

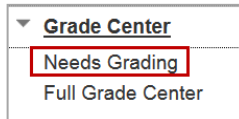
Blackboard Tools Tutorial

Grading a Discussion Forum from the Grade Center: Needs Grading

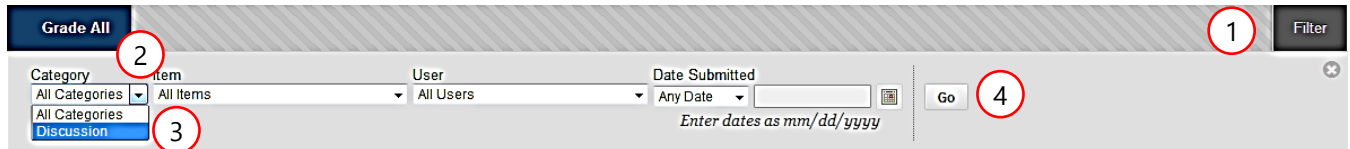


There are several ways to grade student participation in Blackboard discussions. Below are instructions for grading a forum from the Grade Center: Needs Grading.

1. Open the **Grade Center** from the **Course Management** area of the **Course Menu** and then select **Needs Grading**.



2. Click on **Filter** (1); click the down arrow next to **Category** (2); select **Discussion** (3); click on **Go** (4).

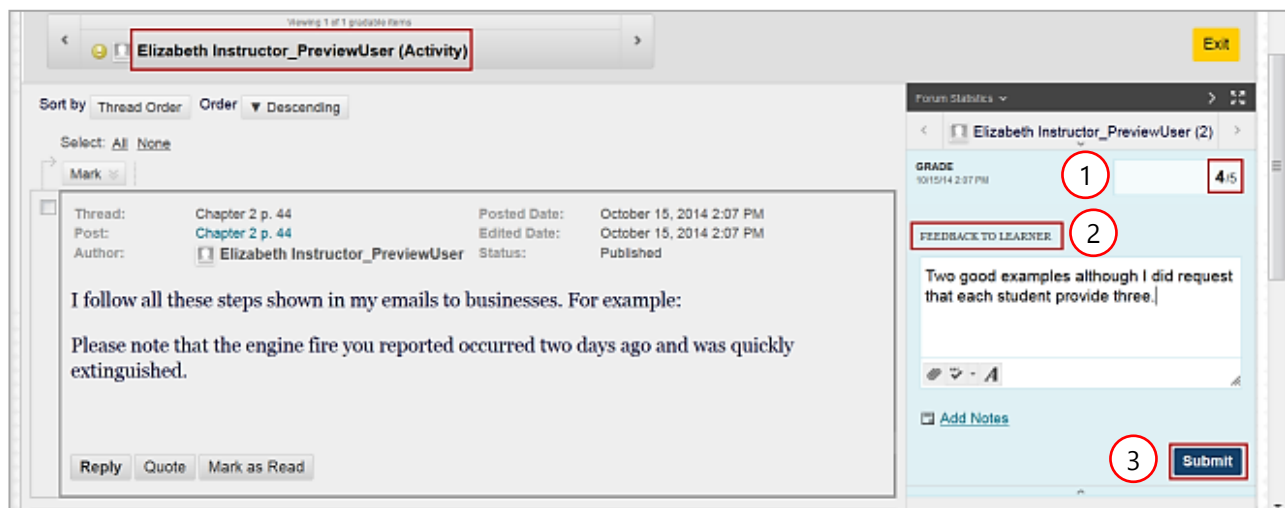


3. Click on the name of the student to be graded.

1 of 3 total items match current filter.

Category	Item Name	User Attempt	Date Submitted
Discussion	Discussion on Business Writing Styles	Elizabeth Instructor_PreviewUser	October 15, 2014 2:07:40 PM

4. Enter the **grade** (1) and add **feedback** (2) for the student. Click on the **Submit** button when done (3).



5. You can scroll through your roster by selecting the arrows on either side of the student's name.



6. When you are done grading, you should go back to the **Full Grade Center** and verify that your grades were correctly entered. You can make changes by clicking on the down arrow next to the grade, and selecting **Grade User Activity**.

