Grading a Blog

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list.
3. Click on **Blogs**.
4. On the **Blogs** listing page, click on a Blog title.

How to Grade Blog Entries for Individuals

5. On the **Blog** topic page, choose the **Blog** entry or entries to grade by selecting the user's name in the side panel under **View Entries by**. The user's Blog entry or entries open in the content frame.
6. Under **Blog Grade** in the side panel, click **Edit Grade**.
7. Enter the grade in the **Current Grade Value** text box, or if a Rubric has been created for this graded Blog, click **View Rubric**. Please note that if a Rubric will be used to grade Blog, it must be created and added in advance.
8. Optionally, type **Feedback** for the user and **Grading Notes**, which appear to the Instructor and Grader only.
9. Click **Save Grade** to add the **Grade**, **Feedback**, and **Grading Notes** to the **Blog Grade** section and to the **Grade Center**.

How to Grade a Blog for all Group Members

A **Group Blog** is graded following the same steps as for an individual. When the entries are submitted, all Group members' names appear with the exclamation mark, the needs grading icon. When a grade is added for a **Group Blog**, the grade is automatically given to all the members of the Group and is populated in the corresponding column in the **Grade Center** for each Group member. All members are assigned a grade, regardless if a member did not contribute. The Instructor can read all the entries for the **Group Blog** and add one grade on the **Group Blog topic** page.

Students can view their **Group Blog** grades in the **My Grades** tool and on the **Group Blog topic** page by selecting their names.