## 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.

| COURSE MANAGEMENT    |   |
|----------------------|---|
| * Control Panel      |   |
| ▼ Content Collection | » |
| ▼ Course Tools       |   |
| ✓ Evaluation         | × |
| * Grade Center       | » |
| Needs Grading        |   |
| Full Grade Center    |   |
| Assignments          |   |
| Discussion Boards    |   |
| Tests                |   |
| ♥ Users and Groups   |   |

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

| ons 🗵 Respon | se 1: Un 🗏 Conclusions 🛛   |                              |
|--------------|--|------------------------------|
| 100.00       | X  |                              |
| 100.00       | 1  |                              |
| 0.00         | <ul> <li>&gt; Quick Column Information</li> <li>&gt; View and Add Rubrics</li> </ul> | Click down<br>arrows to open |
|              | > Edit Column Information  | options menu                 |
| 95.00        | > Column Statistics  |                              |
|              | > Set as External Grade  |                              |
| 95.00        | > Show/Hide to Users   |                              |
| 85.00        | > Sort Ascending   |                              |
| 00.00        | <ul> <li>Sort Descending</li> <li>Hide Column</li> </ul>                             |                              |

**Discussion Due Dates** 

Page 1

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<br>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.

| Category<br>* Points Possible | Discussion  No Category Assignment Survey Test Use Drop Down menu to select a different |  |
|-------------------------------|---|--|
| Dates                         | Discussion category   |  |
| Date Created                  | Journal<br>Self and Peer  |  |
| Due Date                      | Daily Grades<br>SafeAssignment<br>Attendance<br>Lab Reports                             |  |

**Discussion Due Dates** 

In the Dates section, select the lower radio button and use the calendar icon to set the 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 to Students in My Grades.         | Grade Center column from calcula                                 |
| Include this Column in Grade Center<br>Calculations                              | Yes O No   |
| Show this Column to Students   | ⊚ Yes ⊚ No   |
| Show Statistics (average and median) for<br>this column to Students in My Grades | 🔘 Yes 💿 No   |
|  | أسكسها والمحافي والمرد والرقيمة والمراكمة ومحافظ فيحافظ والمحافظ |

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.

Discussion Due Dates

Page 3