

## Setting Up a Discussion Board

1. Click the “+” on the Course Menu and click **Create Tool Link**.
2. Type a Tool Link **Name** (e.g. Discussion Board) and select **Discussion Board** as the type.
3. Select **Discussion Board** on the **Course Menu**.
4. Click **Create Forum** and type in the **Name of the Forum**.
5. Select the **Forum Availability** and the **Date and Time Restrictions**.
6. Select the desired **Forum Settings**.

The screenshot shows the '3. Forum Settings' page with several options and callouts:

- Allow Anonymous Posts** and **Allow Author to Delete Own Posts**: Callout: "These options are not often used especially for graded forums."
- Allow Author to Edit Own Published Posts**: Callout: "For faster discussion board page loading, disable this option."
- Allow Post Tagging**: Callout: "For faster discussion board page loading, disable this option."
- Allow Users to Reply with Quote** (checked)
- Allow File Attachments** (checked)
- Allow Members to Create New Threads** (checked): Callout: "Allow students to create new threads for a new subject to the forum unless you want to force them to only reply to the original thread."
- Subscribe** section:
  - Do not allow subscriptions** (selected)
  - Allow members to subscribe to this forum** (radio button)
  - Allow members to subscribe to forum threads** (radio button)
  - Include body of post in the email** (radio button)
  - Include link to post** (selected)
- Allow Members to Rate Posts**: Callout: "Allow students to evaluate posts based on 5 point scale."
- Force Moderation of Posts**: Callout: "Posts will be visible to students only after an approval by a moderator."
- Grade** section:
  - No Grading in Forum** (selected)
  - Grade Forum: Points possible:** (input field)
  - Grade Threads**: Callout: "When the forum is gradable, it will automatically add a column to the Grade Center." and "Allow grading of individual threads within the forum. The Points Possible value can be assigned to a thread when it is created."

7. Click **Submit**.

## Grading Students' Posts in the Discussion Board

Instructors can make a forum and/or a thread gradable or non-gradable. Here are steps for grading students' posts in the discussion board when grading is enabled.

IF GRADING IS ENABLED AT THE FORUM LEVEL

1. Select **Discussion Board** on the **Course Menu**.
2. Click a forum you wish to grade in order to view its content.
3. Click the **Grade Forum** button (Grade Forum button appears only if grading is enabled for the forum) to open the Grade Forum Users page.

4. Select the **Grade** button in the row of the student whose posts you wish to grade.
5. Click the **Edit Grade** button.
6. Assign one grade for all of the posts in the forum made by that student.
7. Enter text into the **feedback** textbox to share with the students and/or in the **Grading Notes** textbox for reference if desired.
8. Click **Save Grade**.

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IF GRADING IS ENABLED AT THE THREAD LEVEL

1. Select **Discussion Board** on the Course Menu.
2. Click a forum where a thread you wish to grade.
3. Click a thread within the forum in order to view its content
4. Select the **Grade Thread** button (Grade Thread button appears only if grading is enabled for the thread.) to open the Grade Thread Users page.
5. Select the **Grade** button in the row of the student whose posts you wish to grade.
6. Click the **Edit Grade** button.
7. Assign one grade for all of the posts in the thread made by that student.
8. Enter text into the **feedback** textbox to share with the students and/or in the **Grading Notes** textbox for reference if desired.
9. Click **Save Grade**.

#### Grading students' posts in the Grade Center

1. Select **Grade Center** from the **Control Panel** and click **Full Grade Center**.
2. Enter a grade directly by clicking on the cell in which you would like to put a grade (you may need to scroll to the right to find the column).

**NOTE:** You can also view and assign a grade for all of the posts made by individual students by selecting the **View User Activity** option from **Action Link** (the two arrows pointing downward) appeared in a cell.