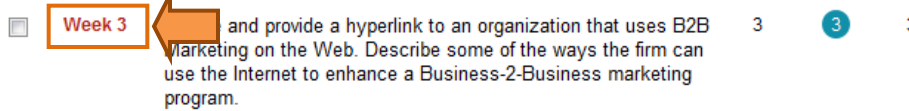


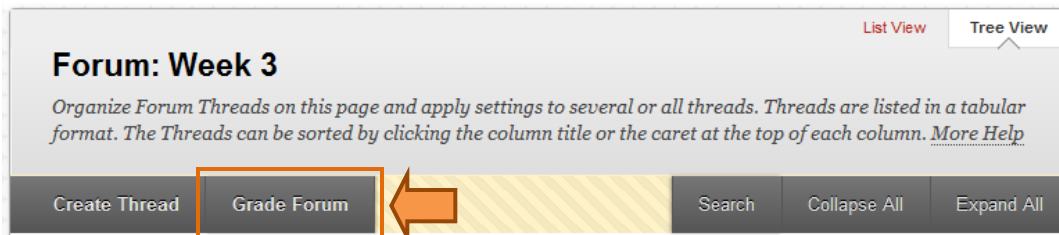
How to Grade User Participation in a Forum in Blackboard 9.1

Follow these steps to evaluate performance in a Forum.

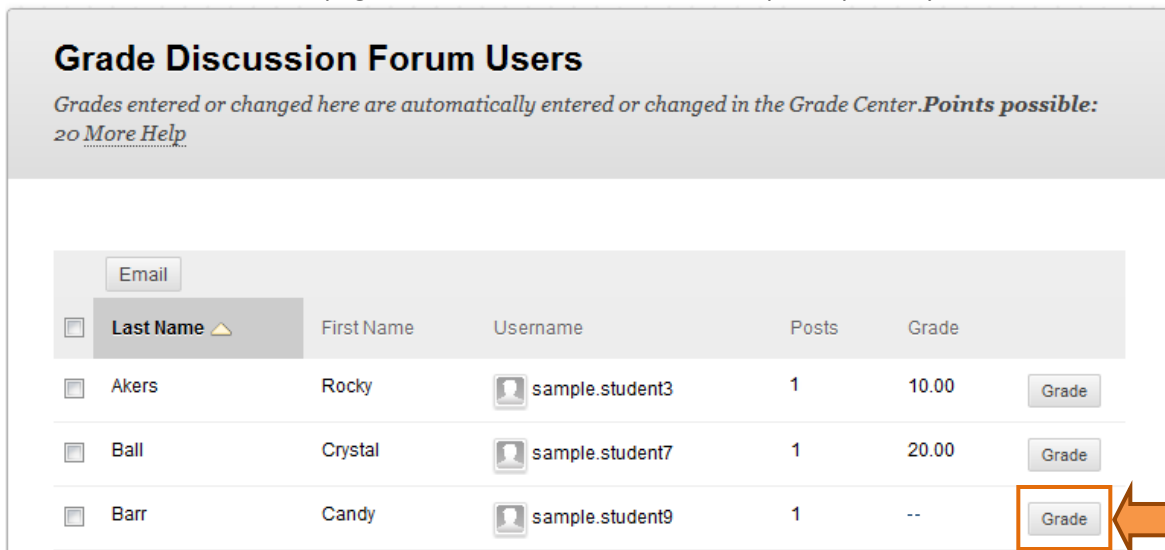
- 1) In your course, access the **Discussion Board**.
- 2) Click the forum title (link) for the forum you want to grade.



- 3) Click **Grade Forum** on the Action Bar near the top.



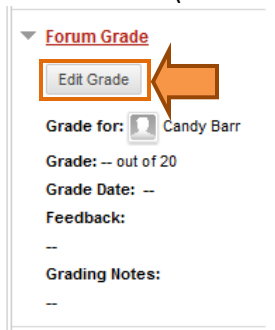
- 4) On the Grade Forum Users page, click **Grade** for the user whose participation you want to evaluate.



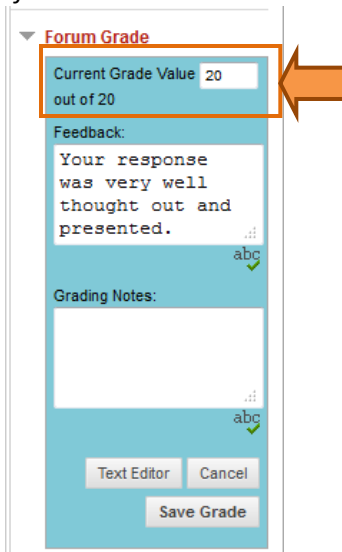
The Grade Forum page appears with a collection of the user's posts and a side panel containing three sections:

- a) *Forum Statistics*: Includes information about the user's posts, such as Date of Last Post, Average Post Length, and Average Post Position.
- b) *Forum Grade*: Grade, Feedback, and Grading Notes are added in this section. The Grade Date appears here also.
- c) *Contributors*: Users who have submitted one or more posts appear with exclamation marks, the needs grading icon. Use the "Previous User" and "Next User" arrows in this section to navigate among users to grade or click a user's name in the list. Click "Show All" to see all users in the course; users who have not posted to the graded forum are included in this list. Click "Show with Posts Only" to return to the list of users who have posts needing a grade.

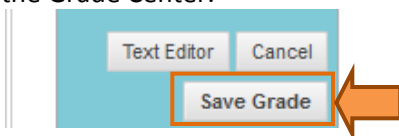
- 5) In the content frame, evaluate the currently selected user's posts and click **Edit Grade** in the Forum Grade section (located to the right of the screen).



- 6) Type a point total in the **Current Grade Value** text box. **Note:** If a Rubric has been created for this graded forum, click View Rubric. *Ottawa Online courses do not currently use this feature. Instructors of Ottawa Online courses should use the rubric located in Weekly Materials.*



- 7) Optionally, type feedback for the user and Grading Notes, which appear to the Forum Manager or Grader only. Optionally, use the Spell Check function in the bottom of each text box.
- 8) Click **Save Grade** to add the feedback, grade, and grading notes to the Forum Grade section and to the Grade Center.



- 9) The grade or feedback can be edited by clicking the "Edit Grade" function again at any time. The changes appear in the Forum Grade section and in the Grade Center. The changes are documented in the Grade Center in the Grade History tab on the user's Grade Details page.
- 10) When grading is complete, use the breadcrumbs at the top of the frame to return to the Discussion Board.

Note: Only users with a Forum Role of Grader or Manager can add a grade for a Forum. A Grader cannot view his or her own work.

Last update: January 15, 2013

For technical assistance, contact OU Help (ouhelp@ottawa.edu or 855-268-4357).

For feedback regarding this document, contact OUAcademicTech@ottawa.edu.