over the "Comment" button. To the right is the "Blog Details" panel. It shows the student name "Daniel Farnsworth (1)" with a dropdown arrow and a red circle with the number "1" over it. Below is the "GRADE" section with a date "6/1/16 9:26 AM" and a text input field for the grade, followed by "/10". A red circle with the number "2" is over the input field. Below is the "FEEDBACK TO LEARNER" section with a large text area and a red circle with the number "3" over it. At the bottom of this section is a rich text editor with a red circle with the number "5" over the "Add Notes" link. Below the editor are "Cancel", "Save Draft", and "Submit" buttons, with a red circle with the number "6" over the "Submit" button. At the bottom of the page, there is an "INDEX" section with a link for "June 2016 (1) Blog Entry". An "Exit" button is in the bottom right corner.