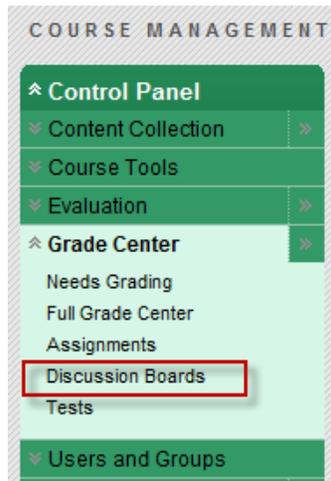
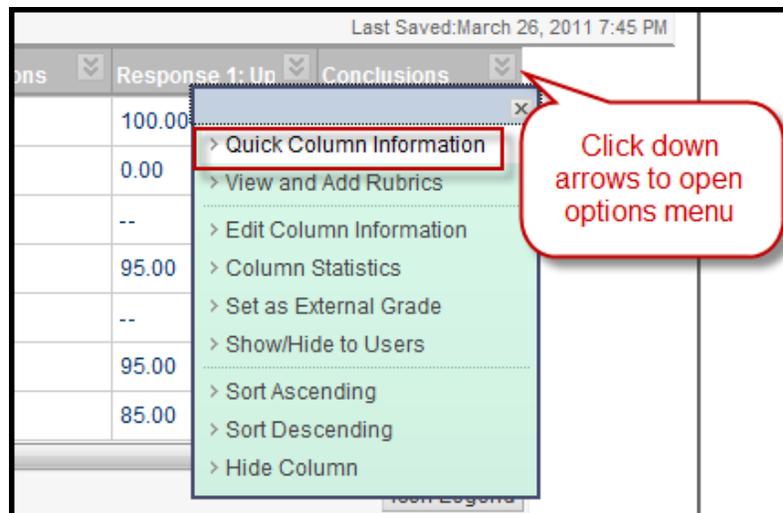


Setting a Due Date for a Discussion Forum

Begin by scrolling down to the **Course Management** section, and choose **Grade Center**. You can select Full Grade center or the category (smart view) that includes your discussion forum.



Locate the column for your graded discussion. Check important information about the column by clicking the column context menu, and selecting **Quick Column** information.



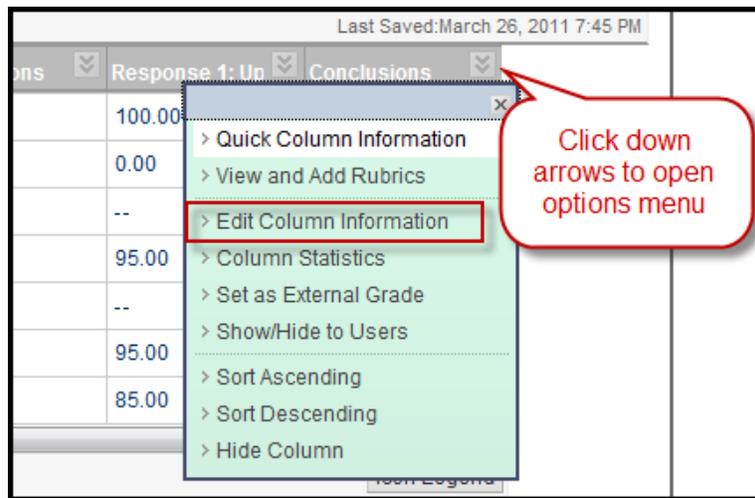
On the quick information menu, check the due date information, category, and whether the column is included in calculations.

Name: Conclusions
Primary Display: Score
Category: Discussion
Points Possible: 100
External Grade: No
Due Date: None
Included in Calculations: No
Column ID: 93795
Close Menu

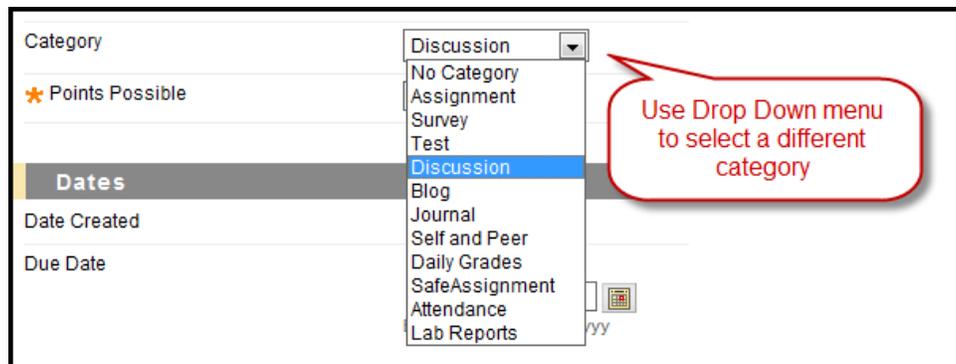
In this case, the Quick Column information is showing that a due date has not been set and that the column is being excluded from any calculated columns in the Grade Center. Both of these settings need to be changed.

Click on Close Menu to proceed.

To change due dates and categories, select **Edit Column Information** from the column context menu.



When the **Edit Column** page opens, scroll to the end of the Column Information section. If the category is incorrect, use the drop down menu to select the correct category for this discussion forum.



Discussion Due Dates

In the Dates section, select the lower radio button and use the calendar icon to set the date.

Due Date

None

Enter dates as mm/dd/yyyy

1. Select Radio Button

2. Click Icon to select date.

Under options, select Yes beside “Include this Column in Grade Center Calculations.” You should also select Yes for “Show this Column to Students” if you want students to see their grades and your feedback.

3. Options

Select **No** for the first option to exclude this Grade Center column from calculations. Select **No** for the second option to exclude this column from calculations to Students in My Grades.

Include this Column in Grade Center Calculations Yes No

Show this Column to Students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

When you are finished, click Submit.

Note: You can use the steps above to change the settings for assignments and test columns, although Blackboard allows you to set the due date for those items as you create them.