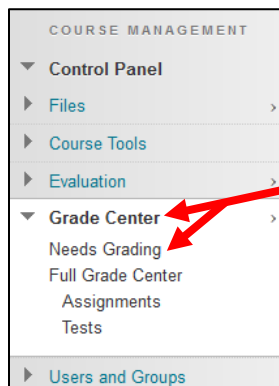# Grading a Discussion Forum

Follow the steps below to learn how to grade a discussion forum.
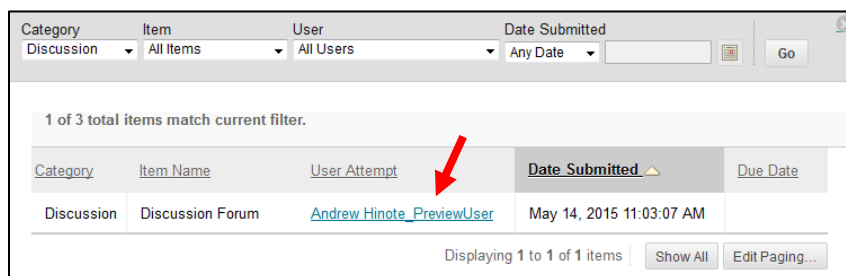
Step 1:
In the course site that contains the discussion you would like to grade, click on "**Grade Center**" at the bottom of the course menu, and then click "**Needs Grading**."

Step 2:
Click on the name of a student to view and grade their discussion posts.

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.

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.