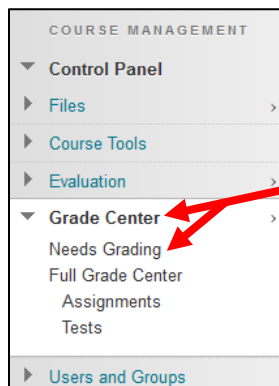


## Grading a Blog

Follow the steps below to learn how to grade a blog entry.

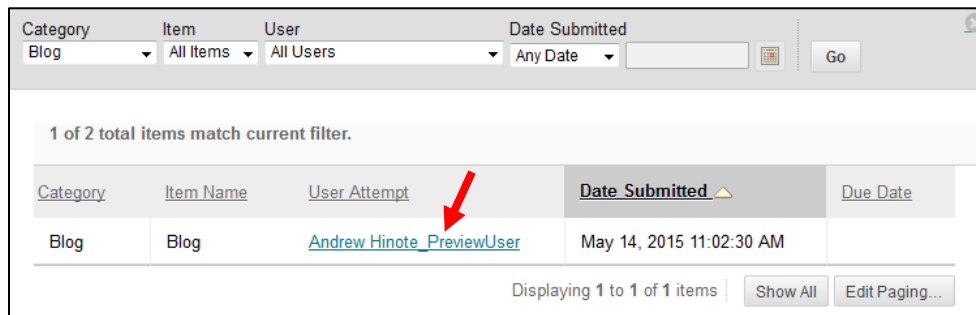
### Step 1:

In the course site that contains the blog you would like to grade, click on **“Grade Center”** at the bottom of the course menu, and then click **“Needs Grading.”**



### Step 2:

The **“Needs Grading”** page lists every submission that currently needs to be graded. To open a blog submission, click on a student’s name.



A screenshot of the 'Needs Grading' page. At the top, there are filters for Category (Blog), Item (All Items), User (All Users), and Date Submitted (Any Date). Below the filters, it says '1 of 2 total items match current filter.' A table lists the submission with columns for Category, Item Name, User Attempt, Date Submitted, and Due Date. A red arrow points to the 'User Attempt' link 'Andrew Hinote\_PreviewUser'. At the bottom, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons.

Category	Item Name	User Attempt	Date Submitted	Due Date
Blog	Blog	<a href="#">Andrew Hinote_PreviewUser</a>	May 14, 2015 11:02:30 AM	

*Tip:* You can filter out non-blog submissions by choosing **“Blogs”** from the category drop-down list at the top of the page, and then press **“Go.”**

**Step 4:**

The grading page displays the entries this student has made to the blog along the left side of the page, with a box to enter a grade and feedback along the right side of the page. After entering a grade and feedback, click the “**Submit**” button to save and move to the next blog entry that needs grading.

The screenshot displays a web interface for grading blog entries. On the left, under the heading "Blog Instructions", there is a section for "Thursday, May 14, 2015" featuring a blog post titled "My Blog Post" by Andrew Hinote\_PreviewUser. The post content consists of two paragraphs of placeholder text. On the right, the "Blog Details" panel for the selected entry shows a "GRADE" of 95/100 and a "FEEDBACK TO LEARNER" text area containing "Good work!". Below the feedback area are "Cancel", "Save Draft", and "Submit" buttons. Red arrows highlight the grade field and the "Submit" button. An "INDEX" section at the bottom right shows a list of entries for "May 2015 (1)", including the current "My Blog Post".