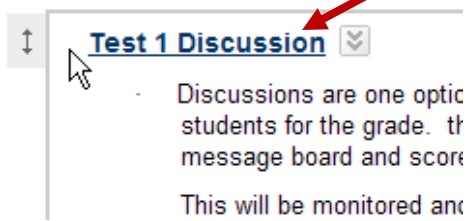


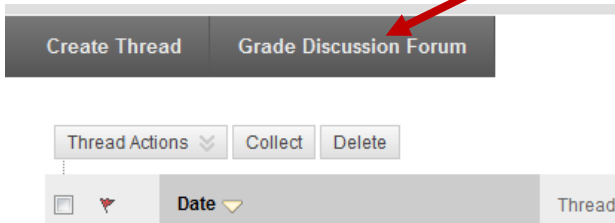
Grading a Discussion Forum within a Course Unit

Once you have logged into Blackboard, go to the **Discussions** link located in the **Course Menu**.

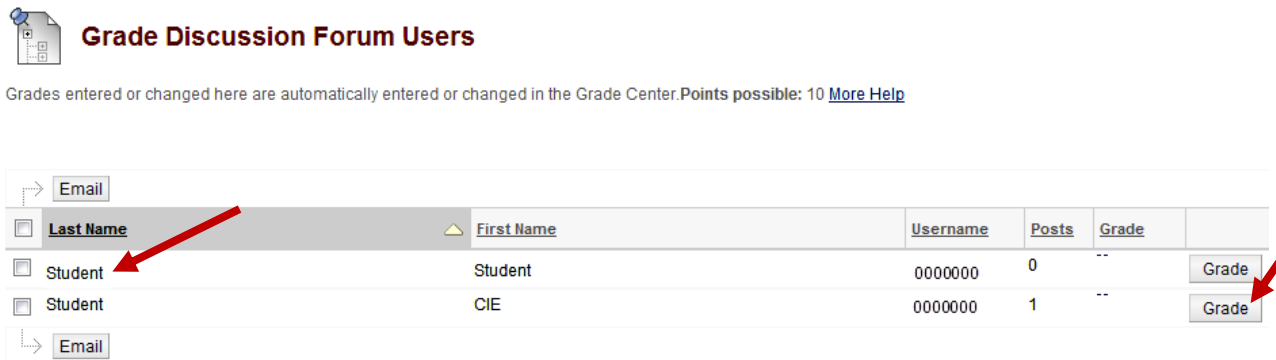
1. Click on the Forum (Test 1 Discussion) within the desired Content unit.



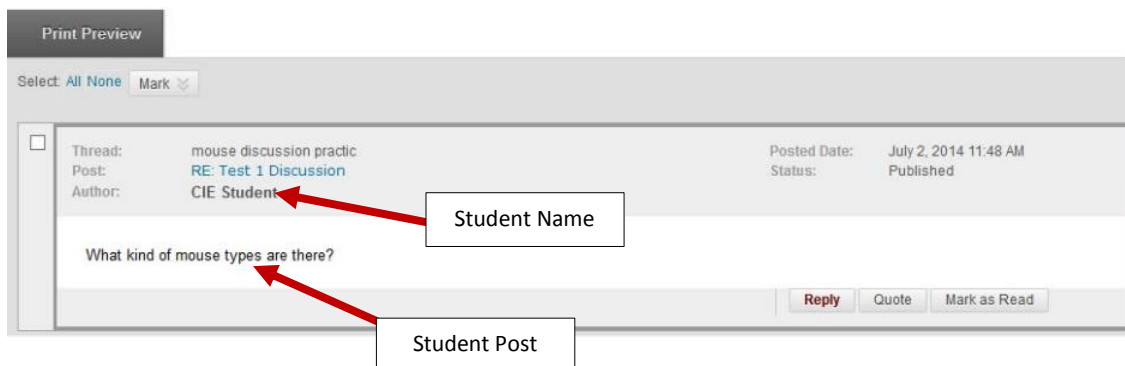
2. Click **Grade Discussion Forum**.



3. The students' names appear. Click on **Grade**.



4. The Student's posts will be displayed.



Grading a Discussion Forum within a Course Unit

5. To the right of the Student's post, will be the Forum Statistics. You can type the grade in the **Attempt Grade** text box. You can also add **Feedback** and **Grading Notes** information.

The screenshot displays the grading interface for a discussion forum post. At the top, there is a 'Filter' button and a 'Forum Statistics' dropdown. Below this, the student's name 'CIE Student (2)' is shown. The post content includes a timestamp '10/8/12 11:13 AM' and a grade field set to '/10'. Below the post are two text boxes: 'FEEDBACK - SHOWN TO LEARNER' and 'GRADING NOTES - PRIVATE'. Each text box has a character count of 0 and a 'Submit' button. To the right of the 'GRADING NOTES - PRIVATE' text box, there is an 'Add Notes' link.

6. To add Feedback information, click in the **FEEDBACK-SHOWN TO LEARNER** text box.
7. To add **Grading Notes** information, click on the **Add Notes** link/icon.
8. Once the GRADING NOTES-PRIVATE text box appears, add the Grading Note by clicking in the **GRADING NOTES-PRIVATE** text box.
9. To save the changes, click on **Submit** button, and click **OK** to continue grading other students. If you are finished, continue to click **OK** till you are back at the screen options you choose.

