

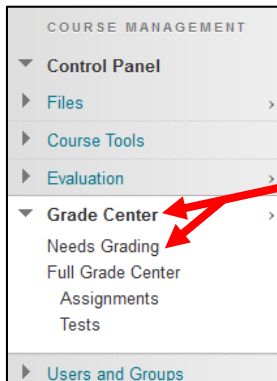
Grading a Discussion Forum

Introduction

Follow the steps below to learn how to grade a discussion forum.

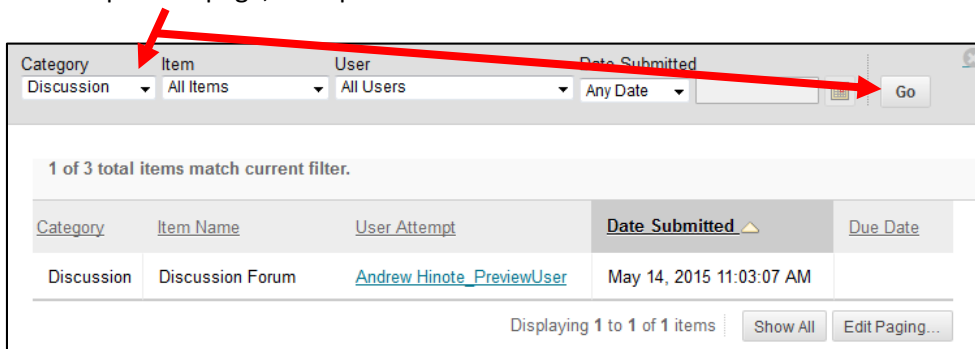
Step 1:

In the course site that contains the discussion you would like to grade, click on “Grade Center” at the bottom of the course menu, then click “Needs Grading.”



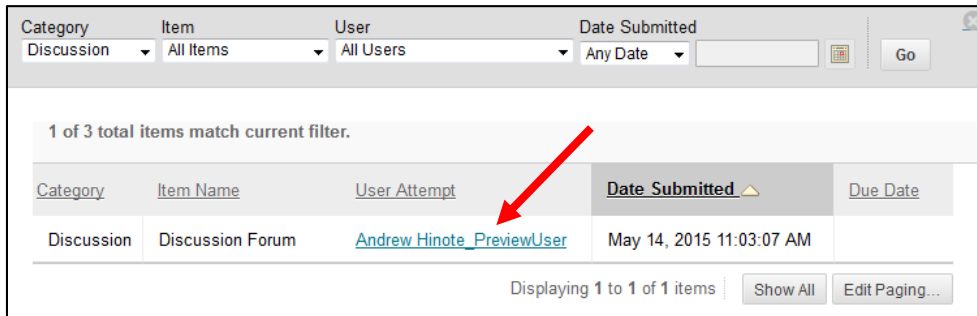
Step 2:

The “Needs Grading” page lists every submission that currently needs to be graded. To identify discussion posts from other submissions you can choose “Discussions” from the category drop-down list at the top of the page, then press “Go.”



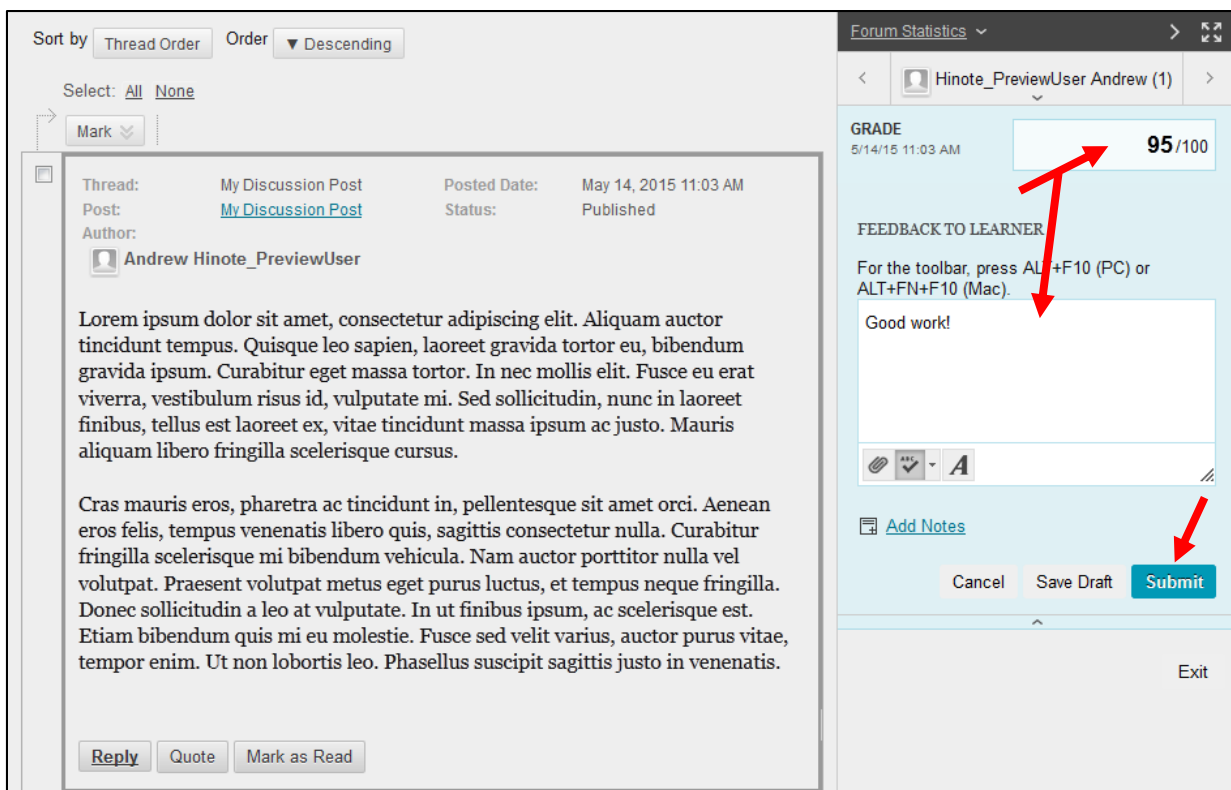
Step 3:

To open a discussion post for grading, click on the “User Attempt” link next to a student’s name on the needs grading page.



Step 4:

The grading page displays the posts this student has made to the forum along the left side of the page, with a box to enter a grade and feedback along the right side of the page. After entering a grade and feedback, press “Submit” to save and move to the next discussion post that needs grading.



Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at myCoursesHelp@umassd.edu.