Grading and Monitoring Participation in Discussion Forums

INSTRUCTIONAL COMPUTING & **INFORMATION TECHNOLOGY**

Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

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

You can automatically create a column for a discussion board forum in the forum settings area. You can edit an existing forum in the **Discussion Board** section in the navigation menu or modify the setting after clicking **Create Forum**. Go to part the **Forum Settings** section and select the radio button next to **Grade Discussion Forum** and enter the maximum number of points a student can obtain for participating.
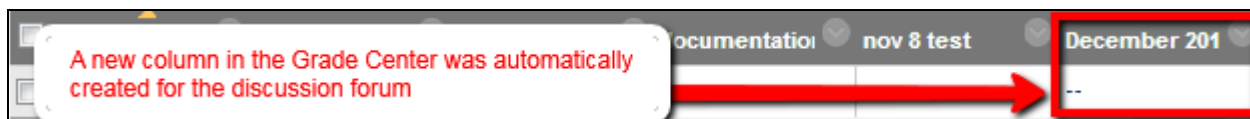
FORUM SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Viewing Threads/Replies
- ● Standard View
- ○ Participants must create a thread in order to view other threads in this forum.

If participants are required to create threads in order to view other threads in the forum, they cannot delete or edit their own posts, and cannot post anonymously. Those options will be set for you automatically.

Grade
- ○ No Grading in Forum
- ● Grade Discussion Forum: Points possible:
- ○ Grade Threads

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

A new column in the Grade Center was automatically created for the discussion forum

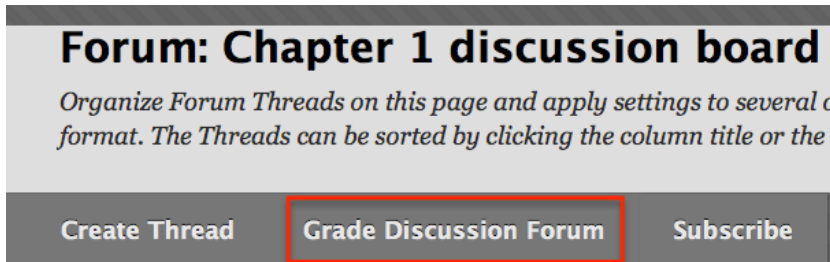ocumentatio   nov 8 test   December 201

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,
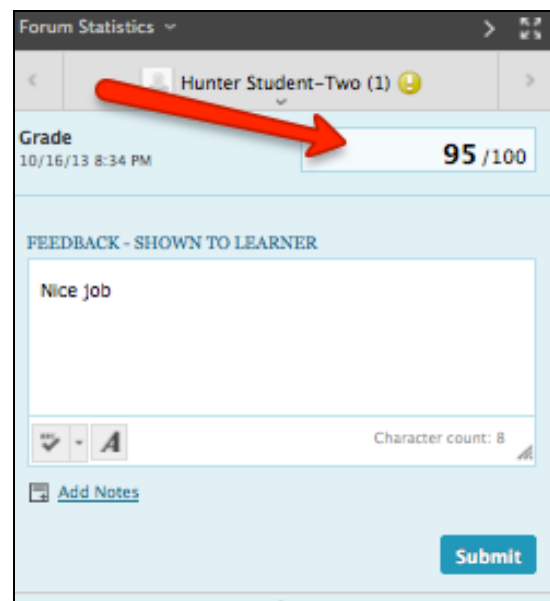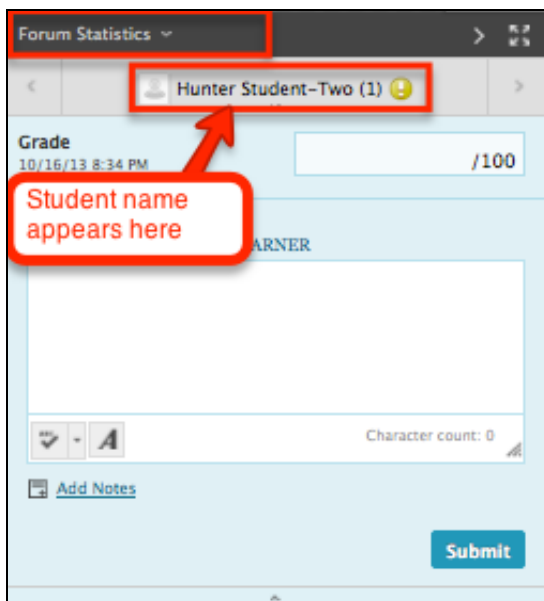
entering grades through the **Grade Center** is faster because you can go down a column and enter a grade for each student. Follow the instructions below to enter grades though the **Discussion Board**.

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.
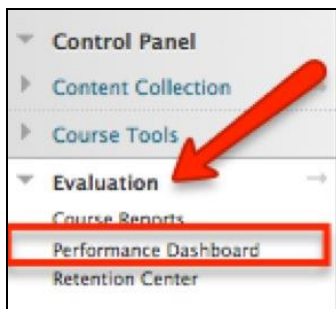

5. Click on the **Submit** button and then on the **OK** button to return to the **Discussion Board**.

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:

1. Go to **Control Panel** and click on the **Evaluation** drop down menu. Then click on **Performance Dashboard.**

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

Last Name △	First Name	Username	Role	Last Course Access	Days Since Last Course Access	Review Status	Adaptive Release	Discussion Board
Ehlers	Brittnay	20041012220800197138	Instructor	Oct 11, 2013 2:03:08 PM	5	0	📁	1
Kudritskiy	Victoria	20070920022748230222	Instructor	Oct 15, 2013 12:23:09 PM	1	0	📁	0
Nasir	MD Nazmus	20110226024739709116	Student	Oct 9, 2013 2:23:25 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.

Discussion Board: previewuser

Email User

Forum △	Total Posts	Date of Last Post	Average Post Length	Minimum Post Length	Maximum Post Length	Average Post Position	Grade
December 2017 Forum	1	Thu Dec 21 16:16:01 EST 2017	23	23	23	1	!

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, faculty members can email bb@hunter.cuny.edu or contact the Technology Resource Center at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.