



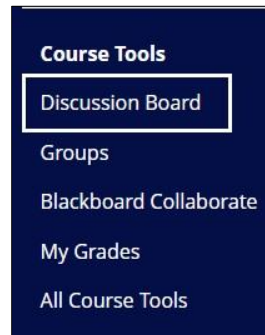
Grade Discussions

Discussion Board forums that are set to graded can be accessed and grade in two different ways. Either through the Discussion forum itself or through Grade Center. You can assign discussion grades in a forum or thread. You can assign grades based on student participation, on the quality of their posts, or a combination of the two. You can create rubrics in advance and use them while grading forums and threads.

When you create a forum, you can enable grading options. A column is created automatically in the Grade Center when grading is enabled.

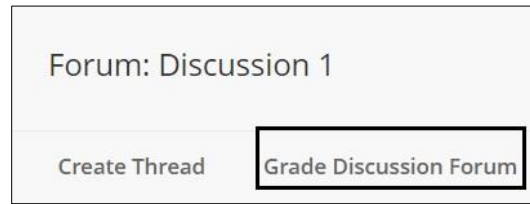
Grade through the Discussion Forum

1. Select **Discussion Board** from the Course Menu. On the Discussion Board page, select the **blue forum name**.



<input type="checkbox"/>	FORUM	DESCRIPTION
<input type="checkbox"/>	Discussion 1	What do you think about the current president?

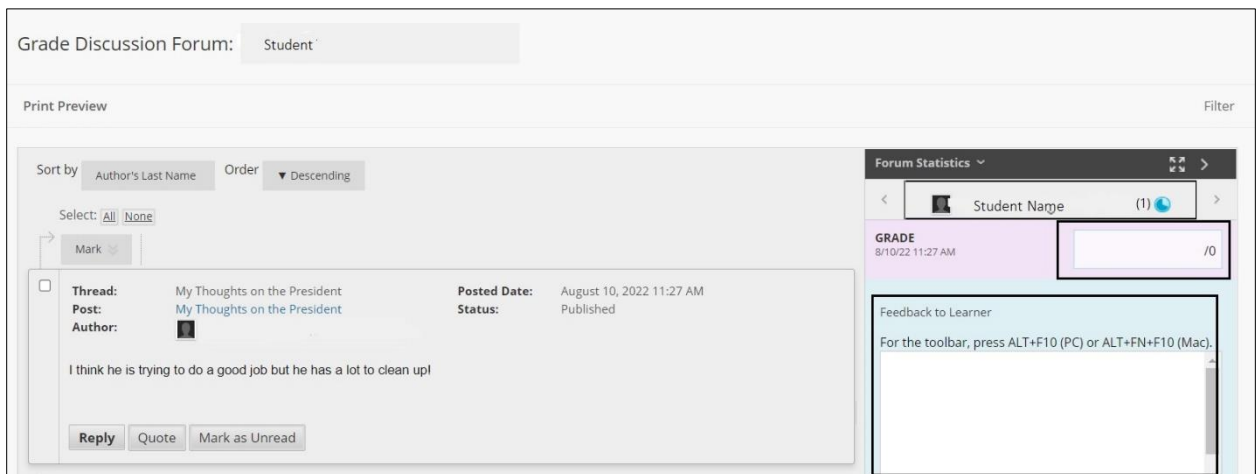
2. Within the Discussion Forum, select **Grade Discussion Forum** button.



3. On the **Grade User** page, select the **Grade Button** on the right-hand side to review a student's thread post.



4. On the Grade Discussion Forum page, enter Grade and Feedback to student in the Feedback to Learner box.

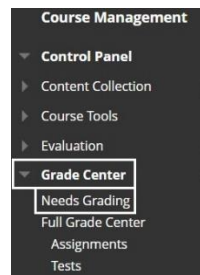


Note: Only the instructor and student can see the grade and feedback. If an instructor wants to comment on a thread and allow other students to see it, this must be done by replying to thread in the forum itself.

5. Select **Submit** to save grade and feedback. This information will be saved in the Grade Center and students can view grades and feedback in the My Grades.

Grade Discussions through the Grade Center

1. Navigate to the Course Management Panel in the lower left > Select **Grade Center > Needs Grading**.

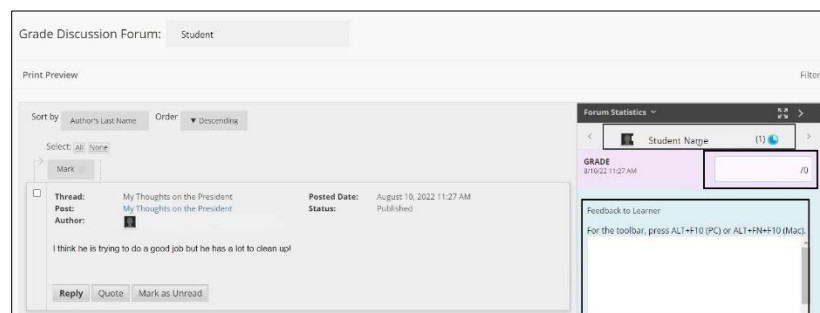


Note: If the Discussion Forum was set to trigger a Needs Grading notification after more than 1 post, only students will be listed that meet that criterion.

2. On the **Needs Grading** page, select the **student's name in blue** to access their thread post.

Discussion	Discussion 1	Student Name	August 10, 2022 11:39:23 AM
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3. Selecting the student's name will bring the instructor to the same Grade Discussion Forum page as above. Enter Grade score and Feedback to Learner. **Press Submit** to save changes.



For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu