9. **Grade discussion forums**
   a. Click on the discussion forum you want to grade, then click on Grade Discussion Forum.
   
   ![Grade Discussion Forum](image)

   b. Click on Grade.

   ![Grade Discussion Forum Users](image)

   c. You can read the student’s posts, enter feedback to the student, and enter private notes only for the instructor to view. To grade, enter a score in the Grade box. Click Submit. The grade will be entered into the Grade Center and the student will see the grade and feedback in My Grades.