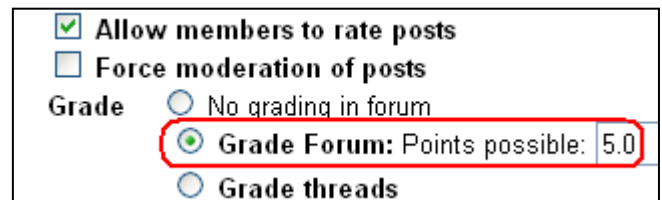


Grading and Monitoring Participation in Discussion Forums

Many professors use discussion boards as part of graded assignments or give students credit for active participation. This document contains instructions for entering grades for a graded discussion forum and for monitoring student participation in all forums. To review other topics related to discussion boards, please see our documents [Creating Discussion Forums](#) and [Reading and Posting to Discussion Boards](#).

Creating a Discussion Forum Column in the Grade Center

When you are creating a discussion forum, you can automatically create a column for that forum in the **Grade Center**. Select the **Grade Forum** radio button in part 3 of forum settings and enter the maximum number of points a student can obtain for participating.



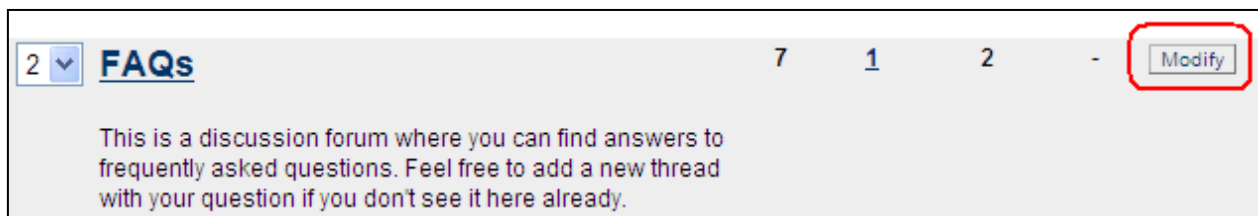
Allow members to rate posts
 Force moderation of posts
 Grade No grading in forum
 Grade Forum: Points possible: 5.0
 Grade threads

Blackboard will create a column in the **Grade Center** that is used to enter and display grades.

<input checked="" type="checkbox"/>	Last Name	First Name	SLA Insights an
<input type="checkbox"/>	Student	Hunter	-
<input type="checkbox"/>	Student	Gertrude	-

Selected Rows: 0

If you did not originally set up a **Grade Center** column for a forum, you can change its settings by clicking on the **modify** button next to its name.




2 **FAQs** 7 1 2 - **Modify**

This is a discussion forum where you can find answers to frequently asked questions. Feel free to add a new thread with your question if you don't see it here already.

Entering Student Grades

Student grades can be entered through the **Discussion Board** and the **Grade Center**. The advantage of entering grades through the **Discussion Board** is that you can review all the posts entered by each student in a particular forum before assigning a grade. On the other hand, entering grades through the **Grade Center** is faster because you can go down a column and enter a grade for each student. Follow the instructions below to enter grades through the **Discussion Board**.

1. Click on **Discussion Board** on the course navigation menu.
2. Click on the **Grade** icon next to name of a forum.


Display Order	Forum	Total Posts	Unread Posts	Total Participants	Grade
1	SLA Insights and Observations	0	0	0	

Post in these forums (1) insights that you have gained as a result of your readings and class discussion about SLA.

3. Click on the **Grade** button next to a student's name.

Last Name	First Name	Username	Posts	Grade	
Student	Hunter	20080126022616100167	0	-	<input type="button" value="Grade"/>
Student	Gertrude	20040827014010270007	1	-	<input type="button" value="Grade"/>

4. Review the student's posts in this forum and enter a grade.

 **Thread Grade: Gertrude Student**

Grade: Points possible: 5

5. Click on the **Submit** button and then on the **OK** button to return to the **Discussion Board**.

Monitoring Student Posts

It is often helpful to get a quick overview of a particular student's participation in all discussion forums for a course, regardless of whether the forums are graded. You can do this by using the **Performance Dashboard**, which allows you to view the date when a student last posted, the total number of posts, and average length the posts. You can also view all the posts written by a single student in a specific forum, displayed on one page. The **Performance Dashboard** allows you to directly email a student with feedback about his or her performance.

To view students' posts through the **Performance Dashboard**, follow the instructions below:

1. Go to **Control Panel** and click on **Performance Dashboard**.

Content Areas		User Management	
Getting Started	Assignments	List / Modify Users	Remove Users from Course
		Enroll User	Manage Groups
Course Information		Assessment	
Course Materials		Test Manager	Grade Center
Course Tools		Survey Manager	Performance Dashboard
Announcements	Voice Announcement	Pool Manager	Early Warning System
Staff Information	Advanced Group Management	Course Statistics	
Send Email	Configure Blog Tool	Help	
Discussion Board	Recycle Blogs	Support	Contact System Administrator
Collaboration	Configure Wiki Tool	Manual	Quick Tutorials
Blackboard Scholar®	Assess Wikis		
Self and Peer Assessment	Recycle Wikis		
Link Checker	SafeAssign		

2. The number shown under the column for **Discussion Board** indicates the number of forums that a student has posted in.

Performance Dashboard										
Use the links provided to view user progress details for each performance measurement.										
Print										
Last Name	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board	Early Warning System	View Grades
Student	Gertrude	20040827014010270007	Student	Nov 25, 2008 12:39:47 PM	6	0		2	-	
Student	Hunter	20080126022616100167	Student	Nov 24, 2008 2:27:27 PM	7	0		1	-	

3. Click on the number in the **Discussion Board** column corresponding to a student. This will lead to a screen showing all the forums for the course and a summary of that student's participation in each one. At this point, you can also send the student an email with feedback about his or her work, or with encouragement to participate in discussions.

Email User							
Forum	Total Posts	Date of Last Post	Average Post Length	Minimum Post Length	Maximum Post Length	Average Post Position	Grade
FAQs	1	Tue Nov 25 13:26:17 EST 2008	155	155	155	1	-
Student Lounge	2	Tue Nov 25 12:57:19 EST 2008	139	116	161	2	-

4. Click on the name of a forum or the number of total posts. Blackboard will “collect” all the posts written by this student and display them on one single page for easy viewing.

The screenshot shows a Blackboard forum interface for a collection named "Student Lounge". At the top, there are navigation options: Print, Mark Read, Mark Unread, and a Tag search box. Below this is a filter section with dropdown menus for Author (Show All), Status (Show All), Read Status (Show All), and Tags (Show All), along with a "GO" button. A sorting section allows selecting all items, sorting by Date in Descending order, and an "Order" button. The main content area displays two posts:

- Post 1:** Thread: Simulation website; Post: [Simulation website](#); Author: Hunter Student; Posted Date: November 24, 2008 2:35 PM; Status: Published. The post text reads: "I seem to have made a mistake writing down the address for the website that the professor showed in class today. Can someone tell me what it was?" followed by "Thanks, Hunter".
- Post 2:** Thread: Notes for next class; Post: [Notes for next class](#); Author: Hunter Student; Posted Date: November 24, 2008 2:32 PM; Status: Published. The post text reads: "I will not be able to come to class next Monday. Would a kind soul share his or her notes with me? Please reply to this".

Each post includes a checkbox, a "Tags" section (None), and buttons for Reply, Quote, and Mark as Read.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) (C104 Hunter North) at 212-650-3358. For assistance designing learning activities that incorporate discussion boards, please contact one of ICIT’s Educational Technologists at edtech@hunter.cuny.edu.