CREATING GRADED THREADS

Instructors can make replying to a discussion forum thread 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.

CREATING A GRADED THREAD FORUM

1. In your course, click on your Discussion Board tool link button. On the Discussion Board page, click the CREATE FORUM button.

2. On the CREATE FORUM page, give the forum a NAME, DESCRIPTION, and choose your AVAILABILITY settings. Then, scroll down to the FORUM SETTINGS area and select GRADE THREADS.

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

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1 Please note that selecting GRADE THREADS issues a prompt that states that this type of forum will restrict students from creating new threads in the forum. The options for anonymous posts and allowing students to create new threads will automatically become unavailable for selection. You will have to create an initial thread in the forum to which students will respond.
4. You will be taken back to the discussion board main page and see a confirmation message that your new forum has been created.

**ENTER** the **FORUM** by clicking on its name.

5. On the **FORUM** page, click the **CREATE THREAD** button.

6. On the Create Thread page, give the thread a **SUBJECT** and type your initial instructions or an example in the **MESSAGE** field.

7. Scroll down to the **GRADING** section. Check the **GRADE THREAD** checkbox and type the number into the **POINTS POSSIBLE** field.
   
   a. **Set** **SHOW PARTICIPANTS IN NEED GRADING STATUS** to the desired minimum number of replies students must create.

   b. If you have made an [interactive Blackboard Grading Rubric](#), you may attach it using the **ADD RUBRIC** button.

8. When you are done, click **SUBMIT**.

   The graded thread will be added to the forum and a confirmation message will appear on the screen.
HOW TO GRADE A GRADED THREAD

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 graded discussion board forum. On the FORUM page, click the GRADE THREAD button.

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.