### Group Journals

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

#### Step 1
Select the **journal title** from the journals page.

#### Step 2
Click on **Edit Grade**. (right-hand column of page)

Note: grading individual is also available.

#### 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**.
### Revert Members Edited Grade

**Step 1**  
From the **Grade Center**, access the student's **Grade Details** page

![Control Panel](image)

**Step 2**  
Go to the **column** that includes the grade/points. Click on **action menu** to **View Grade Details**.

**Step 3**  
Click **Revert To Group Grade**.

**Step 4**  
Click **Return to Grade Center**.

### Delete Journal Groups

**Step 1**  
- Click the **checkbox** next to the **journal title**.  
- Click **Delete**.

**Step 2**  
Before deleting, a **graded Journal** will prompt for confirmation.

**Reminder:** Deleting is permanent and the action cannot be undone.
- Confirm by clicking **OK** or **Cancel**.  

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.