



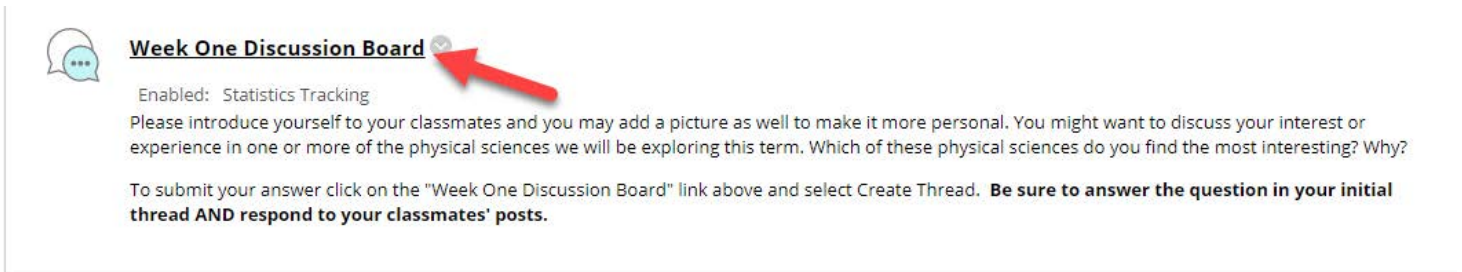
Job Aid Objective: This job aid will provide faculty with an overview of how to grade Discussion Forums within the Blackboard classroom.

Overview: Faculty have the ability to grade students' participation without having to leave Discussion Forums to enter the Grade Center by grading directly within the Discussion Forum. This job aid will outline the process of grading Discussion Forum participation within the Discussion Forum itself.

Step 1: Begin by accessing the Discussion Forum within the Content Area it is located in. In this example, we will click on **Week One**.



Step 2: Click on the link within the Content Area to access the Discussion Forum. In this example, this is done by clicking on **Week One Discussion Board**.



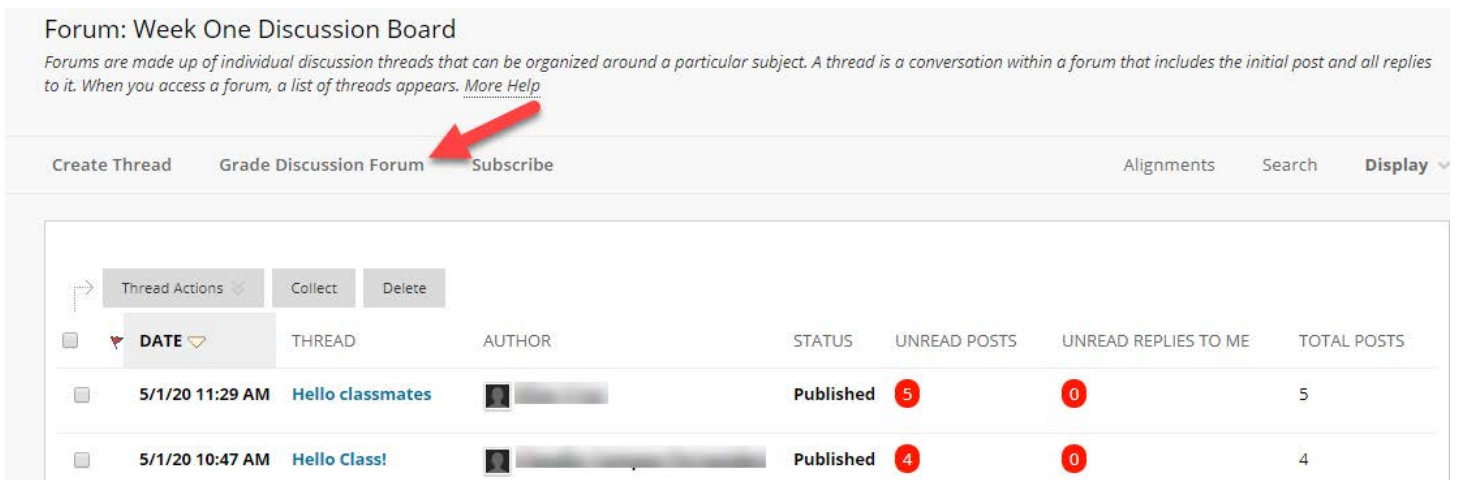
Week One Discussion Board

Enabled: Statistics Tracking

Please introduce yourself to your classmates and you may add a picture as well to make it more personal. You might want to discuss your interest or experience in one or more of the physical sciences we will be exploring this term. Which of these physical sciences do you find the most interesting? Why?

To submit your answer click on the "Week One Discussion Board" link above and select Create Thread. **Be sure to answer the question in your initial thread AND respond to your classmates' posts.**

Step 3: When in the forum, click the **Grade Discussion Forum** button to begin grading the Discussion Forum.



Forum: Week One Discussion Board




Forums are made up of individual discussion threads that can be organized around a particular subject. A thread is a conversation within a forum that includes the initial post and all replies to it. When you access a forum, a list of threads appears. [More Help](#)

Create Thread **Grade Discussion Forum** Subscribe Alignments Search Display ▾

Thread Actions	Collect	Delete	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	UNREAD REPLIES TO ME	TOTAL POSTS
			5/1/20 11:29 AM	Hello classmates		Published	5	0	5
			5/1/20 10:47 AM	Hello Class!		Published	4	0	4

Step 4: Here you will see all the students enrolled in the course and the participation they have had within the forum. To begin grading, click the **Grade** button associated with the student you wish to grade.

Grade Discussion Forum Users
Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 10 More Help

Email	LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE	
		Claudia		3	--	
		Victor		4	--	
		Elias		1	10.00	

Step 5: The next screen loads the student's posts within the form on the right side of the screen and the grading rubric and available feedback areas on the right. To grade using the rubric, click the **Discussion Rubric**.

Sort by: Date of Last Post Order: Descending

Select: All None

Mark

Thread: Planet Model **Posted Date:** May 1, 2020 12:00 PM

Post: Planet Model **Status:** Published

Author: Claudia

To helping children understand solar system, I would first create visual model. Shows how turning and effects that each planet has. The showing of being able to see solar system that you are learning makes thing easier to understand. Students will need create their own solar systems so that they learn the order, size, etc. In addition to displaying video explain the functionality, because all students have different learning abilities, because some can be visual, sound or practical learning. To get them to understanding how our universe is, I'll show you this video:

<https://www.youtube.com/watch?v=RJ2bQWH6GCM>

It does a huge job of showing everything in perspective.

Reply **Quote** **Mark as Read**

Forum Statistics Claudia (3)

GRADE 5/1/20 11:53 AM /10

Grade by rubric

[Discussion Rubric](#) Used for Grading

Feedback to Learner

Cancel **Save Draft** **Submit**

Step 6: Within the interactive rubric, select the score earned by the student and provide feedback. When complete, click **Save Rubric**.

The screenshot shows a student post on the left and a rubric grading panel on the right. The post is titled "Planet Model" and is by "Claudia". The rubric panel is titled "Grade by rubric" and shows a "Discussion Rubric" used for grading. The rubric has four criteria: "Beginning" (5 points), "Applying/Emerging" (8 points), "Integrating/Innovative" (10 points), and "Unacceptable" (0 points). The "Integrating/Innovative" criterion is selected with a green checkmark. The raw total is 10.00 out of 10. A feedback box contains the text: "This is a great discussion post! You did a great job with applying the content from this week's reading to your discussion." The "Save Rubric" button is highlighted with a red arrow.

Step 7: After saving the rubric and providing feedback to the learner, click the **Submit** button to submit the grade. This will automatically post the grade in the Grade Center for the student to review.

The screenshot shows the same student post on the left and the rubric grading panel on the right. The rubric panel now shows a "GRADE" of 10.00 / 10. A blue banner at the top of the rubric panel reads: "Success: Rubric evaluation was saved as a draft. Please click Submit to save this grade." The "Submit" button is highlighted with a red arrow.