Blackboard 9.1 – Grading Discussion Boards - Using Forums Option

Blackboard has bridged the gap between the Grade Center and discussion boards, by having the ability to review and input grades directly into Grade Center from the discussion board area.

Grading options are enabled when the forum is created or by editing the forum. Once grading has been enabled for a forum, a Grade Center column is created representing discussion board related assignment.

**TIP:** Activating or adding a graded discussion board forum; always take time to review the structures of any calculated type columns such as Total, Weighted Total columns, etc.

The Grade settings appear at the bottom of the Add Forum page and the Edit Forum page.

Grading Forum Options

**Part 1 – Set Discussion Board forum settings**

**NOTE:** to enable a Discussion Board forum to be graded, it will automatically create a new column in the Grade Center labeled as the name of the forum that is being graded.

1. Enter the Discussion Board area.

2. Locate the forum to grade it using the forum method.

3. **Click the forum’s contextual menu.**

4. **Select Edit from menu.**
5. Scroll down to the Grade settings area. Select Grade Forum radio button and then type in the number points in the Points possible text box.

6. Click the Submit button to update forum.

Part 2 – Grading Discussion Board Using Forum Method

1. Enter the Discussion Board area.

2. Locate the forum.

3. Click the forum’s contextual menu.

4. Select Grade from menu.

5. Locate a student to grade them, and click on that student’s Grade button.

6. All postings made by the selected student become visible for the forum. This allows the student’s total contribution to the forum to be reviewed for grading purposes.

Notice that you also have the ability to quickly reply directly to the student’s posting as you are reviewing their work.
7. To enter a grade for the student, click the **Edit Grade** button located in the **Forum Grade** area.

8. Administer a student’s grade by:

   a. Type in students points into the Current **Grade Value** text area.

   b. **View Rubric**: use this button to quickly view grading rubric assigned to this assignment.

   c. **Feedback**: Use this area to type any feedback to share with the student about their grade.

   d. **Grading Notes**: Use this area to type in private comments about the student’s grade that is only visible to the instructor and not the student.
Blackboard 9.1 – Grading Discussion Boards - Using Forums Option

e. **Text Editor:** (optional tool) this button displays the standard Blackboard WSIWIG editor.

f. **Save Grade:** Click on this button to save the student’s grade and feedback to the Grade Center.

9. To quickly grade the next student use the arrows next to the **Contributors** area title.

10. Repeat the steps outlined above for each additional student that needs to be graded.