

Grading Participation in a Forum

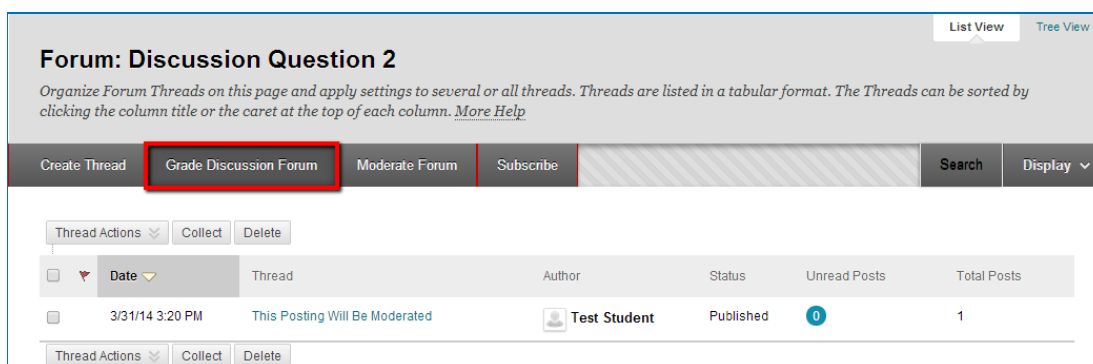
Instructors can assign discussion grades to evaluate participants on performance throughout a forum. When you create or edit a forum, you can enable forum grading options, and a Grade Center column is created automatically.

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

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

To grade participation in a forum:

1. Access the discussion forum where you enabled forum grading, and click **Grade Discussion Forum** on the action bar.



The screenshot shows a Blackboard forum interface for "Forum: Discussion Question 2". At the top right, there are "List View" and "Tree View" options. Below the forum title is a description: "Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)".

The action bar contains several buttons: "Create Thread", "Grade Discussion Forum" (highlighted with a red box), "Moderate Forum", "Subscribe", "Search", and "Display".

Below the action bar is a table of forum threads. The table has columns for "Date", "Thread", "Author", "Status", "Unread Posts", and "Total Posts". The first row shows a thread from "3/31/14 3:20 PM" with the title "This Posting Will Be Moderated", authored by "Test Student", with a status of "Published", 0 unread posts, and 1 total post.

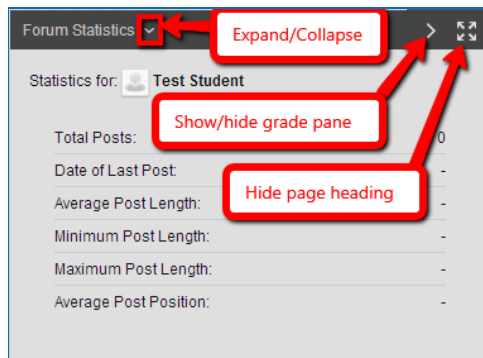
2. On the Grade Discussion Forum Users page, click **Grade** in a user's row with a number in the Posts column.

Last Name	First Name	Username	Posts	Grade
Student	Test	gilesl_s	0	Grade
Student	Test	lopezcc_s	0	Grade
Student	Test	training01_s	0	Grade
Student	Test	collindb_s	1	Grade

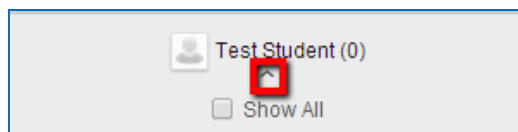
- On the Grade Discussion Forum page, a collection of the student’s posts on the graded forum appears. Since you can assign a forum grade based on multiple threads, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in 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:

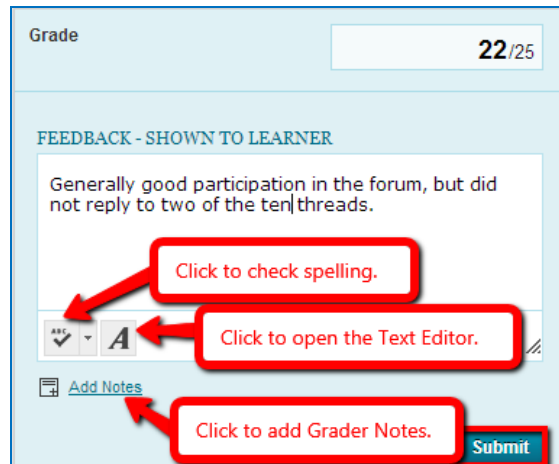
- Thread Statistics:** Expand this section to view information about the user’s posts, such as Date of Last Post, Average Post Length, and Average Post Position.



- 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.



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

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

5. Optionally, type Feedback for the user and Grading Notes for forum Managers and Graders.
6. Optionally, click the **Text Editor** button 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.
7. Optionally, use the **Spell Check** function in the bottom of each text box.
8. Click **Submit**. The information appears in the Grade column of the Grade Discussion Forum Users page and in the appropriate column in Grade Center.

Grade Discussion Forum Users					
<small>Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 25 More Help</small>					
Email	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Student	Test	gilesl_s	0	22.00 <input type="button" value="Grade"/>
<input type="checkbox"/>	Student	Test	lopezcc_s	0	20.00 <input type="button" value="Grade"/>

9. When grading is complete, click **OK** to return to the Grade Discussion Forum Users page, or use the breadcrumbs to return to the Discussion Board.

