



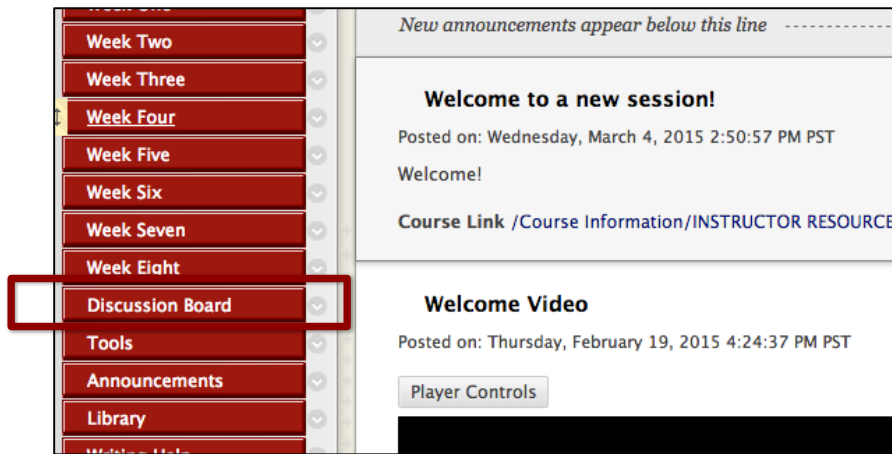
Discussion Board: Grading

To view this video or to view any of our other Blackboard for Instructor videos, click [here](#). For assistance with Blackboard, please contact your school's Academic Technology Support Specialist (each school's email address can be found [here](#)).

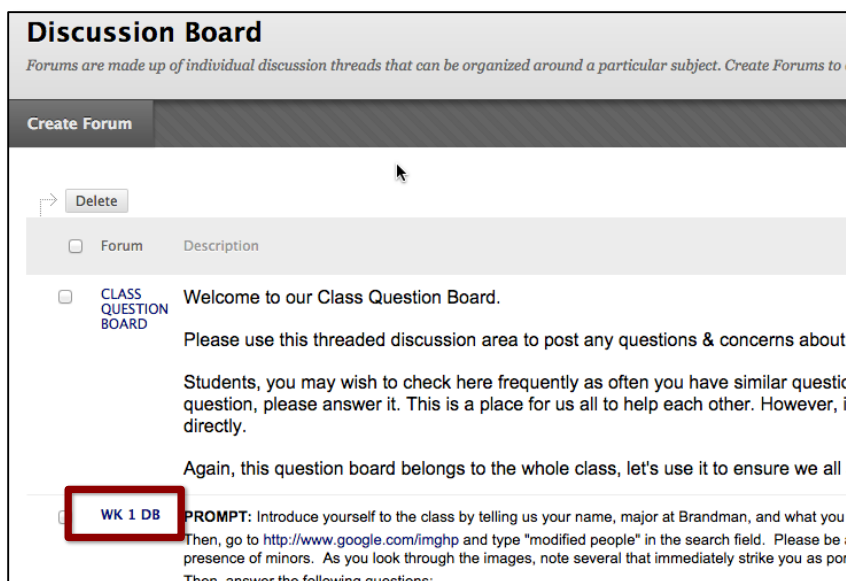
Grade Discussion Form

The easiest way to access discussion board grading is by using the **Grade Discussion Forum** option.

1. Click the **Discussion Board** button.

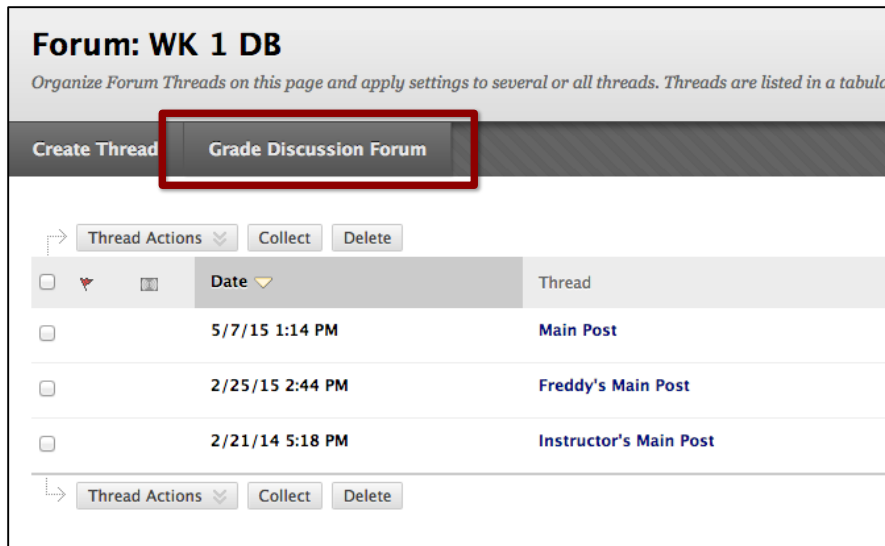


2. Click the discussion board title you wish to grade.

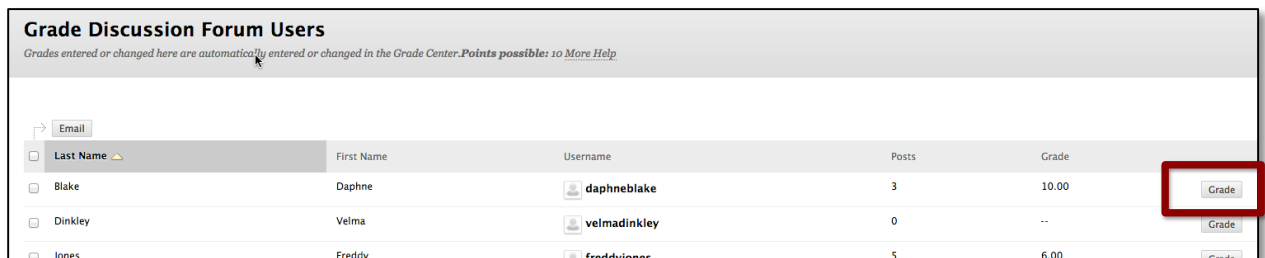




3. Click **Grade Discussion Forum**.



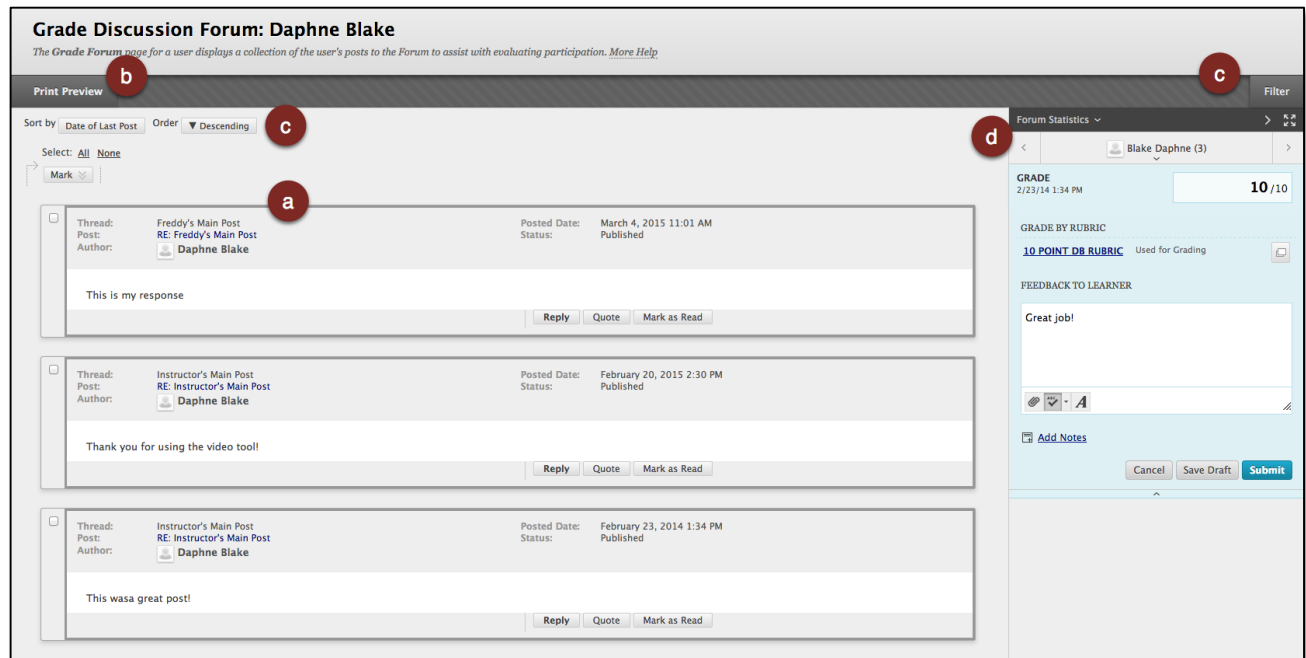
4. Click the **Grade** button in the row of the student you wish to grade first.



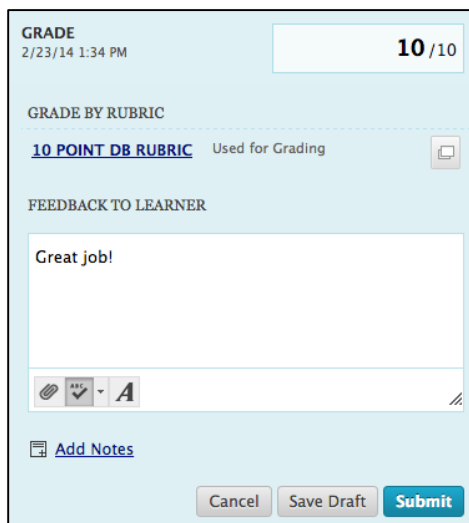
Grade Discussion Forum Page

- a. On the **Grade Discussion Forum** page, a collection of the student's posts made to the graded forum displays. Because you can assign a forum grade based on multiple threads, all messages posted by a student are included for review.
- b. 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.
- c. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
- d. The grading sidebar contains the following areas:
 - **Forum Statistics:** Click the drop-down arrow to view the area that includes information about a user's posts, such as **Total Posts**, **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
 - Click the down arrow under the current user's name to view a list and select a user with posts ready to grade. The selected user's posts display in the content frame. Use the left and right arrows to navigate to the previous or next student.

- The blue area is where you add a grade, provide feedback, and write private notes for yourself.



- Review the student's post, and then type a grade in the **Grade** field. If you associated a rubric for this forum, expand and complete the rubric. **Note:** To edit an existing grade, simply click in the **Grade** field and change the grade.



- Type feedback for the student in the **Feedback to Learner** section (spellcheck is available using the **Spellcheck** icon), or click **Add Notes** to type notes that display only to you
- Click **Submit** to add the grade, feedback, and grading notes to the Grade Center.