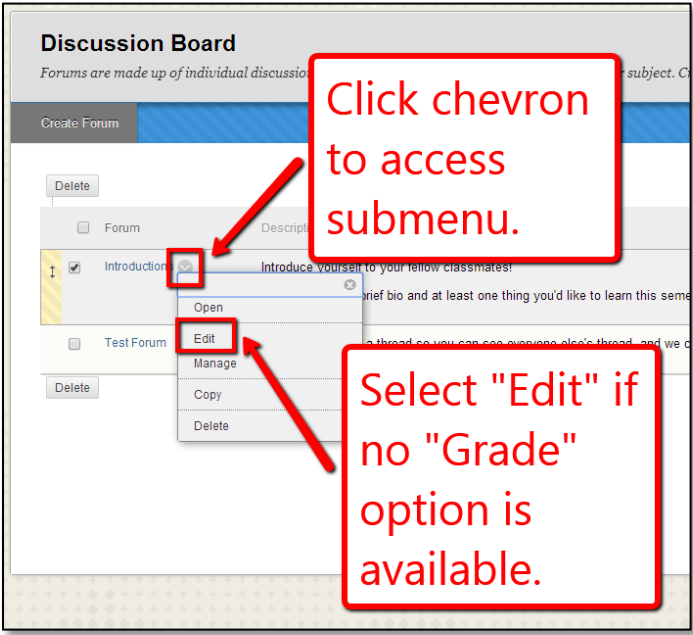
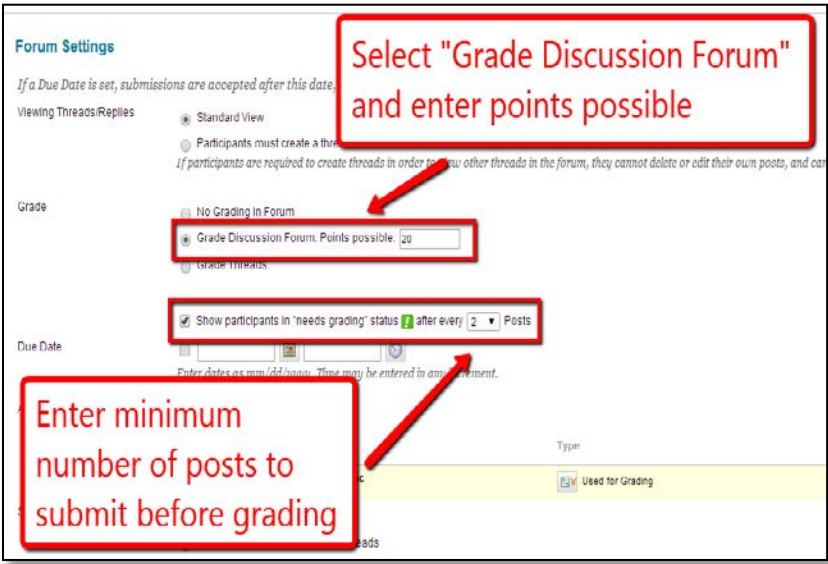


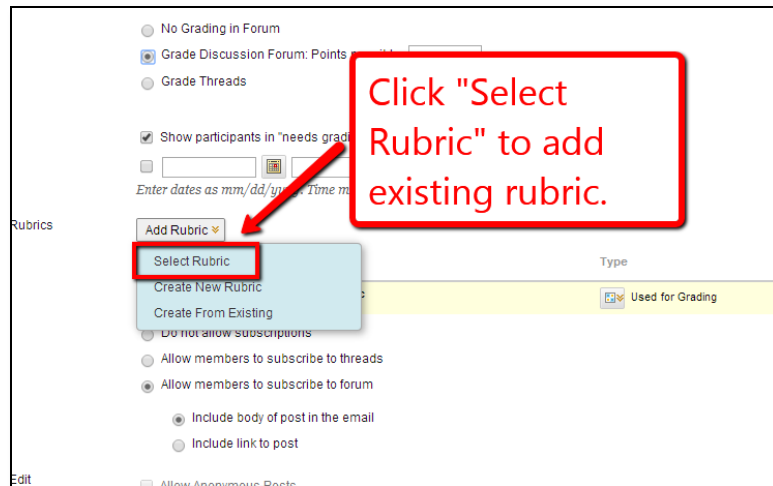
Grading Discussion Forums In Blackboard Enhanced

This guide will show you how to set up a discussion forum so that it will be linked to the Grade Center, how to associate a rubric with a discussion forum, and how to grade student contributions to a discussion forum with or without a rubric.

<p style="text-align: center;"><u>Step 1</u></p> <p>First, access the Discussion Board area of your course. Click on the chevrons by the forum you wish to grade to access the submenu. If you do not see an option to grade the forum, select "Edit" to enable grading.</p>	
<p style="text-align: center;"><u>Step 2</u></p> <p>Scroll down to "Forum Settings," select "Grade Discussion Forum" and make sure you enter a value for "Points possible." This number should correspond to the total points possible in your rubric. If you want to require students to submit a certain minimum number of posts, you can make Blackboard indicate which students need grading only after they have contributed enough posts to the discussion.</p>	

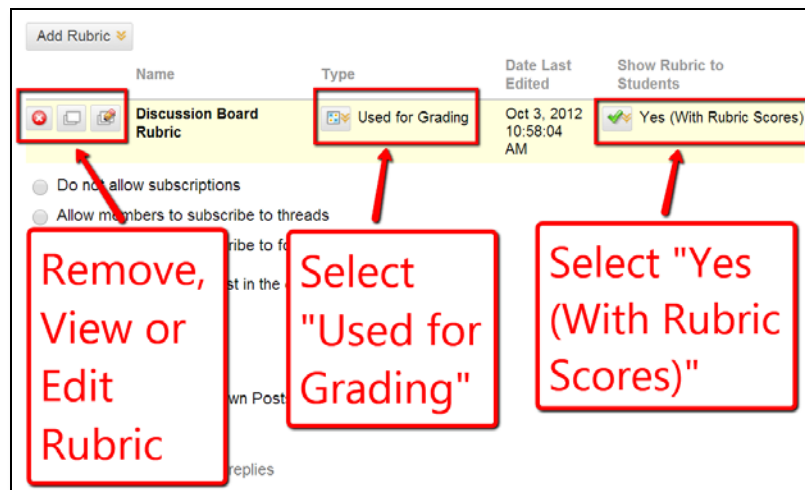
Step 3

To add a rubric:
 The "Add Rubric" button appears once you have enabled grading for the forum. If you have already created a rubric in Blackboard, you can click "Select Rubric."
 Otherwise, choose "Create New Rubric."
 (See "Rubrics" Quick Guide for more information on creating rubrics.)



Step 4

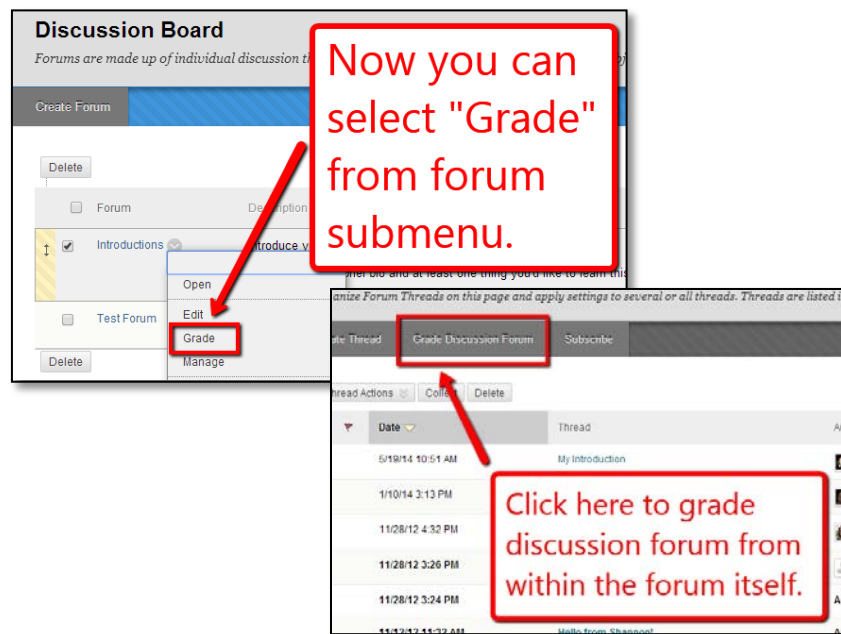
Once the rubric is associated with the discussion forum, you will have a number of new options in the rubric field. The buttons to the left allow you to remove, view, or edit the rubric. Make sure under "Type," "Used for Grading" is enabled, and under "Show Rubric to Students," choose "Yes (With Rubric Scores)." Click Submit when done.

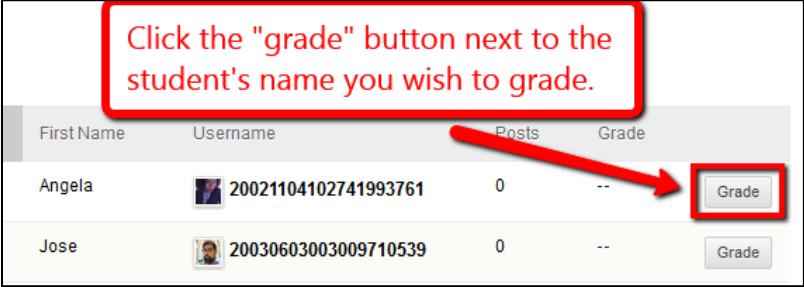
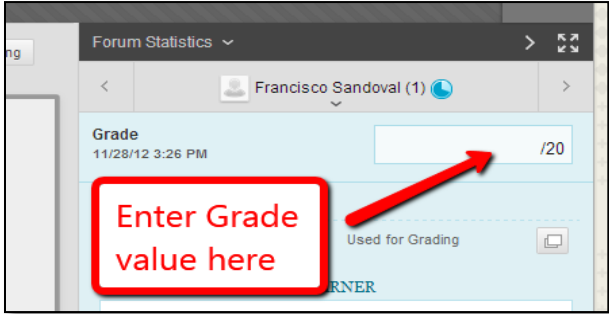
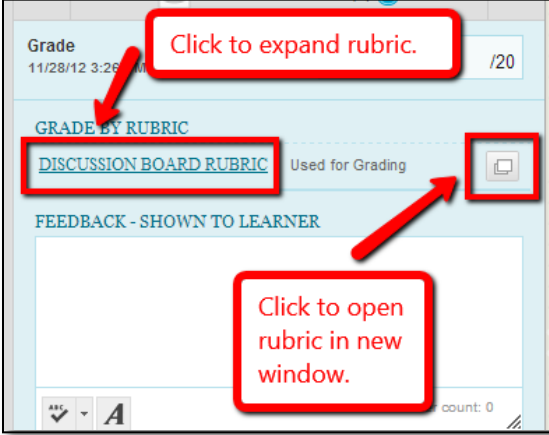
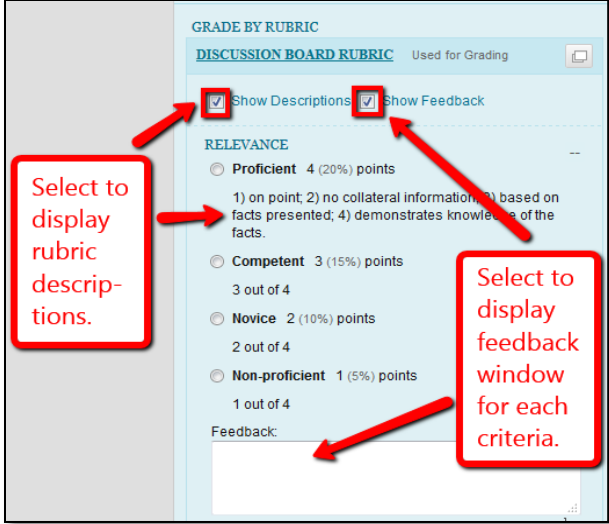


Step 5

Now, when you are in the main Discussion Board area, you can grade the forum by using the submenu beneath the chevrons and selecting "Grade."
 Alternatively, you can grade a discussion forum from within the forum itself by clicking on "Grade Discussion Forum" at the top of the forum's main page.

Note: Discussions, like any other graded assignments in Blackboard, can also be graded through the Grade Center.



<p style="text-align: center;"><u>Step 6</u></p> <p>The next screen will display all students enrolled in the course and the number of posts they have contributed. To grade a student, click the "Grade" button at the end of their row.</p>	 <p style="text-align: center;">Click the "grade" button next to the student's name you wish to grade.</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Username</th> <th>Posts</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>Angela</td> <td>20021104102741993761</td> <td>0</td> <td>-- Grade</td> </tr> <tr> <td>Jose</td> <td>20030603003009710539</td> <td>0</td> <td>-- Grade</td> </tr> </tbody> </table>	First Name	Username	Posts	Grade	Angela	20021104102741993761	0	-- Grade	Jose	20030603003009710539	0	-- Grade
First Name	Username	Posts	Grade										
Angela	20021104102741993761	0	-- Grade										
Jose	20030603003009710539	0	-- Grade										
<p style="text-align: center;"><u>Step 7</u></p> <p>If you are <i>not</i> using a rubric, enter a grade value directly into the "Grade" field and provide feedback in the feedback editor. Click "Submit" to save grade.</p>	 <p style="text-align: center;">Enter Grade value here</p>												
<p style="text-align: center;"><u>Step 8</u></p> <p>If you are using a rubric, click the rubric button to expand it for grading. Or, if you prefer, you may open the rubric in a separate window using the button to the right.</p>	 <p style="text-align: center;">Click to expand rubric.</p> <p style="text-align: center;">Click to open rubric in new window.</p>												
<p style="text-align: center;"><u>Step 9</u></p> <p>By default, only the row and column titles appear when you expand the rubric inline. You may want to check the boxes to show rubric descriptions (for your reference) and/or the feedback text window for each rubric criteria (if you want to add feedback for each individual criteria).</p>	 <p style="text-align: center;">Select to display rubric descriptions.</p> <p style="text-align: center;">Select to display feedback window for each criteria.</p>												

Step 10

Select a level of achievement for each criteria and provide feedback (if enabled). Blackboard automatically calculates the total, though you are free to modify the raw score if desired. Click "Save Rubric" when you are done to return to the initial "Grade Forum" page for the student.

Step 11

Provide overall feedback if desired and click "Submit" when done to save the grade.

N.B. After clicking "submit", Blackboard will automatically move on to the next student's submission for grading. You can move between students using the left and right arrows at the top of the grading box.