CREATING GRADED FORUMS

Instructors can make participation in discussion board forums gradable using these instructions. Before you begin, you must have Edit Mode turned on in the course and have created a Discussion Board tool link in your course menu.

ENABLING GRADING ON A FORUM

1. In your course, click on your course menu’s Discussion Board tool link. You will be taken to your course’s Discussion Board page.

   Either create a new forum through the CREATE FORUM button or EDIT an existing forum through a forum’s context menu.

2. On the Create or Edit page of the forum, review the forum’s name, description, and availability settings. Then, scroll down to the FORUM SETTINGS area and do the following:

   a. Select GRADE DISCUSSION FORUM and assign the points possible for the grade.

   b. Set SHOW PARTICIPANTS IN NEED GRADING STATUS\(^1\) to the desired minimum number of posts students must create.

   c. If you have made an interactive Blackboard Grading Rubric, you may attach it using the ADD RUBRIC button.

3. When you are done, click the SUBMIT button.

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\(^{1}\) Please note that Needs Grading status will be applied to posts that students publish to the forum after grading has been enabled. Posts that were added prior to grading being enabled will not be retroactively marked with Needs Grading status. However, you will still be able to review student’s contributions through the Discussion Board’s grading tools.
HOW TO GRADE FORUM PARTICIPATION

Once students have participated in the discussion board forum, you can assign grades either through the Needs Grading Smart View or through the tools on the Discussion Forum page.

Using Needs Grading Smart View

1. In your course’s CONTROL PANEL, click GRADE CENTER and select NEEDS GRADING from the menu.

2. On the Needs Grading page, roll your mouse over an item to grade and click the context menu that appears. Select GRADE ALL USERS.

3. The GRADE DISCUSSION FORUM page for the student will appear and list all the threads and replies the student contributed to the forum. Review the student’s work and use the inline grading form to assign a grade and feedback. Then, click the SUBMIT button to post the grade to the Grade Center and proceed to the next student to grade.

Using the Discussion Forum Grading Tool

You may review all student participation in a forum regardless of Needs Grading status and assign grades through this process.

1. Navigate to your Discussion Board main page. Roll your mouse over the name of your graded forum, click the context button that appears and select GRADE from the context menu.
2. You will be taken to the **GRADE DISCUSSION FORUM USERS** page, which will summarize how many posts students have contributed.

   Click a student’s **GRADE** button to review his or her contributions and assign a grade.

3. The **GRADE DISCUSSION FORUM** page for the student will appear and list all the threads and replies the student contributed to the forum. Review the student’s work and use the inline grading form to assign a grade and feedback.

   Then, click the **SUBMIT** button to post the grade to the Grade Center.