Many professors use discussion boards as part of graded assignments or to 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.

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 by first going to the Discussion Board in the navigation menu. Go to part 3 of Forum Settings and select the radio button and enter the maximum number of points a student can obtain for participating.

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

Entering Student Grades
Student grades can be entered through the Discussion Board and through 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 though the **Discussion Board**.

1. Click on **Discussion Board** on the course navigation menu.
2. Click on the name of the forum you would like to grade.
3. Click on the **Grade Discussion Forum** button. Then click on the **Grade** button next to name of the student.

4. Review the student’s posts in this forum and enter a grade by entering the grade in the forum statistics box on the far right. Then enter the number of points in the grade box.

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:


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

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.
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.

If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-4357. For assistance designing learning activities that incorporate discussion boards, please contact one of ICIT’s Educational Technologists at edtech@hunter.cuny.edu.