You can assign discussion grades to evaluate participants on performance throughout a forum. When a forum is created or edited, 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 view his or her own work.

Reminder: You can create rubrics and refer to them while grading forums, but the rubrics must be created and associated in advance.

1. Access the discussion forum

   ![Screen shot of Blackboard Basics]

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

3. On the Grade Discussion Forum page, a collection of the student's posts made to the graded forum appears. Since a forum grade can be based on multiple threads, all messages posted by the student are included for review.

   The side panel contains three sections:

   - Forum Statistics: Includes information about the user's posts, such as Date of Last Post, Average Post Length, and Average Post Position.
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- **Forum Grade**: Includes Grade, Grade Date, Feedback, and Grading Notes.

  - **Grading Notes**: Notes added here can only be seen by the Instructor or the Grader.

- **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 forum are included in the list. Click Show with Posts Only to return to the list of users who have posts to grade.

4. In the content frame, evaluate the currently selected user's posts. To assign a grade, click **Edit Grade** in the Forum Grade section.
Note: To collapse or expand a side panel section, click the double arrows icon next to the section title.

5. 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.
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6. Optionally, type Feedback for the user and Grading Notes, which appear to the forum Manager or Grader only. Optionally, use the Spell Check function in the bottom of each text box.

7. Optionally, click Text Editor to access the Text Editor in a pop-up window. Use the functions to format the text and include files, images, web links, multimedia, and Mashups to your feedback or notes.

8. Click **Save Grade**. The information appears in the Forum Grade section.

9. Click **Edit Grade** to make changes at any time. The changes appear in the Forum Grade section and in the Grade Center column. The changes are recorded in the Grade Center on the user's Grade Details page on the Grade History tab.

10. 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.

**Result**

Grades appear in the Grade column on the Grade Discussion Forum Users page and in the Grade Center.
Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.