Grading a Journal

1. Navigate to https://blackboard.towson.edu/.
2. Log in with your Towson University Net ID and Password.
3. Enter the course with the Journal you’d like to grade.
4. Click on the Grade Center on the left hand side.
5. Select Needs Grading.
6. Choose the Journal you’d like to grade by selecting the Student’s Name.
7. You’ll now see the Journal grading page.

![Journal Details](image)

**Figure 1**

8. To the left, you can read the Journal entry (or entries) you need to grade.
9. On the right, you can input a Grade, leave Feedback to Learner and Add Notes (only fellow instructors can read Notes).
10. Below the grade, you can view the index of the student’s journal entries and even look at older ones for context if needed.
11. When you’re done, click Submit below the student’s grade.