

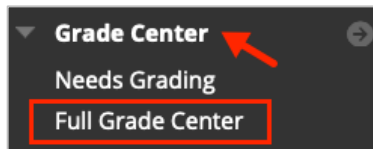
# GRADE A DISCUSSION FORUM

When instructors create a discussion forum and assign points to it, a grade column is created and instructors grade the discussion via the grade center.

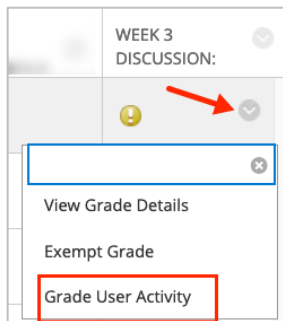
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## Instructions

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



2. Navigate to the discussion forum 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**.

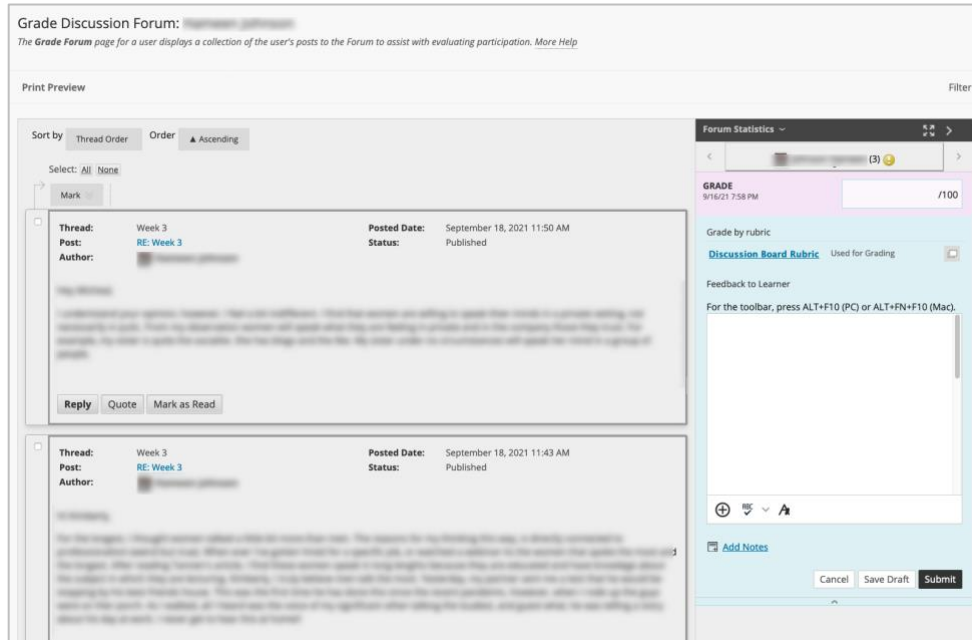


### Note:

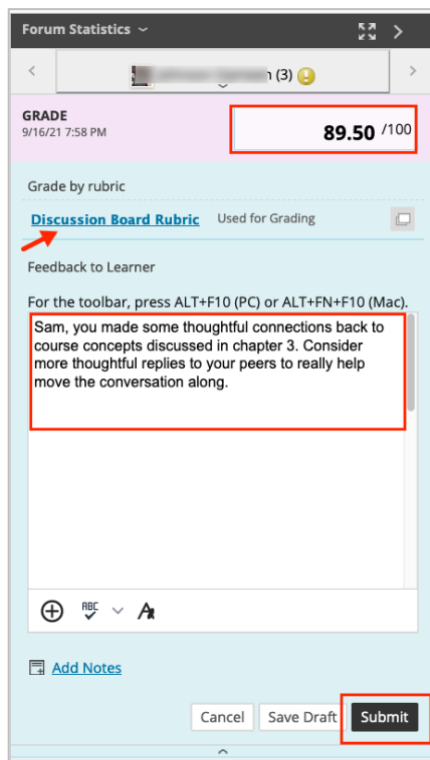
If the discussion forum was not originally set to be graded, click [here](#) for instructions on Editing the Settings for a Discussion Forum to add points so a grade center column is created.

3. You are taken to a page that includes all of student's activity for that discussion assignment. If a student made one contribution, you will see one post. If they made two, you will see two and so forth.

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4. To assign a grade, enter a number in the **grade box** or if using a rubric, [click the rubric](#). Consider leaving meaningful feedback in the **Feedback to Learner** box. Click **Submit** to save the grade.



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5. 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.

