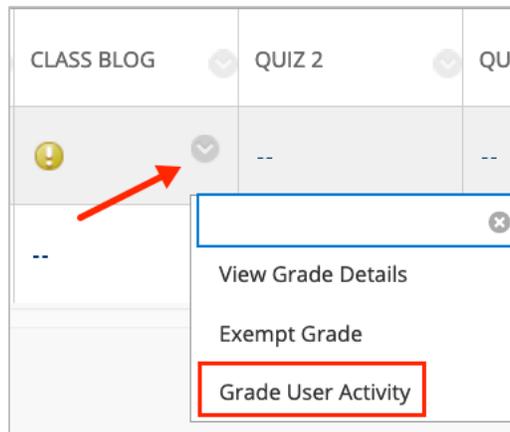# GRADE A BLOG

When points are assigned for a blog when it was created, blogs can be viewed and graded via the grade center.

Instructions

1. In the Course Management area of the course menu, click on **Grade Center**. A drop down menu appears. Click on **Full Grade Center**.

2. Locate the column for the blog you wish to grade.

3. If a student has submitted a blog entry that needs grading, you will see a yellow exclamation point icon in the cell. If a student has not submitted their blog entry, you will see a dash in the cell.
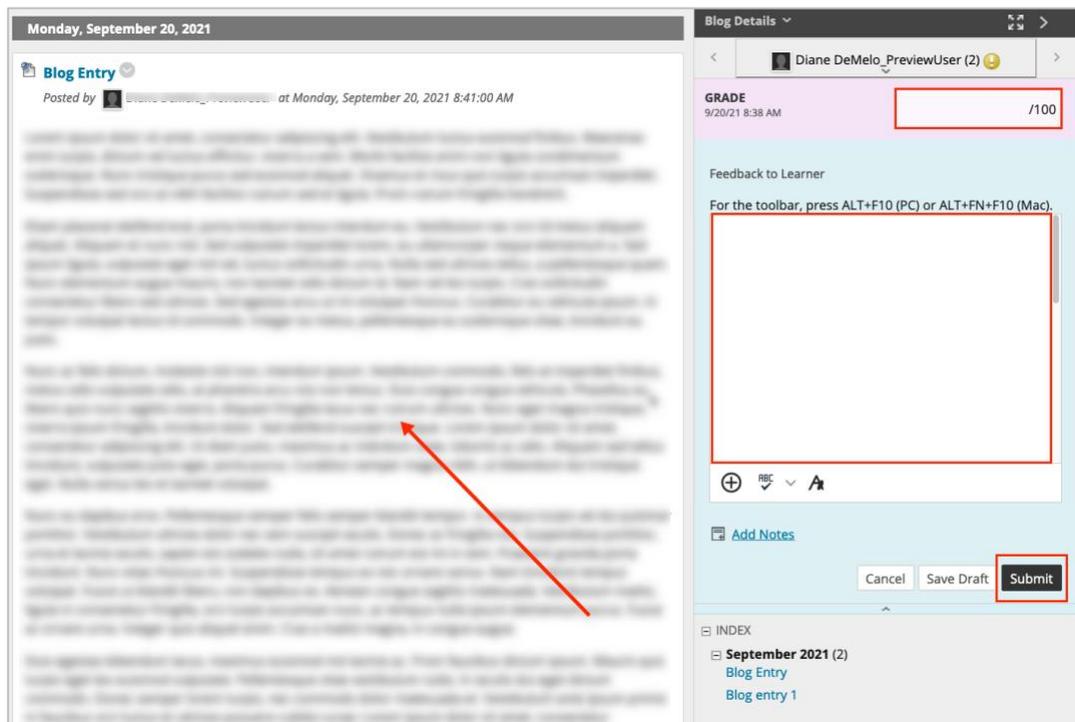

4. Click on the down arrow in the cell of the student you wish to grade and choose **Grade User Activity**.

5. The student's blog entry will be located on the left pane of the screen. The instructor's grading area is located on the right side of the screen.

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6. Click the grade box to enter a grade. Feedback can be input in the **Feedback to Learner** box. Click **Submit** when done. Other blog entries can be graded by selecting the right arrow next to the current student's name.

Instructional Design & Technology

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