

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.

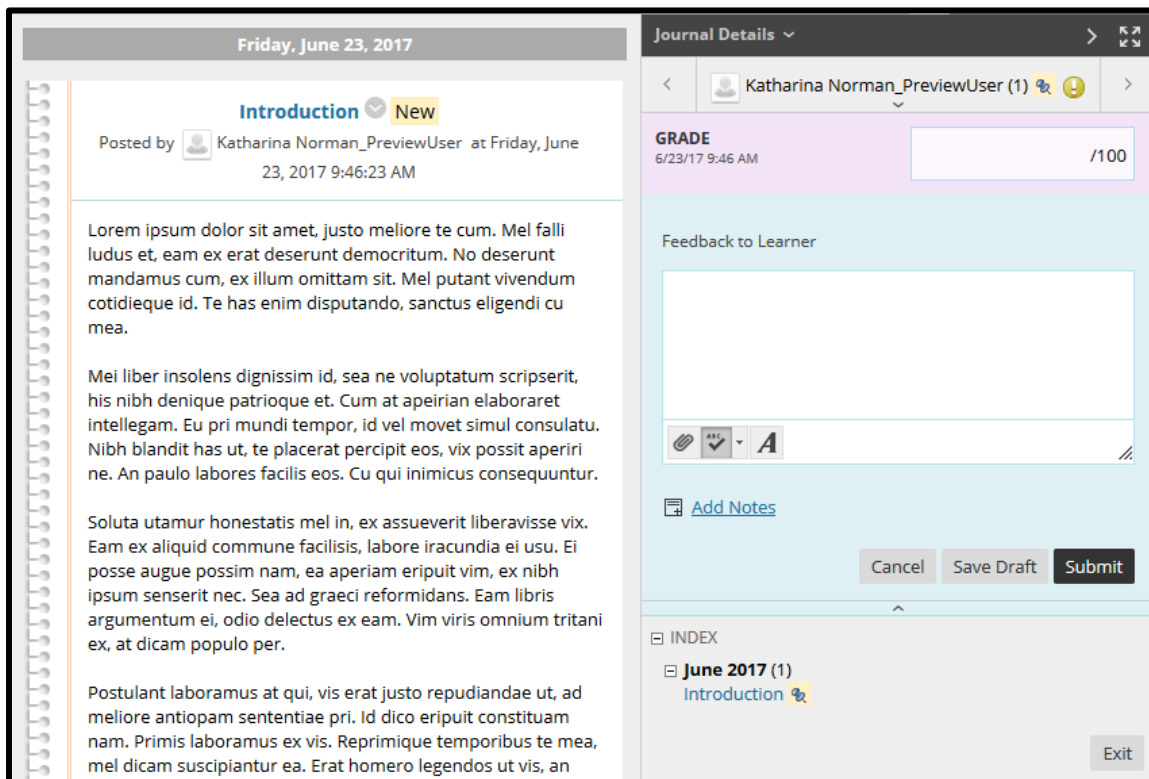


Figure 1

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.