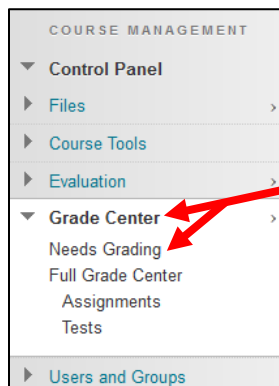


Grading a Discussion Forum

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

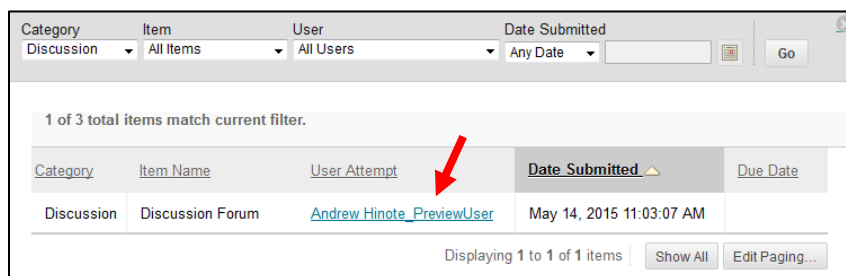
Step 1:

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



Step 2:

Click on the name of a student to view and grade their discussion posts.



A screenshot of the 'Needs Grading' page. At the top, there are filters for Category (Discussion), Item (All Items), User (All Users), and Date Submitted (Any Date). Below the filters, it says '1 of 3 total items match current filter.' A table lists the items:

Category	Item Name	User Attempt	Date Submitted	Due Date
Discussion	Discussion Forum	Andrew Hinote_PreviewUser	May 14, 2015 11:03:07 AM	

At the bottom, it says 'Displaying 1 to 1 of 1 items' with 'Show All' and 'Edit Paging...' buttons. A red arrow points to the user name 'Andrew Hinote_PreviewUser'.

Tip: You can separate discussion posts from other types of items that need grading by selecting “**Discussions**” From the “**Category**” drop-down list at the top of the Needs Grading page.

Step 4:

The grading page displays the posts a 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, click the “**Submit**” button to save and move on to the next discussion post that needs grading.

Sort by Order

Select:

Thread: My Discussion Post Posted Date: May 14, 2015 11:03 AM
Post: [My Discussion Post](#) Status: Published
Author: Andrew Hinote_PreviewUser

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam auctor tincidunt tempus. Quisque leo sapien, laoreet gravida tortor eu, bibendum gravida ipsum. Curabitur eget massa tortor. In nec mollis elit. Fusce eu erat viverra, vestibulum risus id, vulputate mi. Sed sollicitudin, nunc in laoreet finibus, tellus est laoreet ex, vitae tincidunt massa ipsum ac justo. Mauris aliquam libero fringilla scelerisque cursus.

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Forum Statistics

Hinote_PreviewUser Andrew (1)

GRADE
5/14/15 11:03 AM **95/100**

FEEDBACK TO LEARNER
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).
Good work!

Exit

This process will repeat until all discussion posts are graded. Once there are no more discussion posts that need grading, you will be brought back to the Needs Grading page.