GROUP JOURNALS



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Group Journals

Grade group journals, revert members edited grade and delete journal group.

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Step 1	Select the journal title from the journals page.	Journals Delete Availability Name Journal #1 Journal 1 (Journal is not available. Last
Step 2	Click on Edit Grade . (right- hand column of page) Note: grading individual is also available.	Grade Edit Grade Grade for: All Group Members Grade: 10 out of 10.0 Grade Date: 3/24/11 10:57 AM Feedback: Feedback: Feedback. Grading Notes: To grade an individual
Step 3	 Type a numeric grade in the Current Grade Value text box. Feedback: Add feedback for the student. Grading Notes: Appear to the Instructor and Grader only. Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia. Click Save Grade. 	Current Grade Value 10 out of 10.0 Feedback: Good job on your comments. Grading Notes: Good job. Text Editor Cancel Save Grade



Revert Members Edited Grade

Step 1	From the Grade Center, access the student's Grade	* Control Panel
	Details page	Content Collection
		Course Tools
		* Evaluation *
		Grade Center Needs Grading Full Grade Center
		Assignments Tests
Step 2	Go to the column that includes the grade/points. Click on action menu to View Grade Details .	8.00 Click to see options × > View Grade Details > Quick Comment > Exempt Grade > View User Activity
Step 3	Click Revert To Group Grade.	Current Grade: 8.00 out of 10 points Original grade has been overridden. Revert Grade based on Grade of Last Attempt Due: None View User Activity
Step 4	Click Return to Grade Center.	Return to Grade Center

Delete Journal Groups

Step 1	 Step 1 Click the checkbox next to the journal title. Click Delete. 	Delete Availability	
		Name Name	
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		Reflection #1 📚	
		Delete Delete	
Step 2	• Before deleting, a graded Journal will prompt for confirmation.	Deleting Journals will delete all Journal Entries and Comments added by users. This option is final and cannot be undone. Do you wish to continue?	
		Reminder: Deleting is permanent and the action cannot be	



Confirm by clicking OK or Cancel .	undone.
If grade columns exist in the Grade Center for the Group, the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved.	
Notes: • Cross reference the Setting up Groups tutorial.	