

GRADING OPTIONS

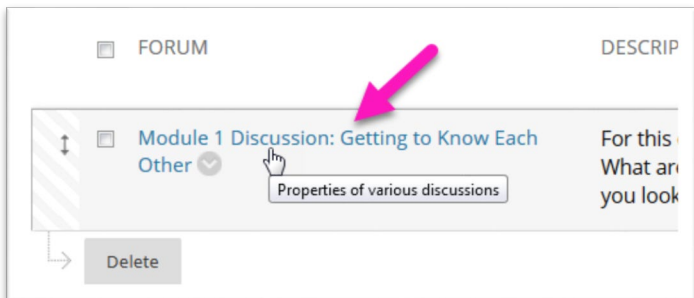
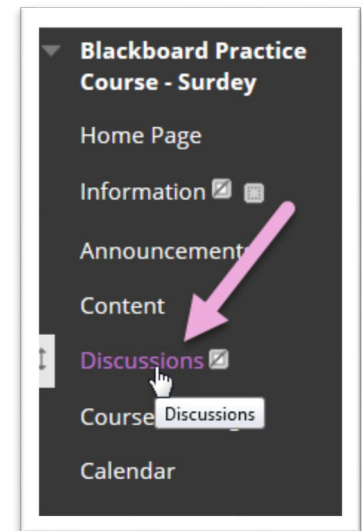
In Blackboard, there are two options available for grading discussions: at the *thread* level or at the *forum* level. This document will focus on grading discussions at the *forum* level, as it is the one used by the vast majority of faculty at SUNY Broome. The criteria that you use is up to you. Most faculty choose to grade based on a combination of the *number* of posts made by a student in a discussion forum as well as the *quality* of the posts made. Rubrics are available in Blackboard to assist you in not only grading your discussions, but in communicating your participation expectations to students prior to the beginning of the discussion period. Additional information regarding Blackboard Rubrics can be found through the Teaching Resource Center.

GRADING DISCUSSION FORUMS

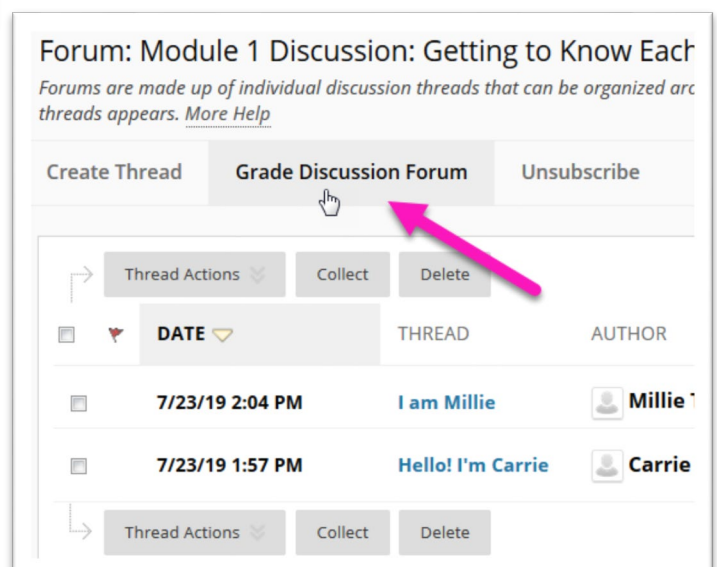
When grading a Discussion Forum, you are assigning a single grade for the student's overall performance in the entire discussion and, as such, is typically done after the discussion period has closed. It is helpful, however, to monitor discussion activity closely throughout the discussion period and make note of student performance as the posts occur.

To assign grades for a Discussion Forum:

1. Click on the “**Discussions**” link in your Course Menu.



2. **Access the Discussion Forum** by clicking on its link on the Discussion Board.



3. Click the button to **Grade Discussion Forum**

Note: If you do not see this button it is because the Discussion is set to “No Grading in Forum.” You will need to first change this through the forum’s Edit Forum options in order to enter grades.

4. Click the **Grade** button in the student's row.

Grade Discussion Forum Users					
Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 25 More Help					
→	Email				
☐	LAST NAME ▲	FIRST NAME	USERNAME	POSTS	GRADE
☐	Demo	John	jd_test	0	-- <input type="button" value="Grade"/>
☐	Doe	Jane	doej	2	-- <input type="button" value="Grade"/>
☐	Price	Deena	pricedm	1	-- <input type="button" value="Grade"/>
☐	Teststudent	Carrie	cstest	3	-- <input type="button" value="Grade"/>

5. The Grading Page for the student will appear. All messages posted by a student are shown for review. The numbered items on the *Grading Sidebar* are explained on the next page.

The screenshot displays the Blackboard Grading Page for a student. The main area shows a list of forum posts with details such as Thread, Post, Author, Posted Date, and Status. The sidebar on the right contains the 'Forum Statistics' dropdown, the student's name 'Doe Jane (2)', the 'GRADE' field showing '20 /25', and the 'Feedback to Learner' section with a text area and 'Add Notes' button. The 'Submit' button is highlighted with a pink arrow and a callout number 4.

Forum Statistics (1): Click the chevron next to Forum Statistics to access an area that includes information about a user's posts, such as Total Posts, Date of Last Post, Average Post Length, and Average Post Position.

Student's Name (2): Click the chevron under the student's name to view a list of students. Use the left- and right-pointing arrows to navigate to the previous or next student.

Grading Area (3): Use this area to enter a grade and feedback for the student as well as any private notes you might have for yourself regarding student performance.

6. After entering a grade and feedback for the student, click the **Submit** button (4) to add the grade to the Grade Center. The grade will also appear on the *Grade Discussion Forum Users* page (see below).

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE	
<input type="checkbox"/>	Demo	John	jd_test	0	--	<input type="button" value="Grade"/>
<input type="checkbox"/>	Doe	Jane	doej	2	20.00	<input type="button" value="Grade"/>
<input type="checkbox"/>	Price	Deena	pricedm	1	--	<input type="button" value="Grade"/>
<input type="checkbox"/>	Teststudent	Carrie	cctest	3	--	<input type="button" value="Grade"/>
<input type="checkbox"/>	Teststudent	Millie	ms_test	1	--	<input type="button" value="Grade"/>

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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty, and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

