Grading Discussion Boards

Discussion Boards are threaded discussion forum tools in which students and instructors can post and reply according to topics over an extended period of time. There is one discussion board for the course that can be accessed in several ways. Group discussion boards are separate from the course discussion board. If you selected to grade your students on their posts during the creation of the discussion board, there is an in-line grading feature in Blackboard 9.1 that makes grading posts easier more efficient.

Grade a Discussion Board Forum:

1. Login to Blackboard 9.1.
2. Enter the course in which you want to work.
3. In the Control Panel, click on the Course Tools button, and then select Discussion Board from the list of tools.
4. The "Discussion Board" page lists all discussion boards associated with the course including those for individual groups. Click on the "Course Discussion Board Link," designated by the course ID or the name you assigned it, then click on the gray circle with a down arrow located next to the forum’s name, and from the revealed drop-down menu, select Grade. Alternately, you can click on the Discussion Board link, designated by the course ID or the name you assigned it, then click on the forum’s name to open it and click the Grade Forum button.
5. The “Grade Discussion Forum Users” page will list all users with access and responsibilities in it. It will also show the number of posts each user has made and will automatically assign the points possible as designated during the creation of the forum. If you did not assign points, you will be required to enter points as necessary.

6. To enter grades for the forum, click on the Grade button located at the end of each user’s listing.

7. A user’s grading page will list all the threads and replies he/she posted to that particular forum up to that point.
8. To grade while reading the posts, look to the inline grading boxes set to the right of the screen and below all the posts.

9. Use the “Forum Statistics” to determine if the user has met the minimum participation.

10. Enter the points for the forum directly by typing them into the box.

11. Enter the points you wish to award the user, as well as “Feedback” for the user and “Grading Notes” for your own reference, in the boxes provided.

12. When finished with grade entry, click the **Submit** button.

13. Click **OK** when completed.

14. This will return you to the “Grade Discussion Forum Users” page. Move on to the next participant’s grade by repeating steps 7-13.