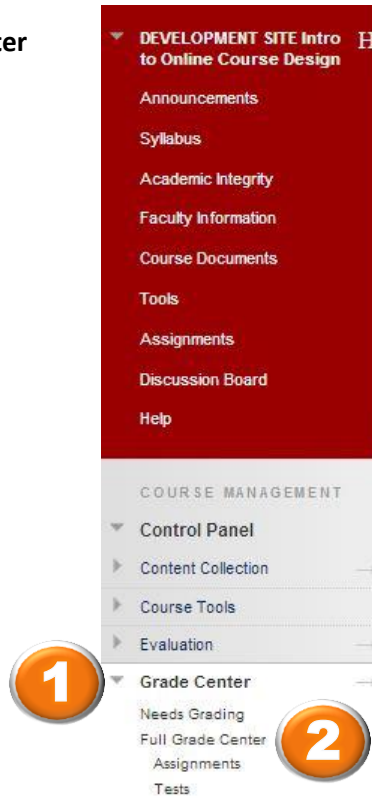


Grading Discussion Board Participation

1. In the Control Panel section, click **Grade Center**
2. Click **Full Grade Center**



3. In the column for your Discussion Board assignment, click on the down arrow to the right of one of the green "Needs Grading" icons.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column | Create Calculated Column | Manage | Reports | Filter | Work Offline

Grade Information Bar | Last Saved: January 31, 2014 4:38 PM

Last Name	First Name	Username	Last Access	Availability	Introduce you	Test 1	Final Paper #1	Weighted Totals
OAT	Alan	oat00001	January 22, 2014	Available		66.67	90.00	74.00%
OAT2	Bill	oat00002	January 22, 2014	Available		--	--	--
OAT3	Carol	oat00003	January 30, 2014	Available		--	--	--
OAT4	Dominic	oat00004	January 30, 2014	Available	100.00	--	--	100.00%

Selected Rows: 0

Click for more options

Icon Legend | Edit Rows Displayed

- Click Grade User Activity on the pop up menu.

The screenshot shows a gradebook table with columns: Last Name, First Name, Username, Last Access, Availability, Introduce you, Test 1, and Final Paper #1. The rows are for OAT, OAT2, OAT3, and OAT4. A context menu is open over the OAT4 row, with 'Grade User Activity' highlighted and a large orange circle with the number '4' overlaid on it.

Last Name	First Name	Username	Last Access	Availability	Introduce you	Test 1	Final Paper #1
OAT	Alan	oat00001	January 22, 20	Available		66.67	90.00
OAT2	Bill	oat00002	January 22, 20	Available		--	--
OAT3	Carol	oat00003	January 30, 2014	Available		--	--
OAT4	Dominic	oat00004	January 30, 2014	Available	100.00		

- Scroll to the bottom of the new window and look in the center pane to read the text posted by the student.

The screenshot shows a forum thread with three posts. The first post is a reply to Alan, the second is a reply to 'Hi everyone!', and the third is a self-post by Carol OAT3. Each post has a 'Reply', 'Quote', and 'Mark as Read' button.

Thread: Alan
Post: [RE: Alan](#)
Author: Carol OAT3
Posted Date: January 30, 2014 2:47 PM
Status: Published

Hi Alan,
I've only take an intro to biology course, but I thought it was really interesting. All those labs are so much extra work though! They must take up so much of your time

Thread: Hi everyone!
Post: [RE: Hi everyone!](#)
Author: Carol OAT3
Posted Date: January 30, 2014 2:48 PM
Status: Published

I'm with you Dom. I think it would be really hard to teach a whole classroom of little kids. I much prefer either high school or college students.

Thread: I'm Carol
Post: [I'm Carol](#)
Author: Carol OAT3
Posted Date: January 22, 2014 6:32 PM
Status: Published

Hi I'm Carol and am in the statistics master's program. I have about one year left before I graduate because I'm going to school part-time. I'm taking this course because I have seen positions to teach math online and thought I should learn more about it. I took one online course before and found it a challenge.

- To enter student's grade, scroll up to the top of the page and click on Edit Grade.

The screenshot shows the 'Forum Grade' section for Carol OAT3. The 'Edit Grade' button is highlighted with a large orange circle and the number '6'.

Forum Statistics
Statistics for: Carol OAT3
Total Posts: 3
Date of Last Post: Jan 30, 2014 2:47:56 PM
Average Post Length: 222
Minimum Post Length: 153
Maximum Post Length: 321
Average Post Position: 2

Forum Grade
Edit Grade
Grade for: Carol OAT3
Grade: -- out of 100
Grade Date: --
Feedback: --
Grading Notes: --

7. Enter the student's grade in the Current Grade Value field.
8. Enter any feedback you would like this student to read.
9. Click Save Grade.
10. Click on the name of the next student to be graded.

11. Scroll down and click on the name of the next student to be graded.

Additional Blackboard tutorials and instructions can be found here:
<http://blackboardinfo.newark.rutgers.edu/tutorials.html>