

CREATING GRADED FORUMS



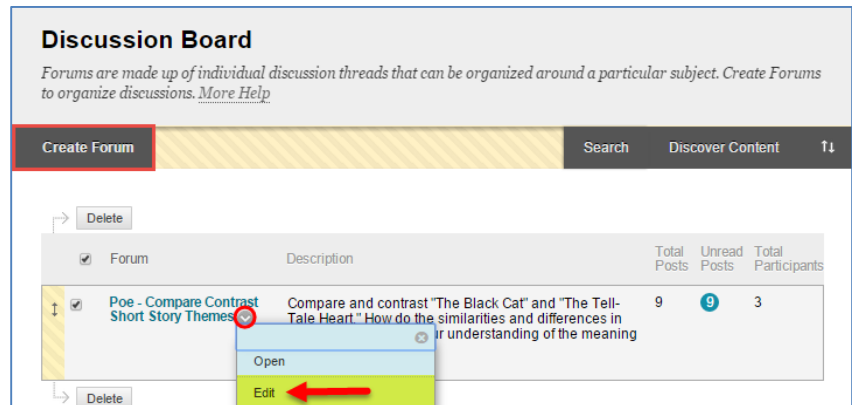
Blackboard Learn

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

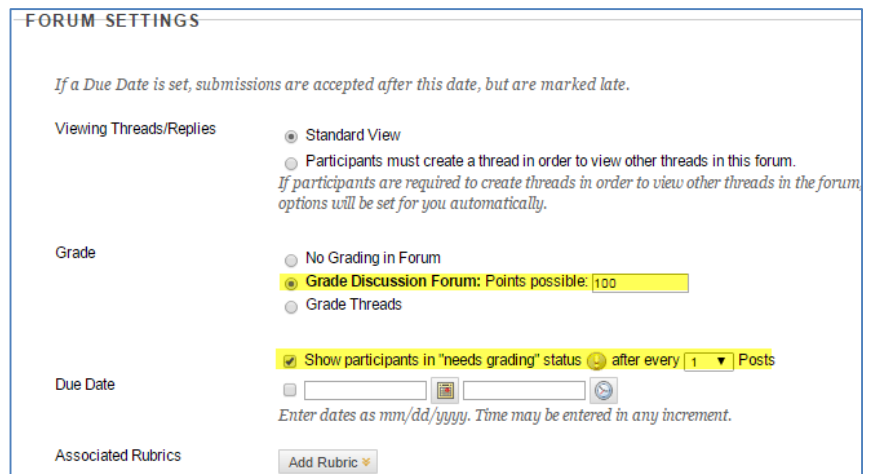
1. In your course, click on your Discussion Board tool link button. You will be taken to your course's Discussion Board main page.

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.

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.

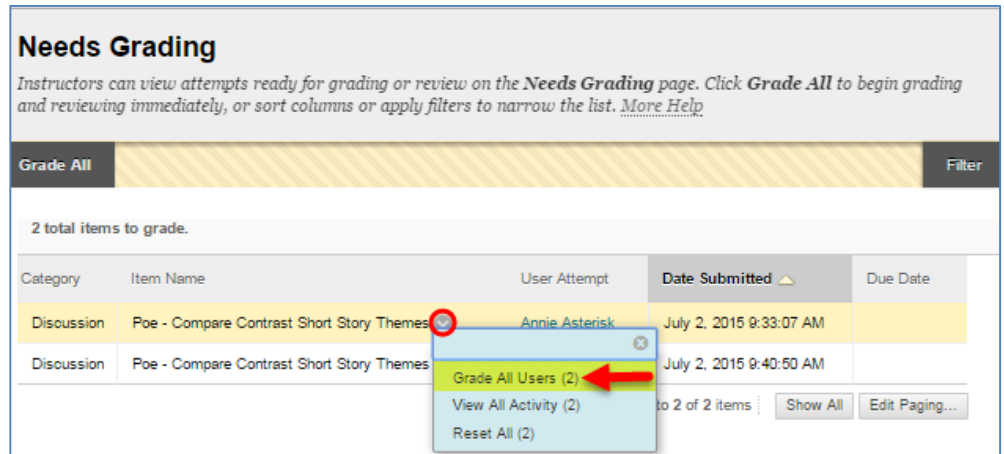
HOW TO GRADE FORUM PARTICIPATION

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**.

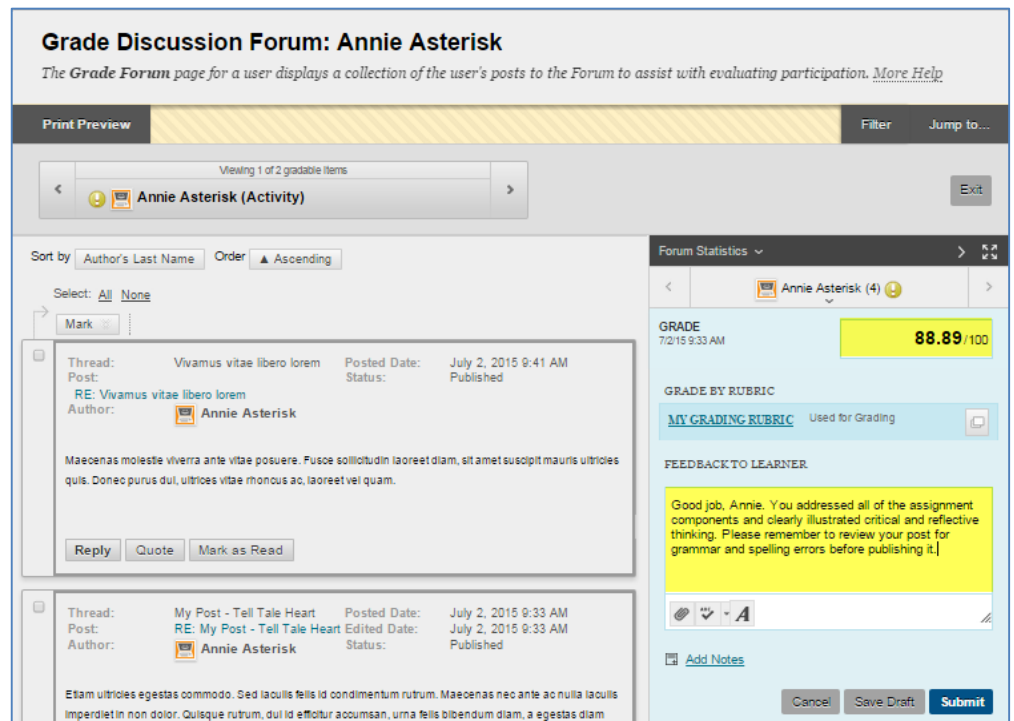


The screenshot shows the 'Needs Grading' interface. At the top, there is a header 'Needs Grading' with a sub-header 'Grade All' and a 'Filter' button. Below this, it says '2 total items to grade.' A table lists items with columns for Category, Item Name, User Attempt, Date Submitted, and Due Date. The first row shows a 'Discussion' item named 'Poe - Compare Contrast Short Story Themes' by 'Annie Asterisk' submitted on 'July 2, 2015 9:33:07 AM'. A context menu is open over this row, with 'Grade All Users (2)' highlighted by a red arrow. Other options in the menu include 'View All Activity (2)' and 'Reset All (2)'. At the bottom of the table, there are buttons for 'Show All' and 'Edit Paging...'.

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.



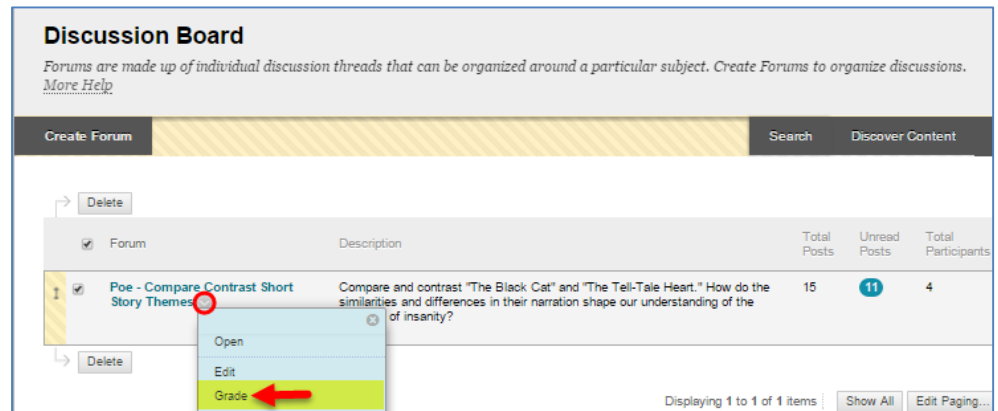
The screenshot shows the 'Grade Discussion Forum: Annie Asterisk' page. It features a 'Print Preview' button and a 'Filter' button. Below this, there is a navigation bar with 'Viewing 1 of 2 gradable items' and 'Annie Asterisk (Activity)'. The main content area is divided into two columns. The left column shows a list of forum posts with details like 'Thread: Vivamus vitae libero lorem', 'Post: RE: Vivamus vitae libero lorem', and 'Author: Annie Asterisk'. The right column shows 'Forum Statistics' for 'Annie Asterisk (4)' with a 'GRADE' of '88.89 / 100' and a 'FEEDBACK TO LEARNER' section containing a yellow box with the text: 'Good job, Annie. You addressed all of the assignment components and clearly illustrated critical and reflective thinking. Please remember to review your post for grammar and spelling errors before publishing it.' At the bottom right, there are buttons for 'Cancel', 'Save Draft', and 'Submit'.

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.



Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

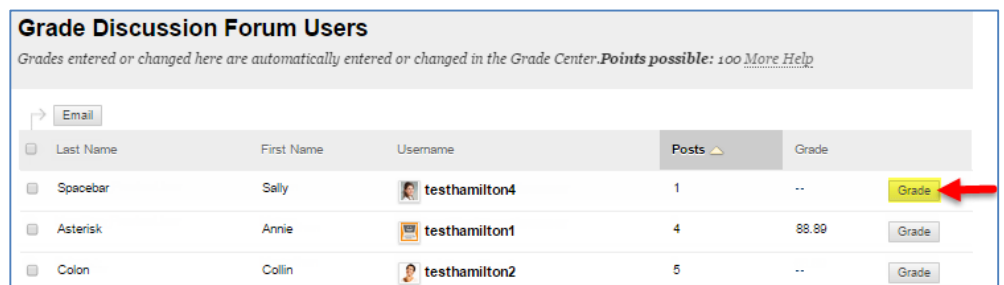
Create Forum Search Discover Content

Forum	Description	Total Posts	Unread Posts	Total Participants
Poe - Compare Contrast Short Story Themes	Compare and contrast "The Black Cat" and "The Tell-Tale Heart." How do the similarities and differences in their narration shape our understanding of the of insanity?	15	11	4

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

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.



Grade Discussion Forum Users
Grades entered or changed here are automatically entered or changed in the Grade Center. **Points possible: 100** [More Help](#)

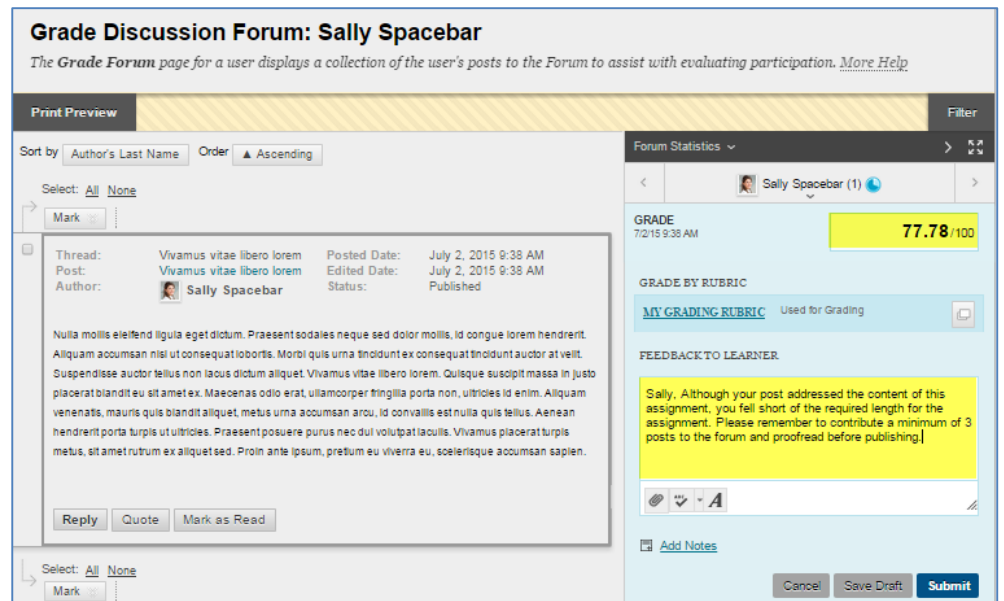
Email

Last Name	First Name	Username	Posts	Grade
Spacebar	Sally	testhamilton4	1	..
Asterisk	Annie	testhamilton1	4	88.80
Colon	Collin	testhamilton2	5	..

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.



Grade Discussion Forum: Sally Spacebar
The *Grade Forum* page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)

Print Preview Filter

Sort by Author's Last Name Order Ascending

Select: All None

Mark

Thread:	Vivamus vitae libero lorem	Posted Date:	July 2, 2015 9:38 AM
Post:	Vivamus vitae libero lorem	Edited Date:	July 2, 2015 9:38 AM
Author:	Sally Spacebar	Status:	Published

Nulla mollis eleifend ligula eget dictum. Praesent sodales neque sed dolor mollis. Id congue lorem hendrent. Aliquam accumsan nisi ut consequat lobortis. Morbi quis urna tincidunt ex consequat tincidunt auctor at velit. Suspendisse auctor tellus non laacus dictum aliquet. Vivamus vitae libero lorem. Quisque suscipit massa In justo placerat blandit eu sit amet ex. Maecenas odio erat, ullamcorper fringilla porta non, ultricies id enim. Aliquam venenatis, mauris quis blandit aliquet, metus urna accumsan aro, id connullis est nulla quis tellus. Aenean hendrent porta turpis ut ultricies. Praesent posuere purus nec dui volutpat laculis. Vivamus placerat turpis metus, sit amet rutrum ex aliquet sed. Proin ante ipsum, pretium eu viverra eu, scelerisque accumsan sapien.

Reply Quote Mark as Read

Select: All None

Mark

Forum Statistics

Sally Spacebar (1)

GRADE
7/2/15 9:38 AM **77.78 / 100**

GRADE BY RUBRIC
[MY GRADING RUBRIC](#) Used for Grading

FEEDBACK TO LEARNER

Sally, Although your post addressed the content of this assignment, you fell short of the required length for the assignment. Please remember to contribute a minimum of 3 posts to the forum and proofread before publishing!

Cancel Save Draft **Submit**