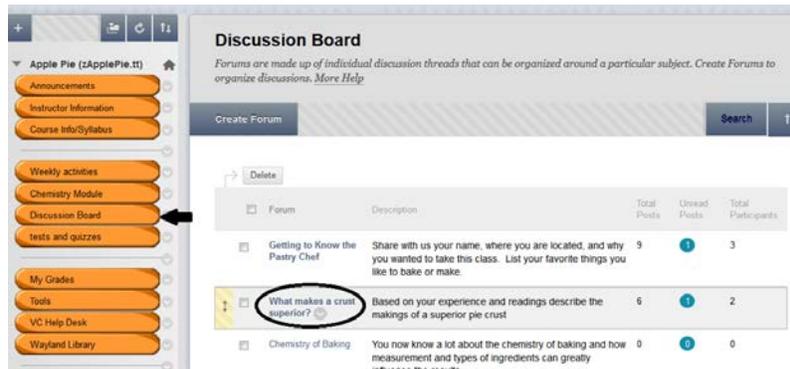


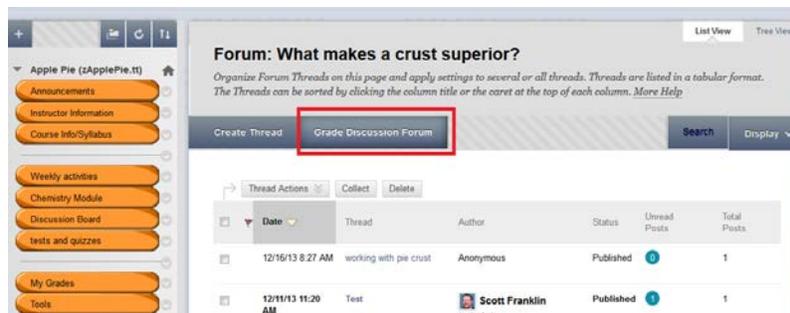
Grading the discussion board is easy if the forum was created correctly to include grading. Grading may include just simple assigning of points and feedback, or could involve using a rubric to facilitate point selection.

Go to the Discussion Board in the classroom .

Select a particular forum by clicking on the name of the forum.

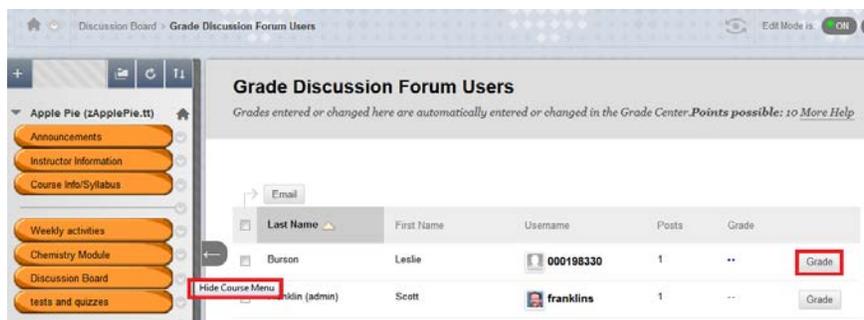


When you enter the forum you should see the grading tab. Click on it

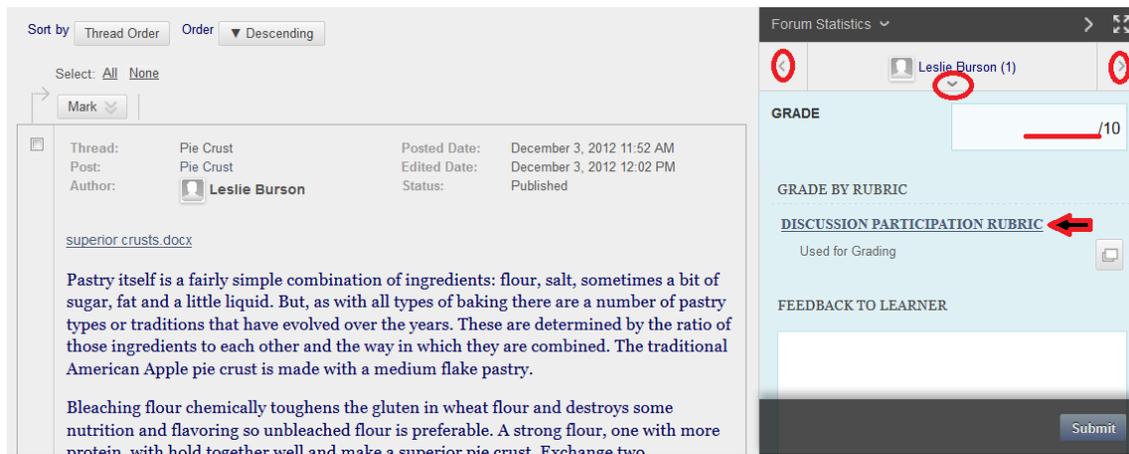


To maximize your grading space and view, mouse over the right hand vertical bar of the student menu. You will see "hide course menu" appear. Click on the bar to hide the menu (click on the bar a second time and the menu reappears).

Then click on the "grade" box to the right.

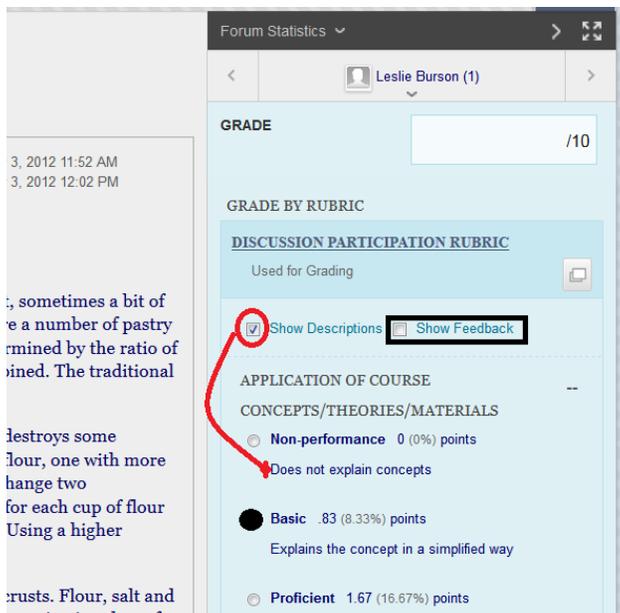


Now you have your overall grading canvas. The left panel contains any posts that student made in this particular forum - initial posts, and replies to classmates. The right panel is the grading panel. You will see the student name, a box for the score out of x number of points assigned, the grading rubric if inserted for use in the forum set up, and a feedback box.



The arrows to the sides and underneath the student name allow you to navigate to previous or next students in the list, or to select a student from the dropdown menu that appears.

Click on the name of the grading rubric to open and expand the item.



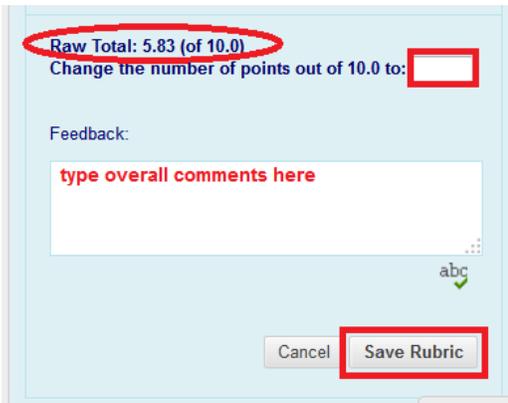
Checkmarking "show descriptions" will display the details for each criterion you placed in the rubric.

Checkmarking "show feedback" gives you a feedback box for EACH criterion.

To grade, click on the radio button to the left of the appropriate level of accomplishment. A green checkmark will appear.

Blackboard will collect the points or percentages as you mark the rubric to produce the final score.

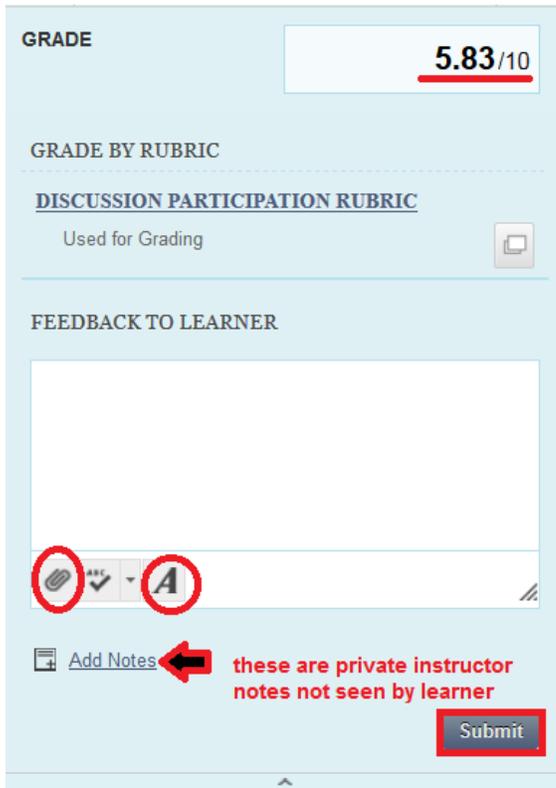
Scroll down through the rubric.



You will see the raw score displayed. You can manually record a different score (perhaps a penalty for a late post for example)

You can add overall comments at this time (or do it a bit later for more extensive options like attaching files)

Don't forget to 'Save the Rubric'. This puts the score into the grade box for final review.



The rubric score is now posted in the grade box.

The completed rubric will be viewable by the student if you set that option in the grading component of forum set up.

Overall feedback can be added here.

Clicking the paper clip icon allows you to attach a file.

Spell check is the ABC icon

Clicking Capital A will expand a regular textbox for writing.

Add notes are private

Don't forget to SUBMIT to record the grade in the Grade Center.

Now use the navigation arrows by the student name to navigate to the next learner for continued grading.

Click OK in the bottom right corner of the page to leave the grading forum area.

Don't forget to click on the menu bar to show the student menu again.