

Grading a Discussion Forum

Directions:

1. Enter your course
2. Go to the **Discussion Forum** that needs graded and **click to open**

Discussion Forums

-  **Peer Review Discussion Forum**
You should read chapter1 and then write your assessment of the main character.
-  **Week One Discussion**
This is a **link** to the discussion forum in the course Discussion Board.
-  **Week 2 Discussion Forum** ←

3. Click **Grade Discussion Forum**

Forum: Week 2 Discussion Forum

Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Create Thread **Grade Discussion Forum** Subscribe Search Display ▾

Thread Actions	Collect	Delete	DATE	THREAD	AUTHOR	STATUS	UNREAD POSTS	TOTAL POSTS
<input type="checkbox"/>			12/15/16 12:54 PM	Chapter 2 - a little confusing	student03 student03	Published	1	1
<input type="checkbox"/>			12/15/16 12:50 PM	Chapter 2 Thoughts	Student02 Student02	Published	2	2
<input type="checkbox"/>			12/12/16 1:40 PM	This is my post	Student01 Student01	Published	1	3

Thread Actions ▾ Collect Delete

4. Click **Grade**

LAST NAME	FIRST NAME	USERNAME	POSTS	GRADE
<input type="checkbox"/> Student01	Student01	student01	1	-- <input type="button" value="Grade"/>
<input type="checkbox"/> Student02	Student02	student02	2	--
<input type="checkbox"/> student03	student03	student03	2	-- <input type="button" value="Grade"/>

Displaying 1 to 3 of 3 items

5. Enter the Grade, click **Submit**, and then **OK**.

Grade Discussion Forum: Student02 Student02
*The **Grade Forum** page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)*

Print Preview

Sort by Order

Select:

Thread: This is my post **Posted Date:** December 15, 2016 12:51 PM
Post: RE: This is my post **Status:** Published
Author: Student02 Student02

I really liked this chapter also. I learned a lot and can't wait to put it into practice some day.

Thread: Chapter 2 Thoughts **Posted Date:** December 15, 2016 12:50 PM
Post: Chapter 2 Thoughts **Status:** Published
Author: Student02 Student02

I really liked chapter 2. It was my favorite chapter.

Select:

Forum Statistics

< Student02 Student02 (2) >

GRADE
12/15/16 12:50 PM **20** /25

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Note: After you click submit, you can move to the next student using this button.