

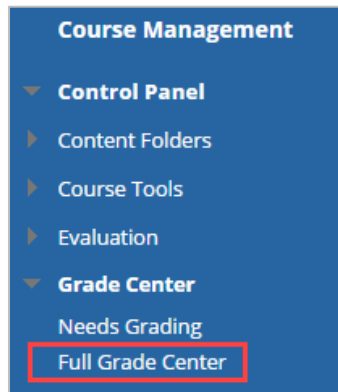
# GRADE A DISCUSSION FORUM

Follow the steps below to grade a discussion forum.

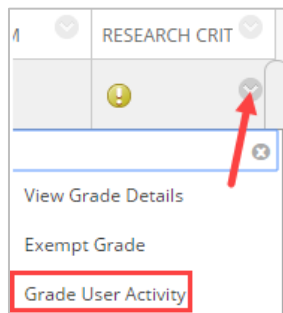
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## Instructions

1. Under Course Management on the left hand menu, click on **Grade Center** and then **Full Grade Center**.



2. Navigate to the column you wish to grade. An exclamation point icon in the grade cell for each student indicates the item needs grading. Click the **down arrow** to reveal a menu. Select **Grade User Activity**.

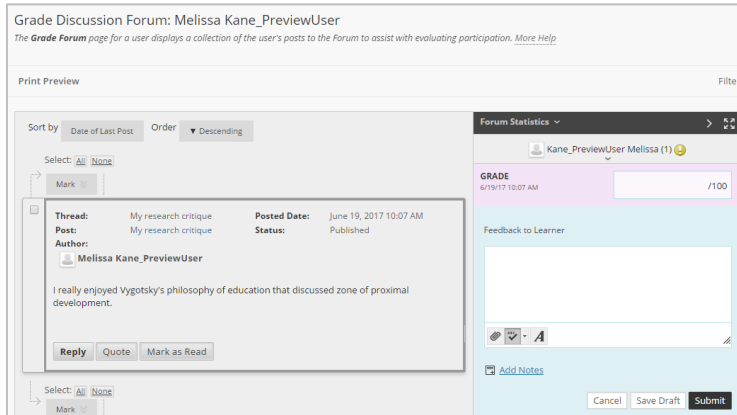


### Note:

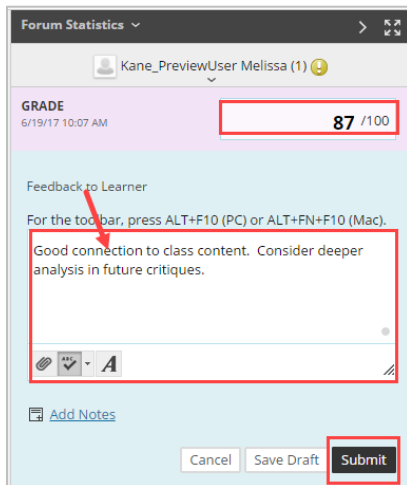
If the discussion board was not originally set to be graded, click [here](#) for instructions on Editing a Discussion Forum.

3. You will be taken to a page that lists all of student's activity for that discussion.


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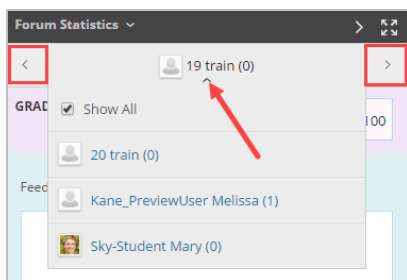


- To assign a grade, enter a number in the **grade box**. Feedback may be left in the **Feedback to Learner** box. Click **Submit** to save the grade.



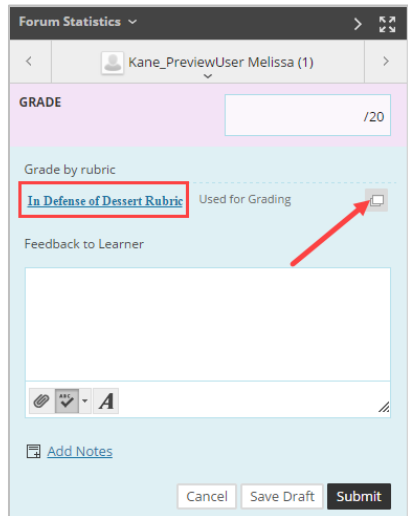
- To continue grading, click the arrow below the current student's name to expand the menu of names.

Any student needing grading will show a needs grading icon . Alternatively, the left and right navigation arrow can be selected to go through any other students in need of grading.

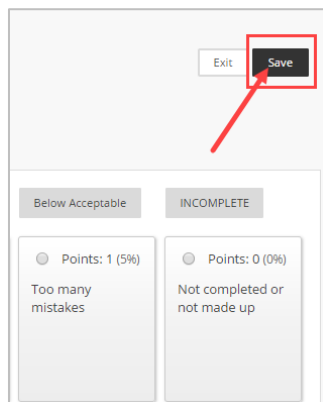


# GRADE A DISCUSSION FORUM

- RUBRIC GRADING: If a rubric is attached to the discussion, click the **rubric's name** or the **View Rubric in Window** icon.



- Fill out the rubric and then click **Save Rubric**.



- Click **Submit** or **Save Draft** to save your changes.

