

9. Grade discussion forums

a. Click on the discussion forum you want to grade, then click on Grade Discussion Forum.

The screenshot shows a Blackboard forum interface. At the top right, there are 'List View' and 'Tree View' tabs. Below them is the forum title 'Forum: [Post First Discussion] 1.1 Online Discussion' and a descriptive paragraph. A navigation bar contains buttons for 'Create Thread', 'Grade Discussion Forum' (highlighted in yellow), 'Subscribe', 'Search', 'Discover Content', 'Collapse All', and 'Expand All'. Below the navigation bar is a table with columns for 'Thread', 'Author', 'Status', and 'Date'. One row is visible for 'Susan (test student) Response' by 'Susan (Test Student) Gallanis', published on 11/25/14 at 12:27 PM. Below the table are 'Message Actions', 'Collect', and 'Delete' buttons.

b. Click on Grade.

The screenshot shows the 'Grade Discussion Forum Users' page. It includes a header with the title and a note: 'Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 100 More Help'. Below is a table with columns: 'Last Name', 'First Name', 'Username', 'Posts', and 'Grade'. One user is listed: 'Gallanis', 'Susan (Test Student)', 'sgallanis_s', '1', and 'Grade' (highlighted in yellow). Below the table are 'Email' buttons, a 'Displaying 1 to 1 of 1 items' indicator, and 'Show All' and 'Edit Paging...' buttons. At the bottom left, there are checkboxes for 'Override' and 'Grade Exempted for this User'.

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.

The screenshot shows a Blackboard forum post and its grading interface. On the left, the forum post is displayed with details: 'Thread: Susan's new thread', 'Post: Susan's new thread', 'Author: Susan (Test Student) Gallanis', 'Posted Date: October 28, 2014 12:24 PM', and 'Status: Published'. The post content is 'Test student thread is created.' Below the post are 'Reply', 'Quote', and 'Mark as Unread' buttons. On the right, the 'Forum Statistics' panel is open, showing the student's name 'Susan (Test Student) Gallanis (2)'. It displays the date '10/28/14 12:24 PM' and the grade '8/10'. Below the grade is a 'FEEDBACK - SHOWN TO LEARNER' section with the text 'Nice work!'. At the bottom of the feedback section is a 'Submit' button. Arrows point to the 'Grade' box, the feedback text, and the 'Submit' button.