

CREATING GRADED FORUMS



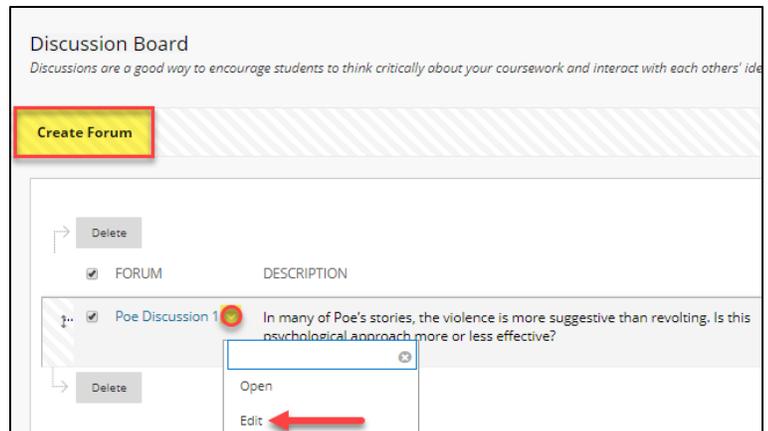
Blackboard Learn

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

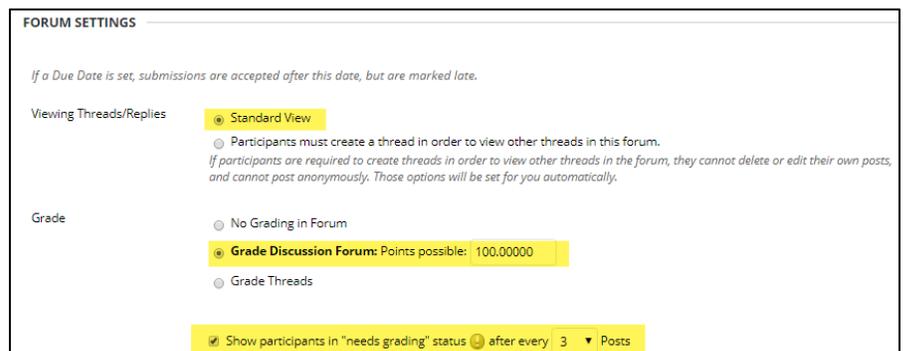
1. In your course, click on your course menu's Discussion Board tool link. You will be taken to your course's Discussion Board page.

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.

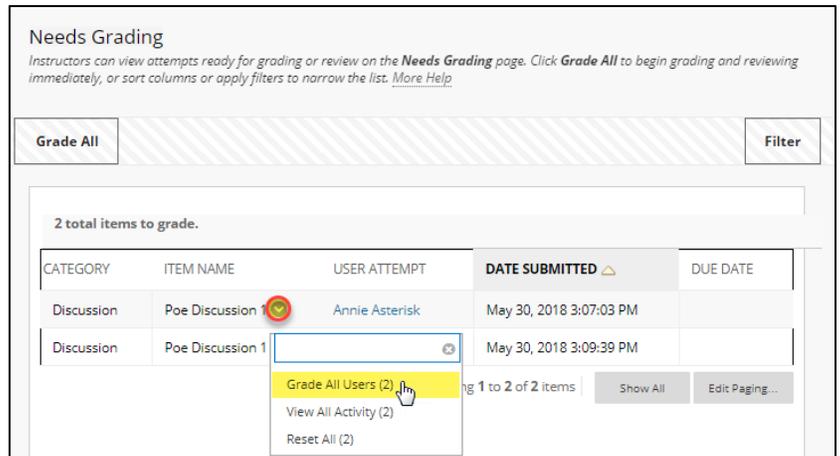
¹ Please note that Needs Grading status will be applied to posts that students publish to the forum *after* grading has been enabled. Posts that were added prior to grading being enabled *will not* be retroactively marked with Needs Grading status. However, you will still be able to review student's 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**.



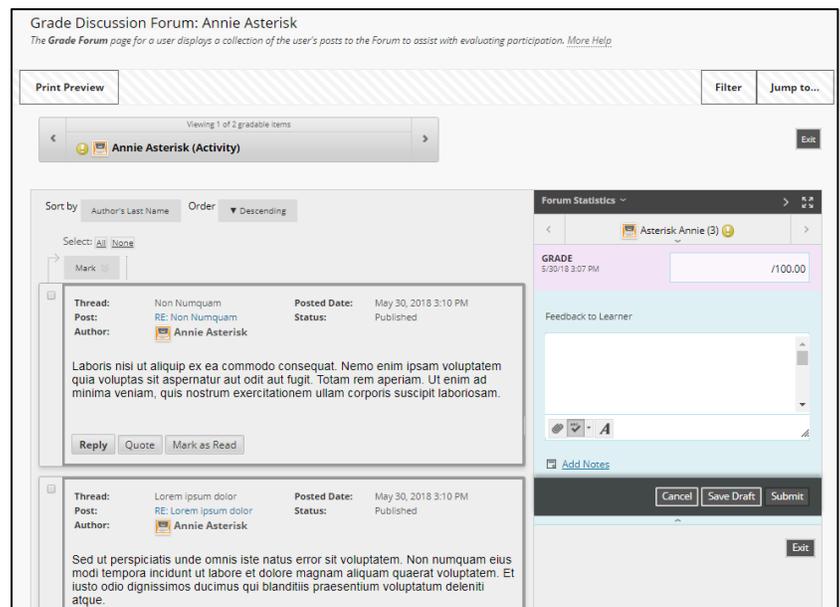
The screenshot shows the 'Needs Grading' interface. At the top, there is a 'Grade All' button and a 'Filter' button. Below this, a message states '2 total items to grade.' A table lists the items:

CATEGORY	ITEM NAME	USER ATTEMPT	DATE SUBMITTED	DUE DATE
Discussion	Poe Discussion 1	Annie Asterisk	May 30, 2018 3:07:03 PM	
Discussion	Poe Discussion 1		May 30, 2018 3:09:39 PM	

A context menu is open over the second row, with options: 'Grade All Users (2)', 'View All Activity (2)', and 'Reset All (2)'. A red circle highlights the 'Grade All Users (2)' option.

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.

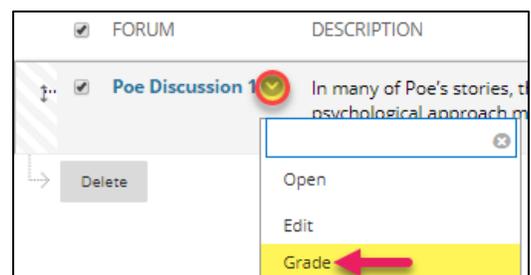


The screenshot shows the 'Grade Discussion Forum: Annie Asterisk' page. It displays a list of forum posts. The first post is selected, showing details like 'Thread: Non Numquam', 'Post: RE: Non Numquam', and 'Author: Annie Asterisk'. The post content is 'Laboris nisi ut alliquip ex ea commodo consequat. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit. Totam rem aperiam. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam.' Below the post, there are buttons for 'Reply', 'Quote', and 'Mark as Read'. On the right side, there is a 'Forum Statistics' panel and a 'Feedback to Learner' form with a 'Submit' button.

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.



The screenshot shows the 'FORUM' and 'DESCRIPTION' columns of a discussion board. A row for 'Poe Discussion 1' is highlighted. A context menu is open over the row, with options: 'Open', 'Edit', and 'Grade'. A red circle highlights the 'Grade' option, and a red arrow points to it.

- 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: 100.00000 More Help

→ Email	LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE
<input type="checkbox"/>	Asterisk	Annie	testhamilton1	3	--
<input type="checkbox"/>	Bracket	Brett	testhamilton3	3	--
<input type="checkbox"/>	Colon	Collin	testhamilton2	2	--

- 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: Annie Asterisk

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 Jump to...

Viewing 1 of 2 gradable items

Annie Asterisk (Activity) Exit

Sort by: Author's Last Name Order: Descending

Select: All None

Mark

Thread: Non Numquam Posted Date: May 30, 2018 3:10 PM
 Post: RE: Non Numquam Status: Published
 Author: Annie Asterisk

Laboris nisi ut alliquip ex ea commodo consequat. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit. Totam rem aperiam. Ut enim ad minima veniam, quis nostrum exercitationem ullam corporis suscipit laboriosam.

Reply Quote Mark as Read

Thread: Lorem ipsum dolor Posted Date: May 30, 2018 3:10 PM
 Post: RE: Lorem ipsum dolor Status: Published
 Author: Annie Asterisk

Sed ut perspiciatis unde omnis iste natus error sit voluptatem. Non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem. Et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque.

Forum Statistics Exit

Asterisk Annie (3)

GRADE: 5/30/18 3:07 PM /100.00

Feedback to Learner

Add Notes

Cancel Save Draft Submit

Exit