

## Enabling Grading in Discussion Board

When you create or edit a forum, you can enable grading options. After grading is enabled, a Grade Center column is created automatically.

The grade settings appear in the Forum Settings section of the Create Forum page and the Edit Forum page.

- Select **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.
- Select **Grade Threads** to evaluate participants on performance in each thread.
- Optionally, select the checkbox for **Show participants in “needs grading” status** and the number of posts required to show participants in Needs Grading status. Applying this setting will show the Needs Grading icon (🟡) in the Grade Center. The posts are placed in the queue on the Needs Grading page after the specified number of posts is made by each user. If you select a grading option and do NOT select the checkbox, then the Needs Grading icon does not appear in the Grade Center, and posts do not appear on the Needs Grading page.
- If you choose three posts from the drop-down list and a user submits two, the In Progress icon (📝) appears in the Grade Center cell and the Discussion Board until the specified number of posts is met.
- Optionally, associate a rubric by pointing to Add Rubric. This option appears in the Forum Settings section when **Grade Forum** is selected and in the Grading section of the Create Thread page when **Grade Threads** is selected.

### Enabling Grading During Forum Creation

1. Access the Discussion Board, and click the **Create Forum** button on the action bar.
2. On the Create Forum page, provide the appropriate information. In the Forum Settings section, select **Grade Discussion Forum** or **Grade Threads**. If you chose to grade the forum, type the **Points possible**. Optionally, select the checkbox for **Show participants in “needs grading” status**, and select the number of posts from the drop-down list.

**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: 10**
- Grade Threads

Due Date

- Show participants in "needs grading" status  after every  Posts
- 

*Enter dates as mm/dd/yyyy. Time may be entered in any increment.*

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

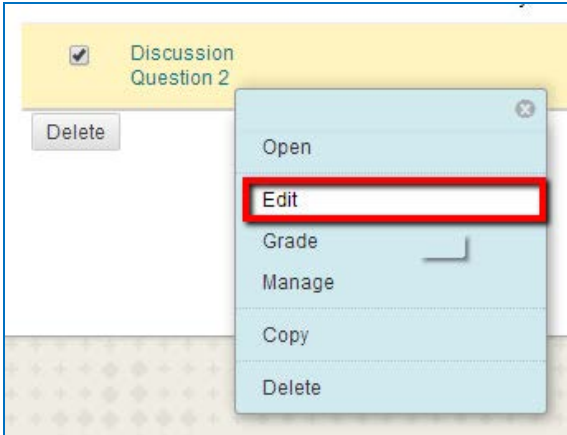
Create and Edit

- 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
- Force Moderation of Posts

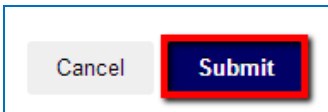
3. Click **Submit**.

## Enabling Grading by Editing a Forum

1. Access the Discussion Board, and click a forum's contextual menu.
2. Select **Edit**.



3. On the Edit Forum page, in the Forum Settings section, select **Grade Discussion Forum** or **Grade Threads**. If you choose to grade the forum, type the **Points possible**. Optionally, select the checkbox for **Show participants in “needs grading” status**, and select the number of posts from the drop-down list.
4. Click **Submit**.

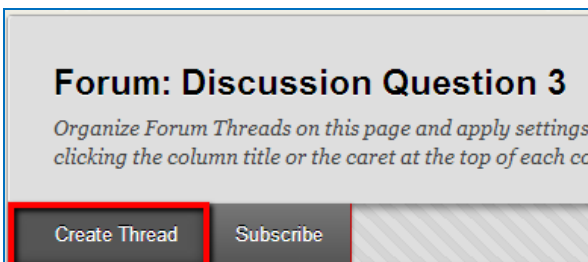


### Enabling Thread Grading During Thread Creation

If you choose to grade threads when you create a forum, you decide on a thread-by-thread basis whether to grade a thread. Thread grading must be enabled for the forum in order to enable grading for threads within that forum.

*NOTE: If you have selected the **Grade Threads** option for a forum, users cannot create new threads in that forum.*

1. Open a forum in the Discussion Board, and click the **Create Thread** button.



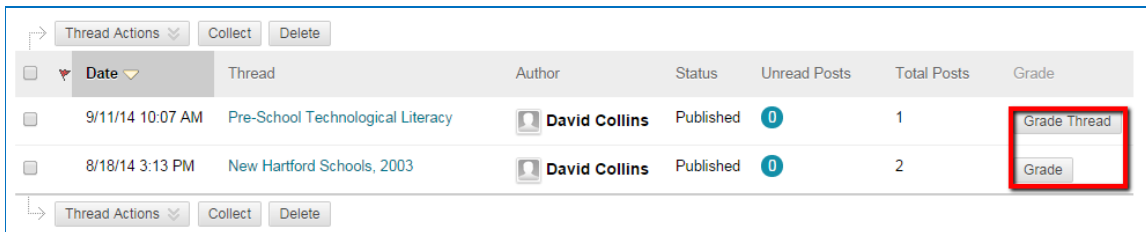
2. On the Create Thread page, type in a Subject and Message for the thread.



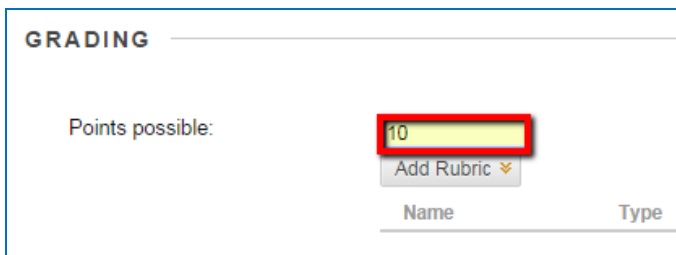
## Enabling Thread Grading After Thread Creation

When you select the **Grade Threads** option, you can enable thread grading directly from the thread list in a forum. This allows you to change a thread from ungraded to graded in a forum that has thread grading enabled.

1. Click the **Grade Thread** button in a thread's Grade column. If forum grading is enabled, but not at the thread level, click the **Grade** button.

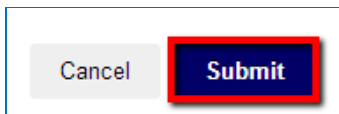


2. The **Grade** button takes you to the Enable Grade page for the thread. Enter the Points Possible. Click **Add Rubric** if applicable.



A screenshot of the 'GRADING' page. It shows a 'Points possible:' label followed by a text input field containing the number '10'. Below the input field is an 'Add Rubric' button with a dropdown arrow. At the bottom, there is a table with columns for 'Name' and 'Type'.

3. Click **Submit**. The **Grade Thread** button appears in a thread's Grade column.



A screenshot showing two buttons: a grey 'Cancel' button and a blue 'Submit' button. The 'Submit' button is highlighted with a red box.