

## Enable Grading on a Discussion Forum

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### Overview

This tutorial will explain how to **Enable Grading** on a **Discussion Forum**.

### Quick Steps

Control Panel > Course Tools > Discussion Board > Options Menu > Edit > Forum Settings > Grade Discussion Forum < OR > Grade Threads

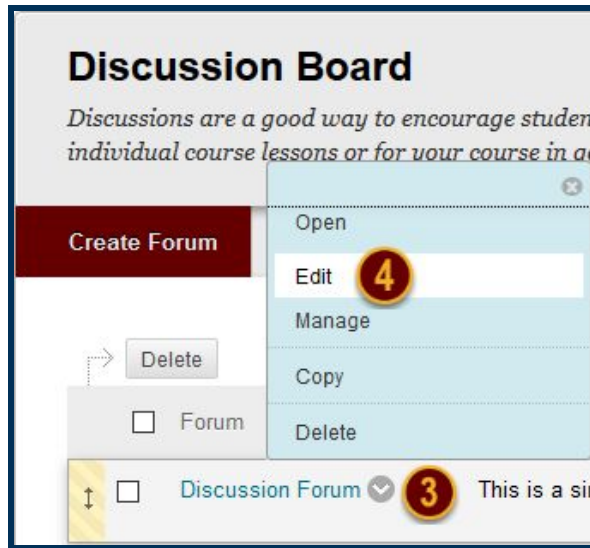
### Step 1

To Enable Grading on a Discussion Forum, you must first access the Discussion Board tool. The Discussion Board tool can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Course Tools* [1], and then click on the “Discussion Board” option [2].



### Step 2

On the Discussion Board page, open the Options menu for the Discussion Forum you want to grade by clicking on the Options Menu arrow [3] that follows the Discussion Forum’s title and select “Edit” [4].

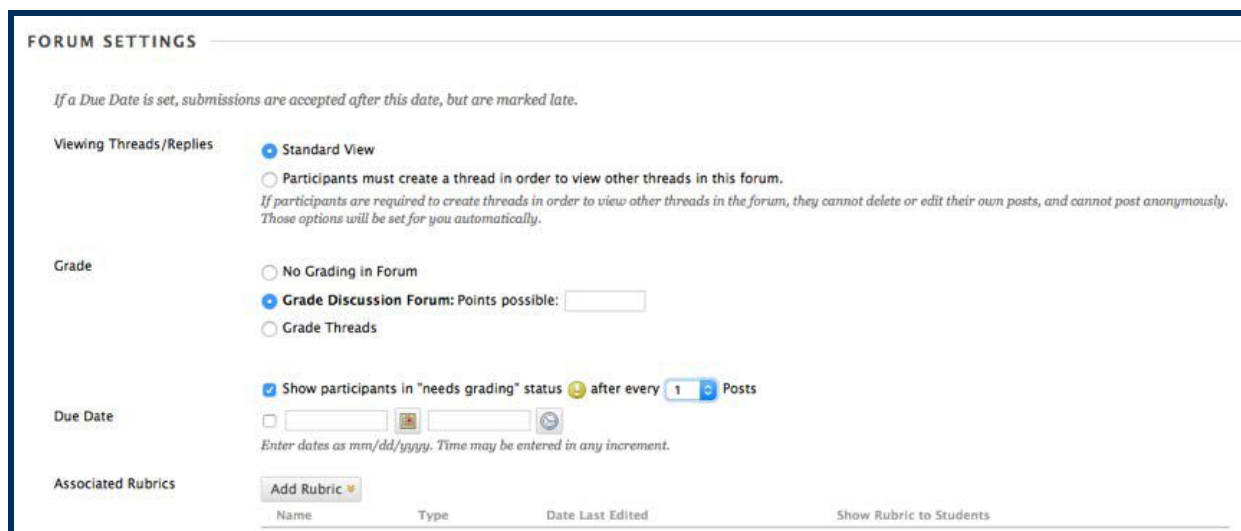


### Step 3

Scroll to the Forum Settings.

In the *Grading* row, select “Grade Discussion Forum” to enable grading for the discussion. Then, type a point value in the Points possible field to evaluate participants based on their performance throughout the entire forum.

Alternatively, select “Grade Threads” to evaluate participants on their performance in each thread. If you choose to grade threads, you can decide on a thread-by-thread basis whether you want to grade future discussions.



## Step 4

Optionally, check the checkbox for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of posts required for a student to qualify for a Needs Grading status in the Grade Center.

**Example** - If you choose three posts from the drop-down list and a user submits two posts, the In Progress icon appears in the Grade Center cell and the Discussion Board until the specified number of posts (3) is met. Once met, the Needs Grading icon will appear.



*If you check the Grade Thread option and do NOT check the “Needs Grading” checkbox in this section, the Needs Grading icon will not appear in the Grade Center and posts will not appear on the Needs Grading page.*

In the *Due Date* row, select a Due Date and Time. Graded posts made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.

In the *Associate Rubrics* row, you can also [Associate a Rubric](#) with the Discussion Board.

## Step 5

When you have finished completing the settings, click the *Submit* button.