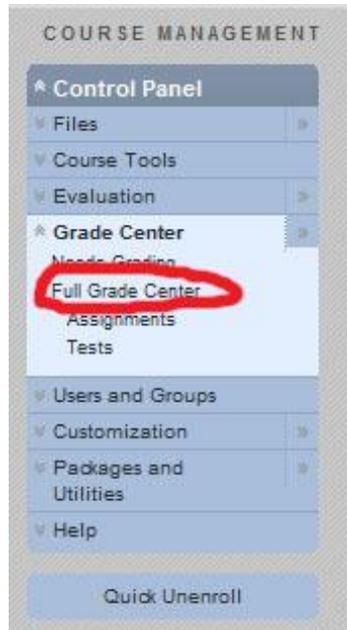


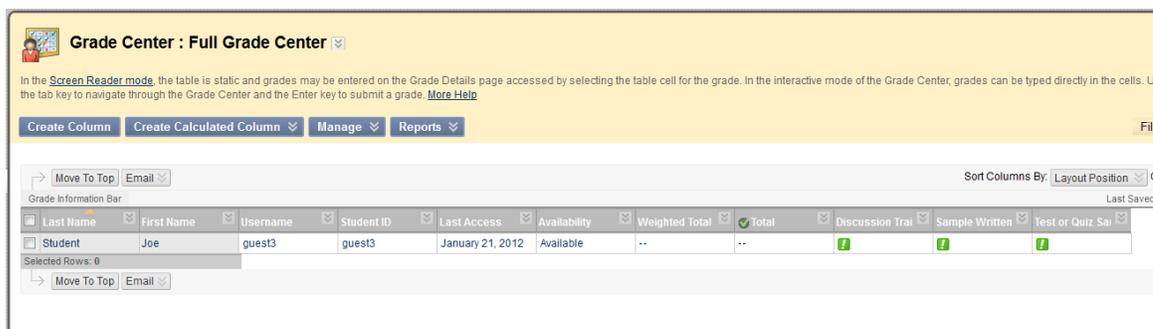
Grading A Discussion

Purpose Statement: The purpose of this document is to walk the viewer through the process of grading a Discussion in Blackboard.

1 The first step is to access the Grade Center. Starting at the Home Page from within the course, Access the Grade Center tab from the Course Management Control Panel. *This is located just below the main course menu on the left hand side of the screen.* Click on “Full Grade Center” in order to enter.



2 The following picture represents a view of the grade center.  This Green Exclamation Symbol informs the instructor that there is an item in this assignment that requires grading.



3 When you Mouse Over, or place your mouse in the cell with the , and small icon appears on the right side of the cell. This is called a Chevron, and it will activate a menu as shown below:

+

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email Sort Columns By: Layout Position

Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Trai	Sample Written	Test or Quiz Sai
Student	Joe	guest3	guest3	January 21, 2012	Available	--	--	?	?	?

Selected Rows: 0

Move To Top Email

- > View Grade Details
- > Exempt Grade
- > View User Activity

4 In order to begin grading the discussion, simply click on the item labeled "View User Activity".

Grade Center : Full Grade Center

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page accessed by selecting the table cell for the grade. In the interactive mode of the Grade Center, grades can be typed directly in the cells the tab key to navigate through the Grade Center and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports

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Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Discussion Trai	Sample Written	Test or Quiz Sai
Student	Joe	guest3	guest3	January 21, 2012	Available	--	--	?	?	?

Selected Rows: 0

Move To Top Email

- > View Grade Details
- > Exempt Grade
- > View User Activity

5 Once you have opened the View User Activity shown below, you will find (2) key areas:

1. Area (1) is a grading area with a summary of the users activity in the discussion.
2. Area (2) actually contains a copy of all time and dated posting activity by the student. This makes it handy to see and assess the activity.

Grade Discussion Forum: Joe Student

The Grade Forum page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)

Print Preview Filter

Sort by Date of Last Post Order Descending

Mark Select All None 2

Thread: Initial Post Posted Date: January 21, 2012 1:29 PM
 Post: Initial Post Status: Published
 Author: Joe Student

This is the initial post of Joe Student!

According to the Grading rubric, I am required to submit this post early in the week. It should attempt to answer or partially answer the question posed for the discussion, demonstrate evidence of the assigned reading for the week and stimulate discussion amongst my peers and instructor. Adding a citation when I used information from outside the text or course is a good thing as well!

<http://www.wikipedia.com> (Oops! Should it be a more credible or professional resources?)

Reply Quote Mark as Unread

Select All None Mark

1

Forum Statistics

Statistics for: Joe Student

Total Posts: 1

Date of Last Post: Jan 21, 2012 1:29:28 PM

Average Post Length: 549

Minimum Post Length: 549

Maximum Post Length: 549

Average Post Position: 1

Forum Grade

Edit Grade

Grade for: Joe Student

Grade: -- out of 20

Grade Date: --

Feedback: --

Grading Notes: --

Contributors

Show All

Joe Student (1) ?

OK

1 In order to actually grade the discussion, the instructor must hit the "Edit Grade" Button in Box 1 shown

below.

Grade Discussion Forum: Joe Student

The Grade Forum page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)

[Print Preview](#) Filter

Sort by Order

Mark

<input type="checkbox"/>	Thread: Initial Post	Posted Date: January 21, 2012 1:29 PM
	Post: Initial Post	Status: Published
	Author: Joe Student	

This is the initial post of Joe Student!

According to the Grading rubric, I am required to submit this post early in the week. It should attempt to answer or partially answer the question posed for the discussion, demonstrate evidence of the assigned reading for the week and stimulate discussion amongst my peers and instructor. Adding a citation when I used information from outside the text or course is a good thing as well!

<http://www.wikipedia.com> (Oops! Should it be a more credible or professional resources?)

[Reply](#) [Quote](#) [Mark as Unread](#)

Select: [All](#) [None](#)

Mark

Forum Statistics

Statistics for: Joe Student

Total Posts: 1

Date of Last Post: Jan 21, 2012 1:29:28 PM

Average Post Length: 549

Minimum Post Length: 549

Maximum Post Length: 549

Average Post Position: 1

Forum Grade

[Edit Grade](#)

Grade for: Joe Student

Grade: -- out of 20

Grade Date: --

Feedback: --

Grading Notes: --

Contributors < >

[Show All](#)

Joe Student (1)

[OK](#)

2 Upon hitting the “Edit Grade” button, this area of the box will expand to allow you to actually input grading information.

1. Area 1 allows you to enter a numerical grade.
2. Area 2 allows you to enter written feedback on performance.
3. Area 3 allows you to save the information.

Forum Statistics

Statistics for: Joe Student

Total Posts: 1

Date of Last Post: Jan 21, 2012 1:29:28 PM

Average Post Length: 549

Minimum Post Length: 549

Maximum Post Length: 549

Average Post Position: 1

Forum Grade

Current Grade Value: out of 20 **1**

Feedback: **2**

Grading Notes: **3**

[Text Editor](#) [Cancel](#) [Save Grade](#)

Contributors < >

[Show All](#)

Joe Student (1)

[OK](#)

3 Once you have saved the information, you will notice that the grading information appears in a summary in that same box for the student.

The screenshot shows a summary box for a student's forum activity. It is divided into three sections: Forum Statistics, Forum Grade, and Contributors. The Forum Statistics section lists various metrics for Joe Student. The Forum Grade section, highlighted in red, shows a grade of 20 out of 20 and feedback. The Contributors section lists Joe Student as the only contributor.

Forum Statistics
Statistics for: Joe Student
Total Posts: 1
Date of Last Post: Jan 21, 2012 1:29:28 PM
Average Post Length: 549
Minimum Post Length: 549
Maximum Post Length: 549
Average Post Position: 1

Forum Grade
Edit Grade
Grade for: Joe Student
Grade: 20 out of 20
Grade Date: 1/21/12 1:29 PM
Feedback:
Great Effort this Week!
Grading Notes:
--

Contributors
Show All
Joe Student (1)

OK

4 In the end, you will be able to see that the grade has replaced the  in the grading center column for the discussion.