Grading Participation in a Thread

You can assign discussion grades to evaluate participants on performance in each thread. When you create or edit a forum, you can enable thread grading options, and a Grade Center column is created automatically.

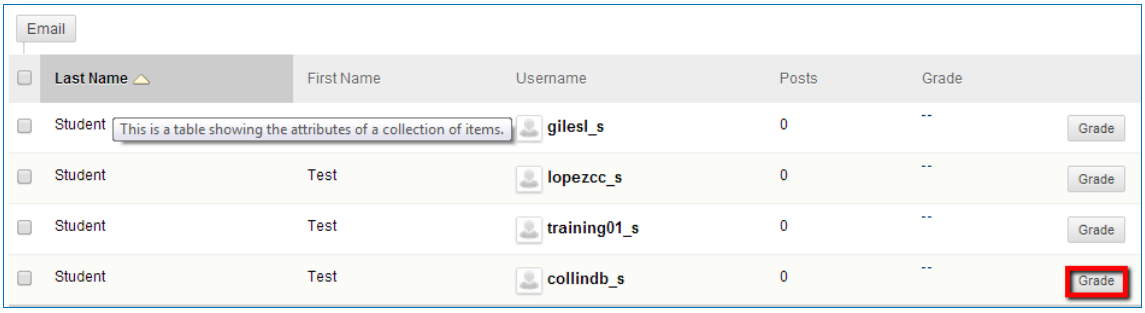
Only users with a role of Manager or Grader can assign grades for posts. However, a Grader cannot grade his or her own work.

NOTE: *Students cannot create new threads in a forum in which threads are already graded.*

You can create rubrics and refer to them while grading threads, but you must create and associate the rubrics in advance.

1. Access the discussion forum containing a thread you want to grade.
2. On the Forum page, in List View, click **Grade Thread** in the thread's row.

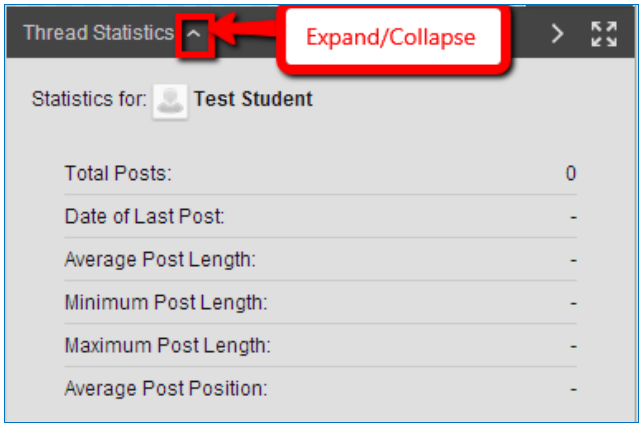
3. On the Grade Discussion Thread Users page, click **Grade** in a user's row with a number in the Posts column.



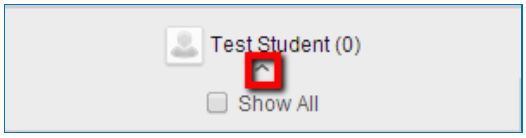
4. On the Grade Discussion Thread page, a collection of the student's posts made to the graded thread appears. Since you can assign a thread grade based on multiple messages, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** button and the **Sort By** and **Order** drop-down lists on the action bar.

The side panel contains three expandable sections:

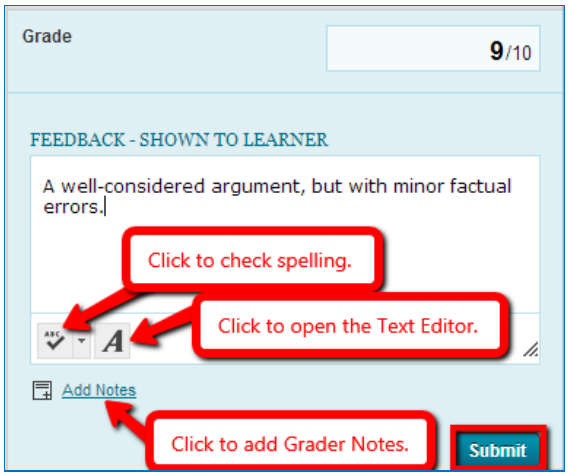
- **Thread Statistics:** Expand this section to view information about the user's posts, such as Date of Last Post, Average Post Length, and Average Post Position.



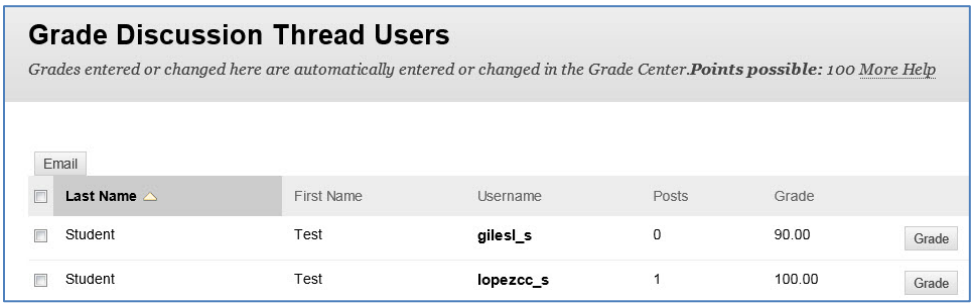
- **Contributors:** Users who have submitted the required number of posts appear with exclamation marks—the Needs Grading icon ( ) or, if they have not yet reached the required number, the In Progress icon ( ). In this section, use the Previous User and Next User arrows to navigate among users to grade, *or* click a user's name in the list. Click **Show All** to view all users in your course. Users who have not posted to the graded thread are included in the list. Click **Show with Posts Only** to return to the list of users who have posts to grade.



- **Grade:** Includes boxes to enter a numeric Grade, Feedback, and Grading Notes. Click the **Add Notes** link to display the Grading Notes box. Notes entered here are intended for Instructors, or any user with the role of Manager or Grader.



5. Type a numeric value in the **Grade** box. Assigning a score here removes any Grade Center override that may exist for this user for this thread grade.

NOTE: *If you created and added a rubric for this graded thread, click* ***View Rubric*** *to refer to it while grading.*

6. Optionally, type Feedback for the user and Grading Notes for Managers and Graders. You can use the **Spell Check** function in the bottom of each text box.
7. Optionally, click **Text Editor** to access the content editor in a pop-up window. Use the functions to format the text and include files, images, web links, media, and Mashups to your feedback or notes.
8. Click **Submit**. Continue grading any other contributions, then click OK to return to the Grade Discussion Thread Users page. The information appears in the Grade column of the table.