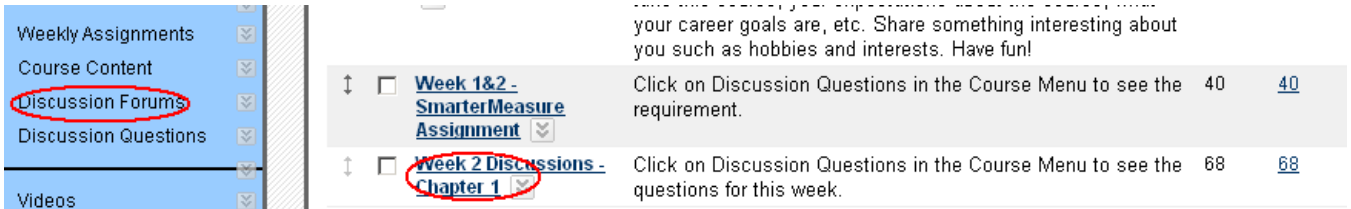


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Blackboard - How to Grade Discussions

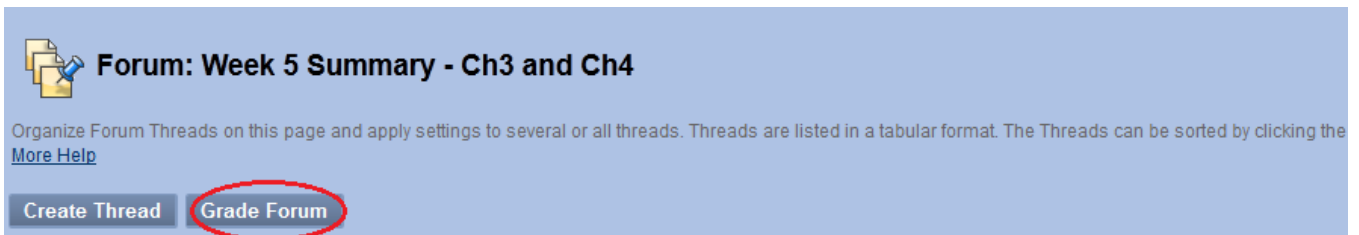
After students have posted discussion messages on a topic board, you can grade them with the following steps.

1. In "Course Menu", click on the link to access all discussion board. In this example, the link is labeled as "Discussion Forums". Click on the Discussion Board that you would like to grade students' work.



The screenshot shows the Blackboard Course Menu on the left with "Discussion Forums" circled in red. On the right, a list of discussion boards is shown. The first entry is "Week 1&2 - SmarterMeasure Assignment" with a score of 40 and a "40" link circled in red. The second entry is "Week 2 Discussions - Chapter 1" with a score of 68 and a "68" link circled in red.

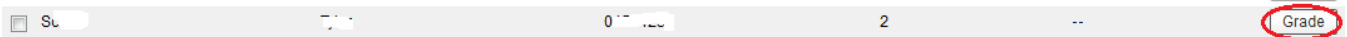
2. Click on "Grade Forum" button.



The screenshot shows the "Forum: Week 5 Summary - Ch3 and Ch4" page. At the top, there are "Create Thread" and "Grade Forum" buttons, with "Grade Forum" circled in red. Below the buttons, there is a table of forum threads.

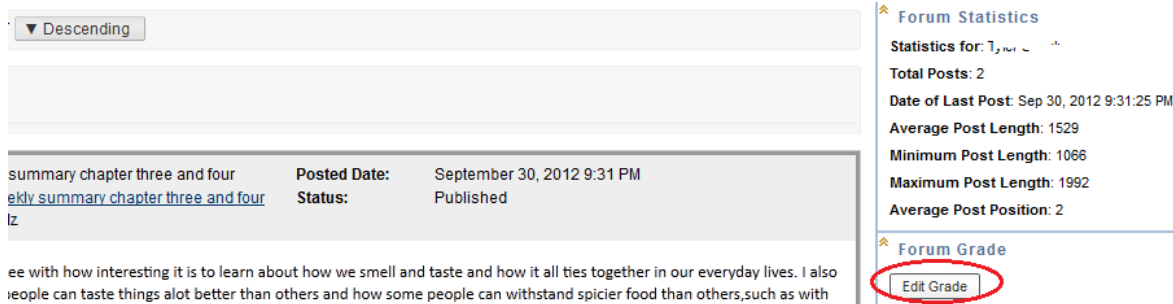
Date	Thread	Author	Status
9/30/12 10:58 PM	week 5 chapter 3&4 summary	Kulman P...	Published

3. Click on "Grade" tab next to a student to enter the grading page.



The screenshot shows a student list with a "Grade" button circled in red next to a student's name.

4. From this page, you are able to grade student's work: view the messages posted by the student, write your comment and enter a grade.
 - a. The messages are displayed at the left panel of the page.
 - b. To enter a grade and provide feedback, click "Edit Grade".



The screenshot shows a forum post and its statistics. The post content is "summary chapter three and four...". The statistics panel on the right shows "Forum Statistics" and "Forum Grade" sections, with an "Edit Grade" button circled in red.

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- c. Enter a grade point, write your comment, and click “Save Grade”.

Forum Grade

Current Grade Value
40 out of 40

Associated Rubrics:

ChapterSummary
Used for Grading

Feedback:
Described what you have learned and relate your learning to personal experiences.

Grading Notes:

Text Editor Cancel **Save Grade**

5. At bottom right of the page, you will see the list of students who have posted discussion messages. Click on a student’s name and repeat the Step 4 to grade the student’s work.