# CREATING GRADED THREADS

**Blackboard Learn**

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.
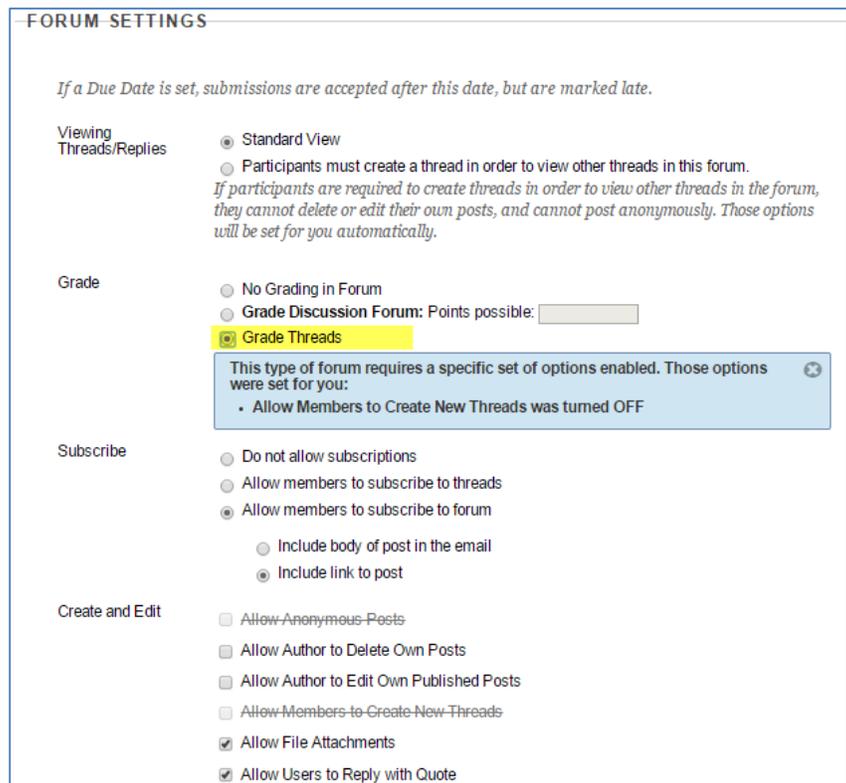
## CREATING A GRADED THREAD FORUM

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

### 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 | ↑↓ |
| --- | --- | --- | --- | --- |

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**. [1]

### FORUM SETTINGS

*If a Due Date is set, submissions are accepted after this date, but are marked late.*

**Viewing Threads/Replies**
- ● Standard View
- ○ Participants must create a thread in order to view other threads in this forum.

*If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.*

**Grade**
- ○ No Grading in Forum
- ○ Grade Discussion Forum: Points possible: [      ]
- ● Grade Threads

  > This type of forum requires a specific set of options enabled. Those options were set for you:
  > - Allow Members to Create New Threads was turned OFF

**Subscribe**
- ○ Do not allow subscriptions
- ○ Allow members to subscribe to threads
- ● Allow members to subscribe to forum
  - ○ Include body of post in the email
  - ● Include link to post

**Create and Edit**
- ☐ ~~Allow Anonymous Posts~~
- ☐ Allow Author to Delete Own Posts
- ☐ Allow Author to Edit Own Published Posts
- ☐ ~~Allow Members to Create New Threads~~
- ☑ Allow File Attachments
- ☑ Allow Users to Reply with Quote

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.
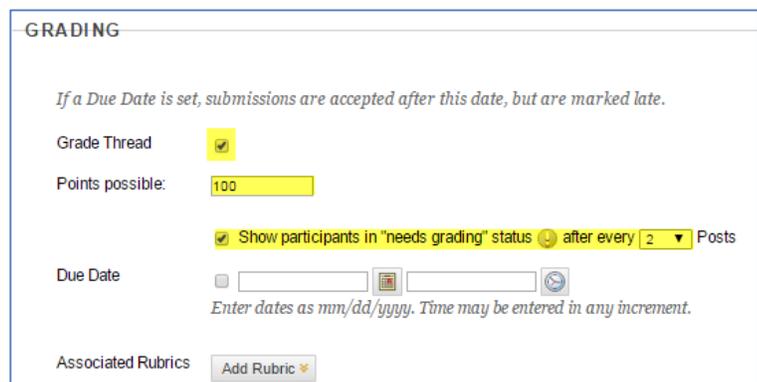
   ENTER the FORUM by clicking on its name.
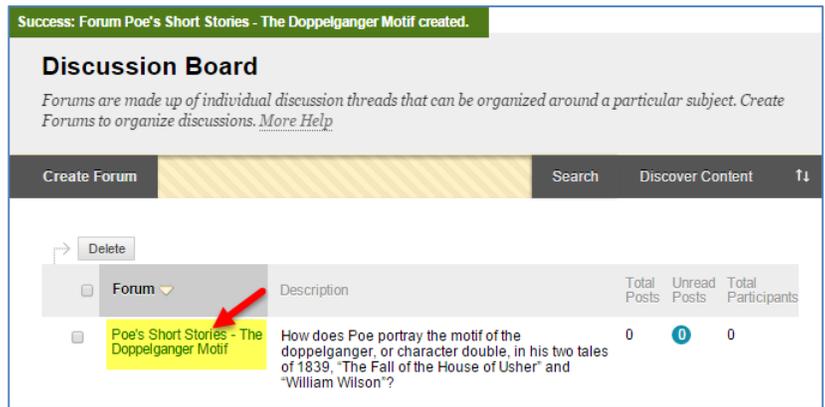
5. On the FORUM page, click the CREATE THREAD button.

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.
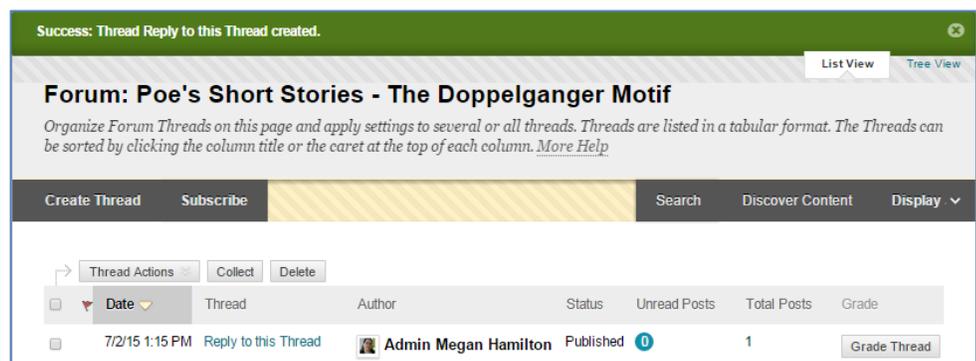
## HOW TO GRADE A GRADED THREAD

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.
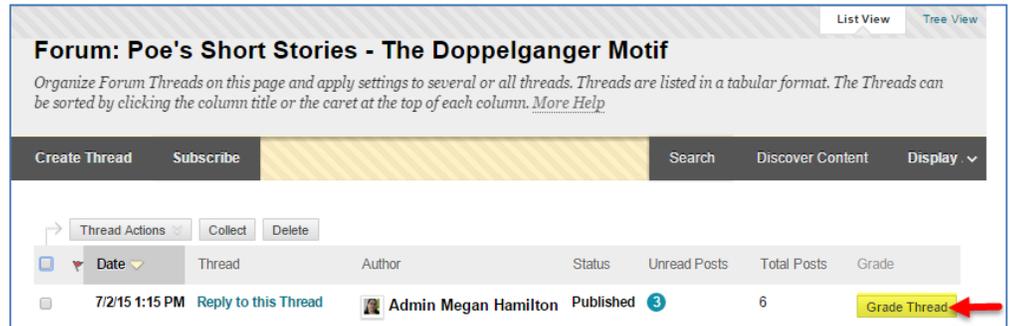
**Using the Discussion Forum Grading Tool**
You may review all student participation in a forum regardless of Needs Grading status and assign grades through this process.
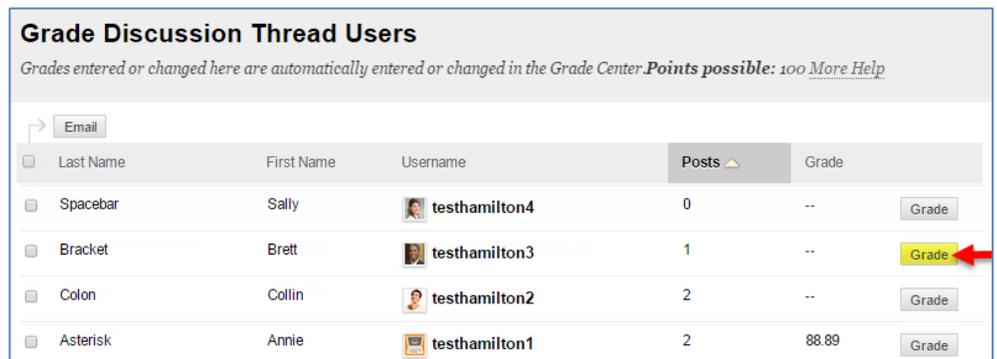
1. Navigate to your graded discussion board forum. On the FORUM page, click the **GRADE THREAD** button.

2. You will be taken to the **GRADE DISCUSSION FORUM USERS** page, which will summarize how many posts students have contributed.

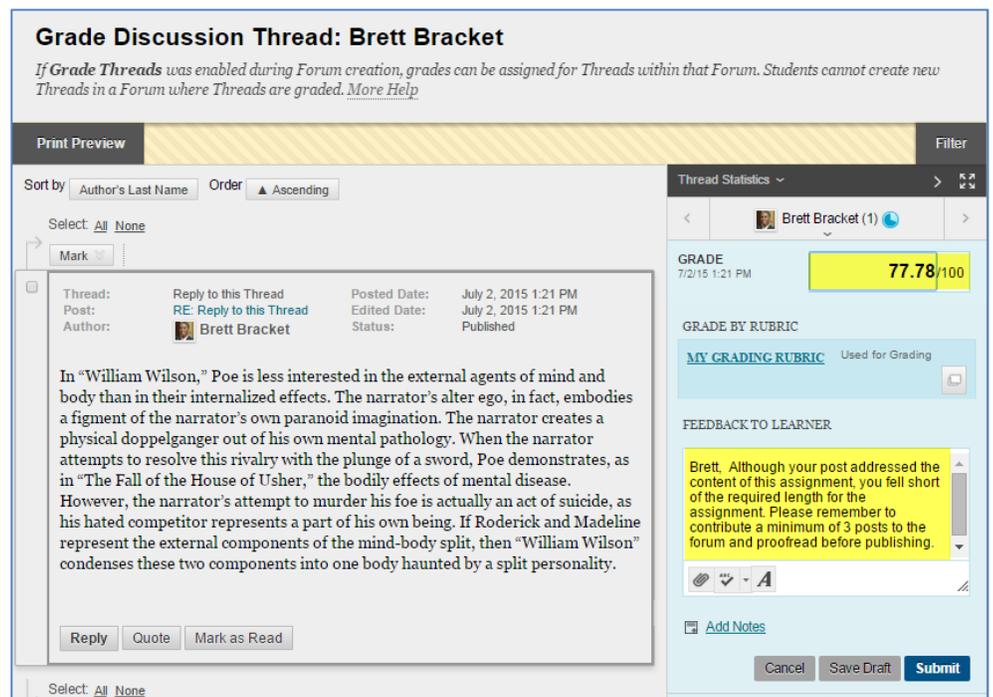   Click a student's **GRADE** button to review his or her contributions and assign a grade.

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.