

Grading Participation in a Thread

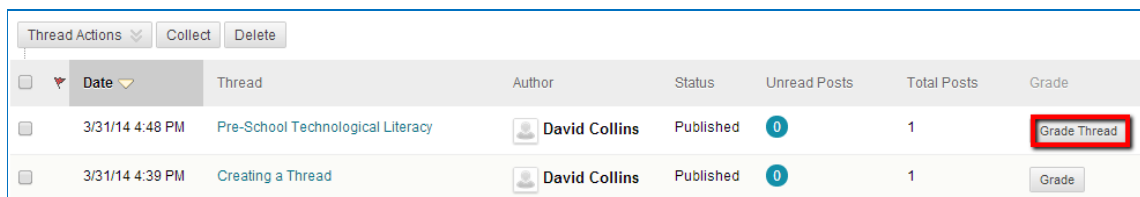
Instructors can assign discussion grades to evaluate participants on their performance in each thread. When you create or edit a forum, you can enable thread grading options, and a Grade Center column is created automatically.

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.*

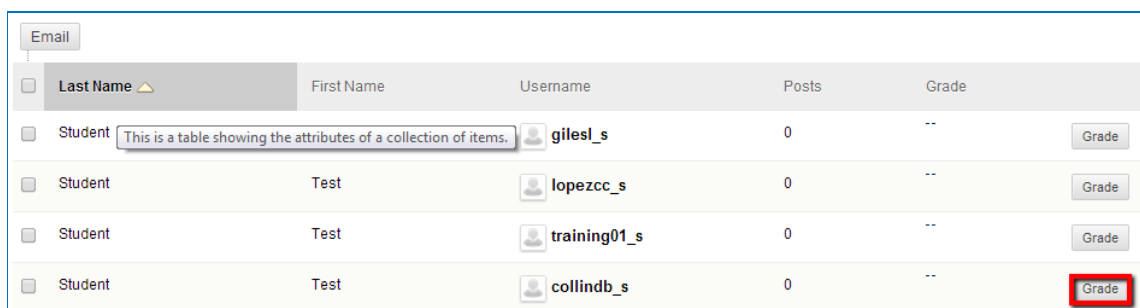
You can create rubrics and refer to them while grading threads, but you must create and associate the rubrics in advance.

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.



<input type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts	Grade
<input type="checkbox"/>	3/31/14 4:48 PM	Pre-School Technological Literacy	David Collins	Published	0	1	Grade Thread
<input type="checkbox"/>	3/31/14 4:39 PM	Creating a Thread	David Collins	Published	0	1	Grade

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

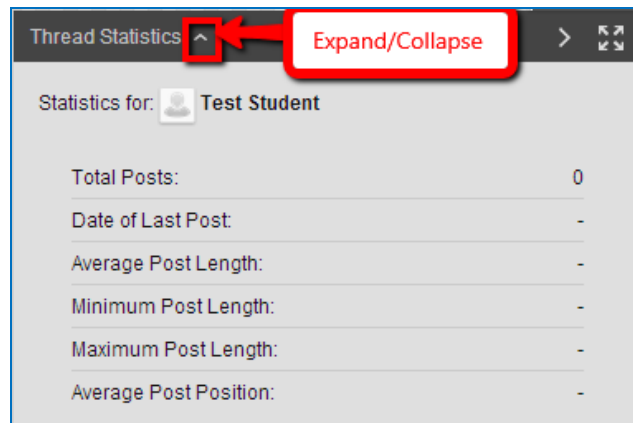


<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade
<input type="checkbox"/>	Student	This is a table showing the attributes of a collection of items.	gilesl_s	0	--
<input type="checkbox"/>	Student	Test	lopezcc_s	0	--
<input type="checkbox"/>	Student	Test	training01_s	0	--
<input type="checkbox"/>	Student	Test	collindb_s	0	--

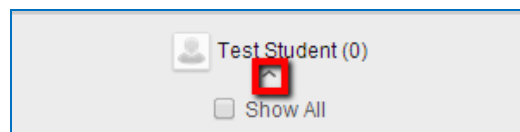
4. On the Grade Discussion Thread page, a collection of the student's posts made to the graded thread appears. Since you can assign a thread grade based on multiple messages, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new 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:

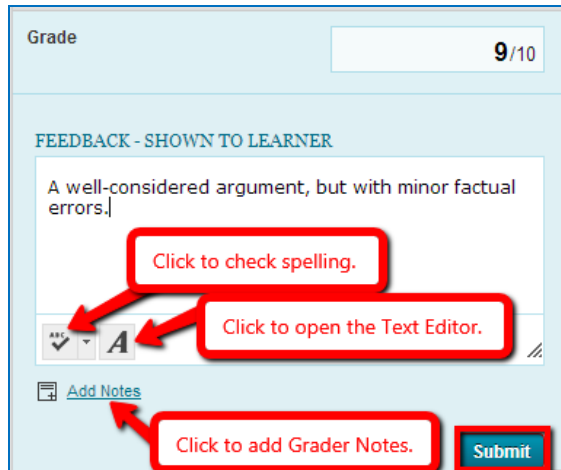
- **Thread Statistics:** Expand this section to view information about the user's posts, such as Date of Last Post, Average Post Length, and Average Post Position.



- **Contributors:** Users who have submitted the required number of posts appear with 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.

Grade Discussion Thread Users					
<i>Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 100 More Help</i>					
Email					
<input type="checkbox"/> Last Name ▲	First Name	Username	Posts	Grade	
<input type="checkbox"/> Student	Test	giles_l_s	0	90.00	<input type="button" value="Grade"/>
<input type="checkbox"/> Student	Test	lopezcc_s	1	100.00	<input type="button" value="Grade"/>