

## How to Grade Discussion Board Forum Participation

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

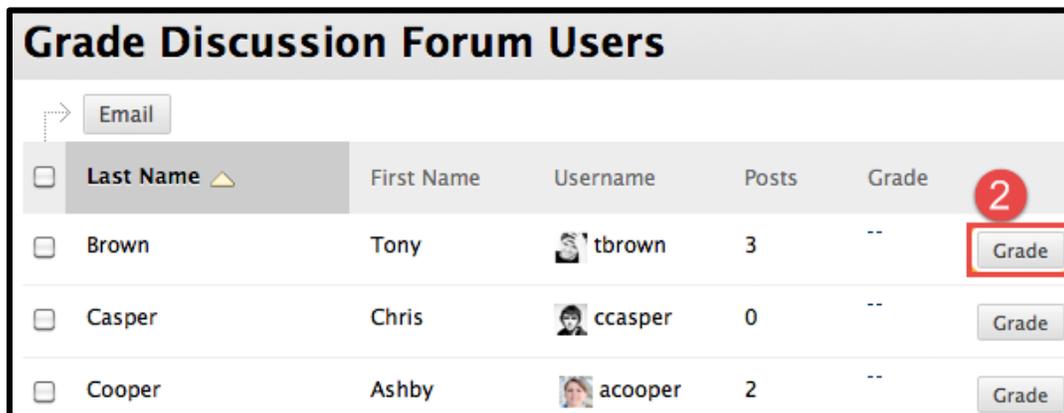
Only users with a role of instructor or TA can assign grades for posts.

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

1. Click on Discussion Board on the course menu. Forum and click Grade Discussion 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.



<input type="checkbox"/>	Last Name ▲	First Name	Username	Posts	Grade
<input type="checkbox"/>	Brown	Tony	 tbrown	3	-- <input type="button" value="Grade"/>
<input type="checkbox"/>	Casper	Chris	 ccasper	0	-- <input type="button" value="Grade"/>
<input type="checkbox"/>	Cooper	Ashby	 acooper	2	-- <input type="button" value="Grade"/>

On the Grade Discussion Forum page, a collection of the student's posts made to the graded forum appears. Because 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 function and the Sort By and Order drop-down lists on the action bar.

The grading statistics sidebar contains the following areas:

3. Forum Statistics: Click to access the drop-down area that includes information about a user's posts, such as Total Posts, Date of Last Post, Average Post Length, and Average Post Position.
4. Click the down-pointing arrow next to the current user's name to view a list and select a user with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
5. In the content frame, evaluate the currently selected user's posts. In the grading sidebar, type a grade. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the Grade box and change the grade.
6. Optionally, type Feedback for the user. In the Add Notes section, make notes that appear only to you (forum manager) and the grader role. You can use the spell check function in the bottom of each text box. The icon for Click to open full content editor gives you access to all the content editor functions.
7. Click Submit to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the Grade Discussion Forum Users page.

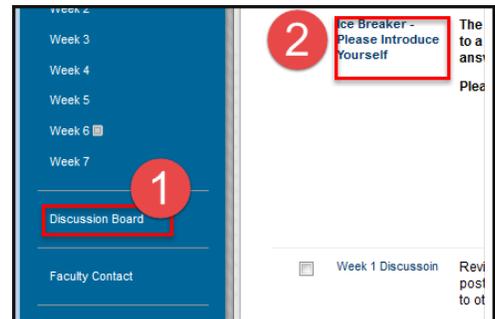
The screenshot displays the 'Grade Discussion Forum: Gavin Galileo' interface. The top navigation bar includes 'Print Preview' and 'Filter'. Below this, there are sorting options: 'Sort by Thread Order' and 'Order Ascending'. A 'Mark' dropdown menu is visible. The main content area shows a post by Gavin Galileo, dated September 10, 2013, 12:40 PM, with the status 'Published'. The post text reads: 'I took the personal learning style inventory and the longleaf showed me that I am a visual learner. The longleaf story br categories. It stated that I was a good participator, very inde competitive at all. I think that these surveys hit my learning s visual learner. I enjoy reading and seeing visuals to help m projects and prefer to work independantly on my own with o results are similar to each other and are not surprising. As that in order to keep current with my education and my caree information to keep my brain sharp.'

The right-hand sidebar is the grading area, featuring a 'Forum Statistics' dropdown (callout 3), a user selection dropdown for 'Gavin Galileo (1)' (callout 4), a 'GRADE' input field (callout 5), a 'FEEDBACK TO LEARNER' text area (callout 6), and a 'Submit' button (callout 7). A red box highlights the 'Reply' link in the bottom right of the content frame, with a callout box stating: 'Read posts. All Discussion Board posts by a student will appear in the content frame. An instructor may Reply using the Reply link below. The reply will display in the Forum.'

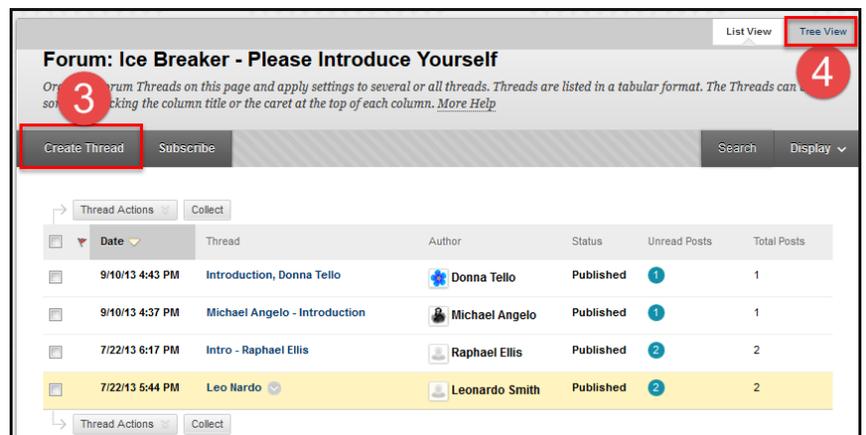
## Creating Threads in a Discussion Forum (For teachers & students)

Forums have many settings and options that control who can post, and what other types of actions the participants can take, such as editing own threads, posting anonymously, or rating posts. Depending on which forum setting the instructor has selected, participants may be allowed to create a new thread.

1. On the course menu, click Discussion Board.
2. On the Discussions Board page, click the name of the forum.



3. On the forum page, click Create Thread.
4. Some participants prefer to look at the Forum from the Tree View, clicking the Tree View link expands all posts. Participants may select a Thread and open to then click Reply back to another user..



5. On the Create Thread page, type a Subject.
6. In the Message text box, type your Thread. You can use the content editor functions to format the text and add files, images, and web links, multimedia, and mashups.
7. Alternatively, in the Attachments section, attach a file using one of the following options:
  - To upload a file from your computer, click Browse My Computer.
  - If your school licensees content management, click Browse Content Collection.
  - Or alternatively, clicking the paperclip icon on the third row of the Text Editor, a file can be attached.
8. Click Submit to post a Thread.

