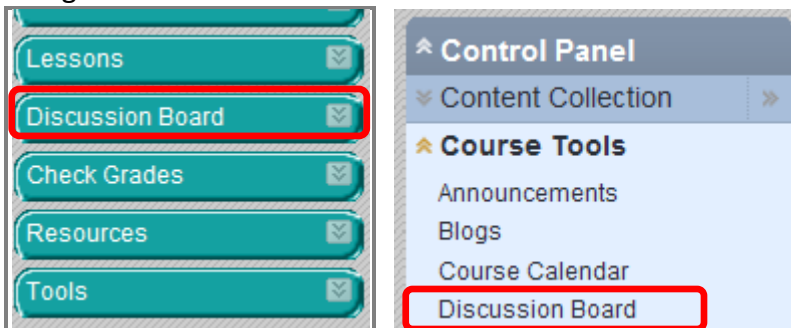


## Grading a Discussion Board Forum

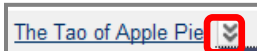
Attaching a grade requirement to forums helps ensure active student participation. When you set-up grading within a Forum, it will automatically create a Grade Center column within the Grade Center. The Forums can then be graded directly from the Discussion Board area to help you streamline the process.

Follow these step-by-step instructions to enable grading in a **Discussion Board Forum**:

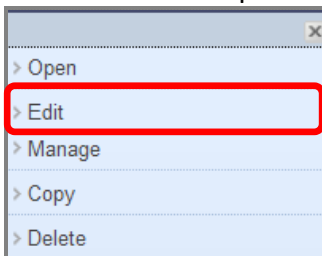
1. Navigate to the **Discussion Board** button or via Course Tools in the Control Panel.



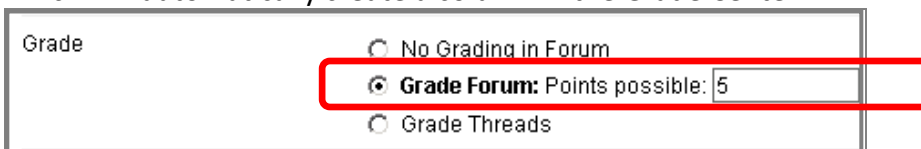
2. If grading options are not yet enabled, modify the forum to set-up parameters. Click on *Action Link* next to the Forum Name.



3. Select *Edit* on the pull-down menu.

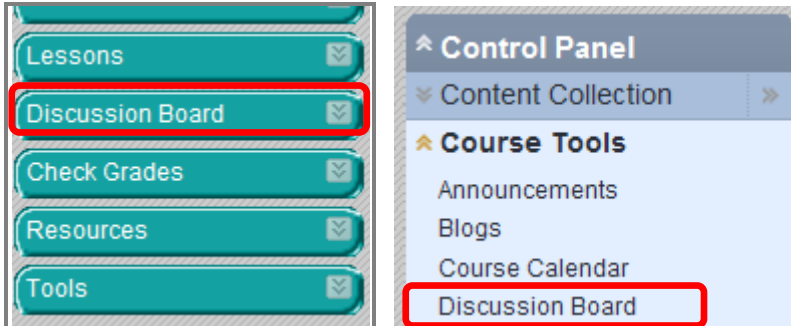


4. In the Forum Settings area, select *Grade Forum*. Enter a point value for student performance, which will automatically create a column in the Grade Center

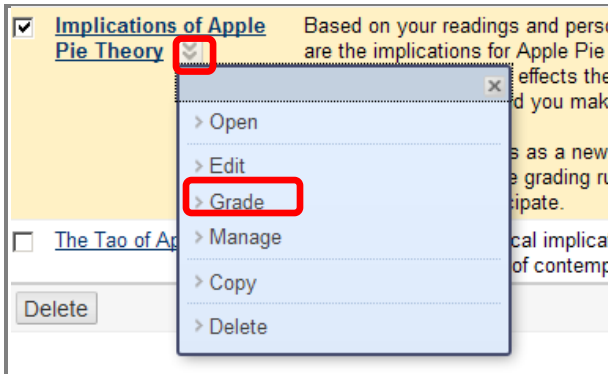


Follow these step-by-step instructions to grade a **Discussion Board Forum**:


1. Navigate to the **Discussion Board** button or via Course Tools in the Control Panel.



2. Click the *Action Link* next to the Forum Name, and then click *Grade*.



3. This displays the list of students on the Grade Forum Users page. Click the *Grade* button in the same row as their name.

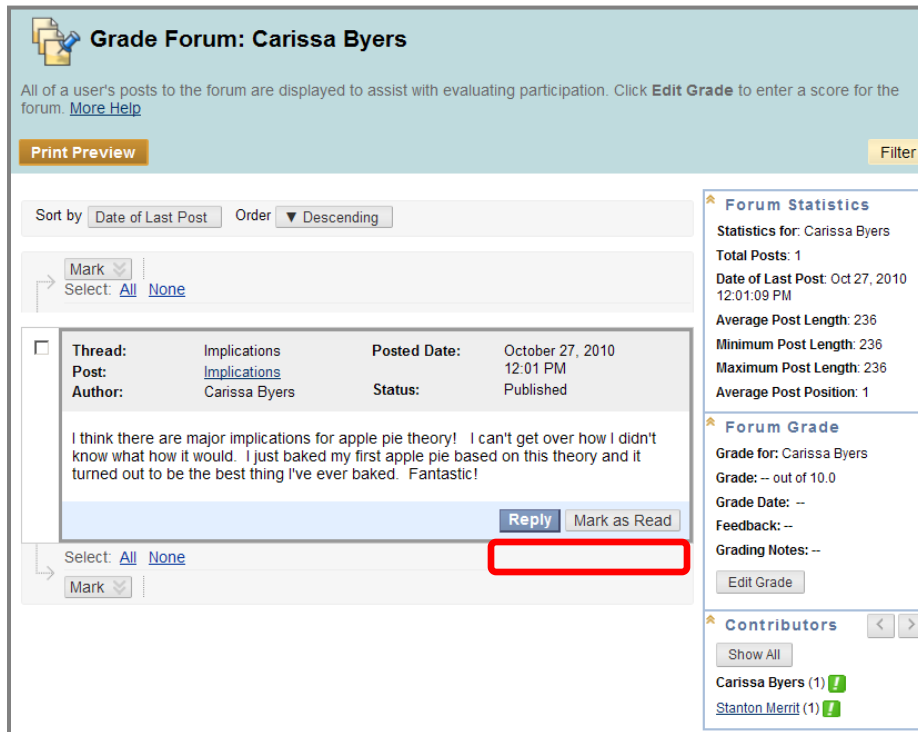
 **Grade Forum Users**

Grades entered or changed here are automatically entered or changed in the Grade Center. **Points possible: 10** [More Help](#)

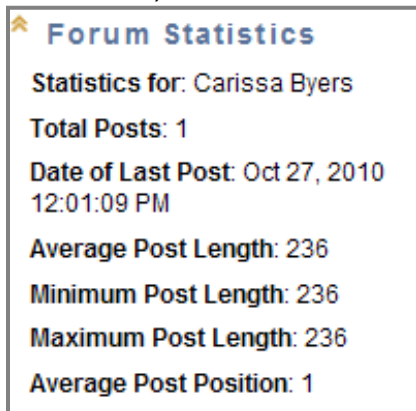
→ Email

<input type="checkbox"/>	Last Name	First Name	Username	Posts	Grade	
<input type="checkbox"/>	Berry (s)	Susan	s00372214-s	0	--	Grade
<input type="checkbox"/>	Budzick (s)	Danielle	s00851655-s	0	--	Grade
<input type="checkbox"/>	Byers	Carissa	student3	1	--	Grade
<input type="checkbox"/>	Garza	Ulysses	student2	0	--	Grade
<input type="checkbox"/>	Merrit	Stanton	student1	1	--	Grade

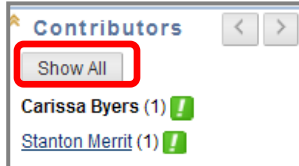
- Every posting by a given student in the current Forum appears on this page. There are options to mark each posting as read, as well as reply directly to the posting without leaving the Grade Forum page.



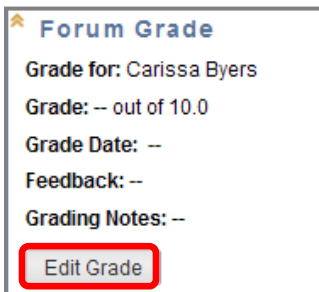
- The Forum Statistics panel contains information about the forum. The Total Posts and the Date of Last Post, as well as the Post Length and position are listed.



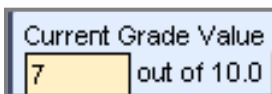
6. The Contributor's panel contains a list of students who have contributed to the **Forum**. View every student, click the *Show All* button.



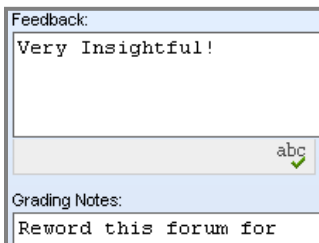
7. Click the *Edit Grade* button.



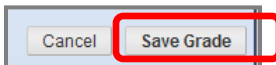
8. Enter the *Current Grade Value* for that student.



9. Enter text in the textbox to leave Feedback or Grading Notes.



10. Click the *Save Grade* button to complete grading.



11. The entered grade is now reflected in the Forum Grade area. The grade will also appear in the Grade Center column for this **Forum**.

