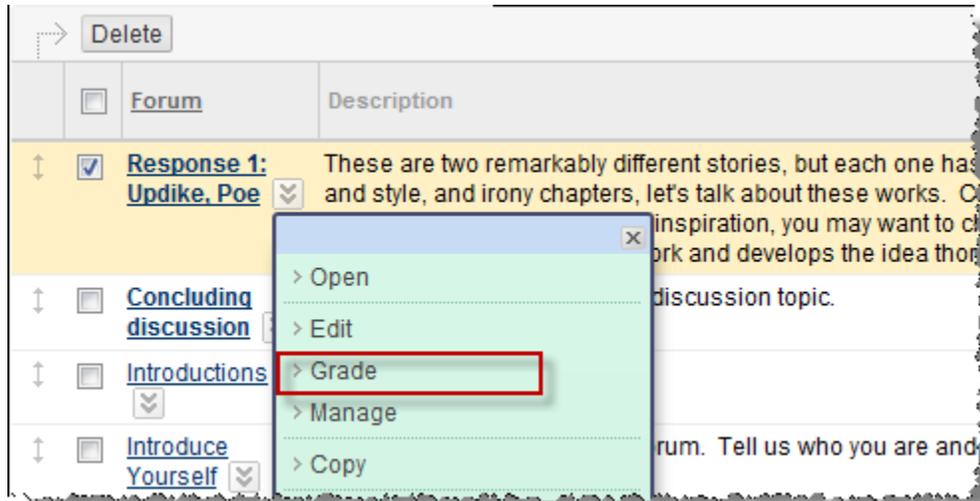


Grading a Discussion Forum

If you made a discussion forum gradable, Blackboard has created both an interface for grading the forum and a grade center column to hold the grade.

Step One: Open the Grading Interface

You can access the grading interface by clicking the double down arrow beside the title of the forum and selecting Grade from the menu.



Alternatively, you can open the forum by clicking on its title and then click the **Grade Forum** button at the top of the page.



Note: If you configured discussions to be graded by thread, select the thread you wish to grade. Then click on the **Grade Thread** at the top of the page.



A **Grade Forum Users** page or a **Grade Thread Users** page will be displayed. This page contains a list of the students in your course along with the number of submissions each has posted to the forum.

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Flintstone	Fred	fflintstone	1	--	Grade
<input type="checkbox"/>	Hitchcock	Brad	bhitchcock	0	--	Grade
<input type="checkbox"/>	Iceland	Yvonne	yiceland	0	--	Grade
<input type="checkbox"/>	Student	Shaw	cshaw	1	--	Grade
<input type="checkbox"/>	Student	Test	shawcss_s	0	100.00	Grade
<input type="checkbox"/>	Wayne	Bruce	bwayne	1	--	Grade
<input type="checkbox"/>	Wonderland	Alice	awonderland	1	--	Grade

Displaying 1 to 7 of 7 items | Show All | Edit Paging...

Step Two: Review Student Submissions

Click the **Grade** button beside the first student's name

Blackboard will display a page that contains all of the submissions that the student has contributed to the forum or thread.

Below the student's postings to the forum, you will find a sidebar as shown in the graphic at right.

The first section contains information about the student's participation in the forum.

The second section contains an interface for entering the student's grade.

To enter a grade and provide feedback to the student, select the **Edit Grade** button.

Forum Statistics

Statistics for: [REDACTED]

Total Posts: 1

Date of Last Post: Feb 21, 2011 10:34:46 PM

Average Post Length: 712

Minimum Post Length: 712

Maximum Post Length: 712

Average Post Position: 2

Forum Grade

Grade for: [REDACTED]

Grade: -- out of 100.0

Grade Date: --

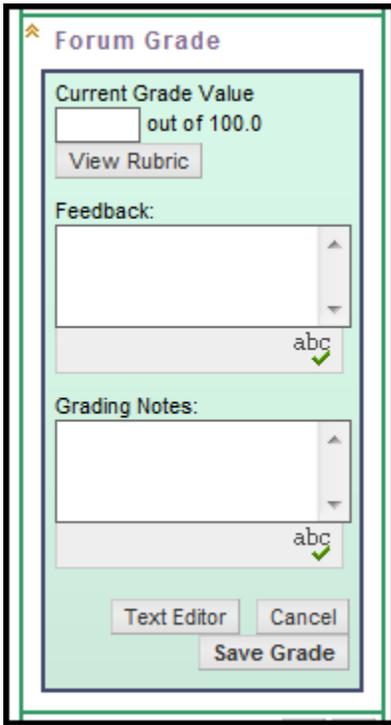
Feedback:

--

Grading Notes:

--

Step Three: Enter Grade and Feedback



An interface opens that allows you to enter a grade, view the grading rubric you created for this discussion, provide Feedback to the student, and make notes to yourself about the student's grade.

If you wish to attach a file or just need additional formatting options, click the **Text Editor** button. This will open the same visual editor used throughout Blackboard. Both the feedback to the student and the grading notes will be included in the grade history.

Once you have entered the grade and any feedback, click **Save Grade**. When you do so, the grade is automatically recorded in the Grade Center.

Note: If you decide to change a student's grade you can do so by using the method described here. You can also override grades in the Grade Center.

Step Four: Review and Grade Next Submission

Use the navigation arrows to move to the next (or previous) student's record. You can also click the name of any student to view and grade his/her postings.

Note: By default, Blackboard will only display the names of those students who participated in the forum. To view all users in the course (and to assign a grade to those who did not participate), click the **Show All** button.

