Blackboard has bridged the gap between the Grade Center and discussion boards, by having the ability to review and input grades directly into Grade Center from the discussion board area.

Grading options are enabled when the forum is created or by editing the forum. Once grading has been enabled for a forum, a Grade Center column is created representing discussion board related assignment.

**TIP:** Activating or adding a graded discussion board forum; always take time to review the structures of any calculated type columns such as Total, Weighted Total columns, etc.

The Grade settings appear at the bottom of the Add Forum page and the Edit Forum page.

**Grading by Threads Option**
Grading by threads allows you to grade student responses to a single thread instead of student responses posted throughout and entire forum discussion.

*When a forum is enabled to be graded by threads, students will not be allowed to create new threads. Only instructors will have the ability to create new threads.*

**Part 1 – Set Discussion Board forum settings**
**NOTE:** to enable a Discussion Board forum to be graded by thread, it will automatically create a new column in the Grade Center labeled as the name of the forum that is being graded.

1. Enter the **Discussion Board** area.
2. Locate the forum.
3. **Click the forum’s contextual menu.**
4. **Select Edit** from menu.

5. Scroll down to the *Grade* settings area. **Select Grade Threads** radio button

   Grade
   - No Grading in Forum
   - Grade Forum: Points possible: 
   - Grade Threads

6. **Click** the **Submit** button to update the forum.

**Part 2 – Activate Thread(s) For Grading**

To set a forum to be graded by threads, a **Grade** button will appear at the end of each Thread listing in the selected forum. Set the thread(s) to activate for grading by clicking the **Grade** button.

1. **Enter** the **Discussion Board** area.

2. **Locate** the forum that contains the thread(s) to activate for grading.

3. **Locate** the thread to grade a student’s responses and **click** the **Grade** button (as seen in the picture above.)

4. **Type** in the number of points in the **Points possible** text box.

   1. Grading

      Points possible: 25

5. **Click** the **Submit** button.
The forum thread is now set for grading student responses. Once a thread has been activated for grading a Grade Thread button will appear under the grade column.

Part 3 - Grading Discussion Board using the Threads Setting
To review and post grades for a student’s response follow these steps:

1. Enter the Discussion Board area.

2. Enter the forum to grade by threads.

3. Locate the thread, click the Grade Thread button.

4. Locate a student to grade them, and click on that student’s Grade button.

5. All postings made by the student are visible for the selected thread. This allows the student’s total contribution to the thread to be reviewed for grading purposes.

Instructors have the ability to quickly reply directly to the student’s posting as they are reviewing their work.

6. To enter a grade for the student, click the Edit Grade button located in the Thread Grade area.
7. Administer student’s grade by:

a. Type in students points into the Current Grade Value text area.

b. View Rubric: use this button to quickly view grading rubric assigned to this assignment.

c. Feedback: Use this area to type any feedback you wish to share with the student about their grade.

d. Grading Notes: Use this area to type in private comments about the student’s grade that is only privy to you as the instructor and not the student.

e. Text Editor: (optional tool) this button displays the standard Blackboard WSIWIG editor.

f. Save Grade: Click on this button to save the student’s grade and feedback to the Grade Center.
8. To quickly grade the next student use the arrows next to the **Contributors** area title.

9. Repeat the steps outlined above for each additional student that needs to be graded.