Grade Discussion Forum Participation

Only users with a role of manager or grader can assign grades for posts. However, a grader cannot view his or her own work. You can create rubrics and refer to them while grading forums, but you must create and associate the rubrics in advance.

1. Access the gradable discussion forum and click Grade Discussion Forum on the action bar.

2. On the Grade Discussion Forum Users page, click Grade in a user's row with a number in the Posts column.

3. On the Grade Discussion Forum page, a collection of the student's posts made to the graded forum appears. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort By and Order drop-down lists on the action bar.
The grading sidebar contains the following areas:

- **Forum Statistics**: Click to access the drop-down area that includes information about a user’s posts, such as Total Posts, Date of Last Post, Average Post Length, and Average Post Position.
- Click the down-pointing arrow next to the current user's name to view a list and select a user with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
- Area to add grade, feedback, and private notes for yourself.

4. In the content frame, evaluate the currently selected user's posts. In the grading sidebar, type a grade. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the Grade box and change the grade.

5. Optionally, type Feedback for the user. In the Add Notes section, make notes that appear only to you (forum manager) and the grader role. You can use the spell check function in the bottom of each text box. The icon for Click to open full content editor gives you access to all the content editor functions.

6. Click Submit to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the Grade Discussion Forum Users page.

**Access Threads for Grading**

You can assign discussion grades to evaluate participants on performance in each thread. When you create or edit a forum, you can enable thread grading options and a Grade Center column is created automatically. Only users with a role of manager or grader can assign grades for posts. However, a grader cannot view his or her own work.

**NOTE**: Students cannot create new threads in a forum where threads are graded. You can create rubrics and refer to them while grading threads, but you must create and associate the rubrics in advance.

After accessing the user's threads to grade, follow the steps outlined in the previous section for inline forum grading.

1. Access the discussion forum containing a thread you want to grade.
2. On the thread listing page, in List View, click Grade Thread in the thread's row.

3. On the Grade Discussion Thread Users page, click Grade in a user's row with a number in the Posts column.

4. On the Grade Discussion Thread page, a collection of the student's posts made to the graded thread appears. Since you can assign a thread grade based on multiple messages, all messages posted by a student are included for review. To select which posts appear and in which order, you can filter and sort posts using the Filter function and the Sort By and Order drop-down lists on the action bar.

5. Provide a grade, feedback, and grading notes. After clicking Submit, the information is added to the Grade Center. The grade appears on the Grade Discussion Thread Users page.