Creating Graded Threads

Instructors can make participation in discussion board forums gradable. This tutorial will walk you through the process for creating a new, gradable forum.

Step One: Create the Graded-Thread Forum

1. When you are on the Discussion Board page, click on the CREATE FORUM button. This will bring up a page to create the forum. Under FORUM INFORMATION, give the FORUM A NAME AND DESCRIPTION.

   ![Forum Information](image1)

   - Name: Introductions - Getting to Know You
   - Description: Welcome to class. Please tell us a little about yourself.
   - Questions:
     1. What is your name?
     2. Why are you taking this class?
     3. What do you hope to learn this semester?
     4. What is one interesting fact about yourself?

2. Under section two, SET THIS FORUM'S AVAILABILITY. To make it available to students enrolled in the course, select YES. To display this forum according to a time and date, check the DISPLAY AFTER and DISPLAY UNTIL checkboxes and choose your time and date using the date and time scheduling tools.

   ![Forum Availability](image2)

3. Scroll down to FORUM SETTINGS. Here, you can indicate the settings you want to use in this forum. Click the GRADE THREADS radio button.
Also, please take note of the NEEDS GRADING feature. When you create a new graded discussion forum, the “Needs Grading” feature will be set to assign student contributions to “Needs Grading” status in the Grade Center after the indicated amount of posts have been made.

When you are done, click SUBMIT.

4. A pop-up message will appear, notifying you that students will not be able to create their own threads; the instructor must create a thread for students to reply to. Click OK.

Step Two: Add Instructor Thread

When you create a graded-thread forum, the instructor must post a thread for students to reply to. Students cannot create their own threads in this type of forum. Follow this process to post a master-thread to the discussion board.

1. On the discussion board page, click on the forum’s link to enter the forum. On the Forum page, click the CREATE THREAD button.

2. On the CREATE THREAD PAGE, fill out the following sections.

Subject and Message: Give your thread a name and enter your instructions for student’s responses in the text-editor.
**Grading**: Check the **GRADE THREAD** checkbox and enter a **POINT VALUE** in the text-box.

**Make sure the GRADE THREAD checkbox is checked**

**Make sure to indicate your NEEDS GRADING status preferences to determine when work is marked as NEEDS GRADING**

**OPTIONAL**: If you have created an interactive grading rubric, you can attach it to the graded thread using the “Add Rubric” button. Please note that the “Points Possible” text-box will update to the points possible as indicated in the rubric.

3. When you are ready to post the graded-thread, click **SUBMIT**. The graded-thread will be added to the forum. Students will contribute to the forum by replying to this thread.

**Grading Threads**

Once students have participated in the discussion board forum, you can assign grades.

1. Navigate to the forum to which you want to assign participation grades. On the Forum page, click the **GRADE THREAD** button.

**CLICK**

2. That will take you to the **GRADE DISCUSSION FORUM USERS** page.

Click on a **GRADE** button next to a student name.
3. That will take you to the **GRADE DISCUSSION THREAD** page for that student. Review the replies the student posted to the forum. In the column to the right of the thread, locate **THREAD GRADE** area and click the **EDIT GRADE** button.

4. The “Edit Grade” button will transform into a grading interface. Add the student’s grade and type your comments in the feedback text-field. When you are done, click **SAVE GRADE**.

5. The grade and feedback will be added to the Full Grade Center column associated with this graded activity.

You may return to the forum to continue grading other students.
Grading Threads with Rubrics

If you had attached an interactive rubric when you created your graded thread, the discussion grading form will include a link to view and use the rubric to grade the student’s post.

**Please Note!** – Once you grade participation in a forum, **DO NOT CHANGE or DELETE** its associated Grade Center column. If you do, the forum will not be able to receive grades in this manner. You would have to either make a totally new forum to grade or manually grade your existing forum.