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.

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**.

_	WEEK 3 OISCUSSION:		
	8		
View Gr	View Grade Details		
Exempt Grade			
Grade U	Grade User Activity		

Note:

If the discussion forum was not originally set to be graded, click <u>here</u> 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.

GRADE A DISCUSSION FORUM



Preview						Filte
t by Thread Order	Order Ascending			Forum Statistics ~	(3) 😏	50 > >
Select: All None Mark				GRADE 9/16/21 7:58 PM		/100
Post: RE: Author:	ex 3 Week 3	Status: Published	1:50 AM	Grade by rubric Discussion Board Rubric	Used for Grading	
Reply Quote	Mark as Read			Feedback to Learner	F10 (PC) or ALT+FN+F	10 (Mac).

4. To assign a grade, enter a number in the **grade box** or if using a rubric, <u>click the rubric</u>. Consider leaving meaningful feedback in the **Feedback to Learner** box. Click **Submit** to save the grade.

Forum Statistics $ \sim $	57 >			
<) (3) 🕒 🔿			
GRADE 9/16/21 7:58 PM	89.50 /100			
Grade by rubric				
Discussion Board Rubr	ic Used for Grading			
Feedback to Learner				
For the toolbar, press Al	T+F10 (PC) or ALT+FN+F10 (Mac).			
course concepts discus more thoughtful replies move the conversation	louginut connectors back to sed in chapter 3. Consider to your peers to really help along.			
🕀 🤴 🗸 Ar				
Add Notes				
	Cancel Save Draft Submit			
	^			

GRADE A DISCUSSION FORUM



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 Θ . Alternatively, the left and right navigation arrow can be selected to go through any other students in need of grading.

