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 (ά) 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 (ά) 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.
Enabling Grading by Editing a Forum

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

3. Click Submit.
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.
3. Select the Grade Thread checkbox, and type the Points possible. You can determine when posts go into Needs Grading status by selecting the checkbox for Show participants in “needs grading” status and selecting the number of posts from the drop-down list. Checking the checkbox also reveals the Due Date and Associated Rubrics fields.

4. Click Submit.

5. In the forum, the Grade Thread button appears in the thread’s Grade column.
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.

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