Grading Discussions - Blackboard Quick Reference Sheet

Before You Begin

Prior to beginning this activity, two things should be known.
1. The grading view in Blackboard is very useful for getting an overview of a discussion, even if you do not intend to grade it. However, the Grade option only appears when the discussion is marked as one to be graded. It is possible to enable this option without modifying your actual course grading structure.
2. Discussion grading is done on a one grade per student per discussion basis. It is not possible to give grades on an individual discussion post.

Grading Discussions

It is possible to set graded discussions to appear in your Needs Grading area after a certain number of new posts. However, for the purposes of this activity we will be looking at doing the grading directly from the discussions area.

1. Go to the Discussions link under the Communication Subheader on the left menu. This will provide you with a list of all discussion forums in the course. You must go here to access the grading options as they will not appear where a discussion is linked to another folder.

2. Hover you mouse over the discussion you wish to grade and click on the chevron that appears to the right or bottom of the link.
3. Select the Grade option.

4. You will now see a list of each student in the class, and the total number of times they have posted in the forum.
5. Click the Grade button to the right of a student name to pull up the grading screen.
6. You will now see the text of every post the student has made in the forum. You can use the grade area on the right to give a grade.
• Grade is where you enter the numeric score for the discussion.
• Students can view any Feedback to Learning in their My Grades area.
• Add Notes is an area for you to leave private notes to yourself.

7. Click Submit to send the grade to the grade center. The system will automatically take you to the next student in the forum.