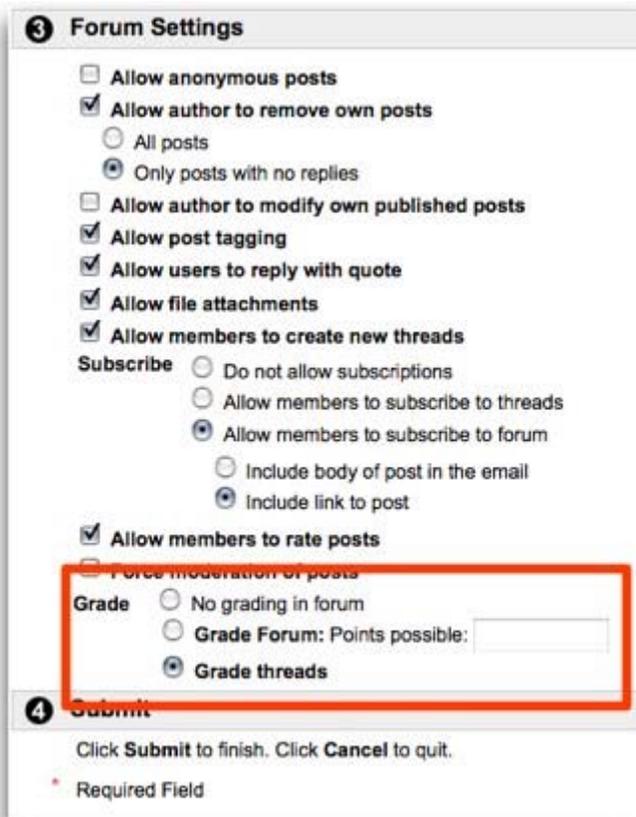


Grading Posts

Setting up posts for grading

When [creating a forum](#), choose to grade either the entire forum or individual threads.

NOTE: *Allowing students to create their own threads disables the ability to grade threads, since students will be able to create multiple threads and clutter the **Grade Center**. If you're planning on creating forums and allowing students to create their own threads, choose **Grade Forum** and enter the overall points possible.*



3 Forum Settings

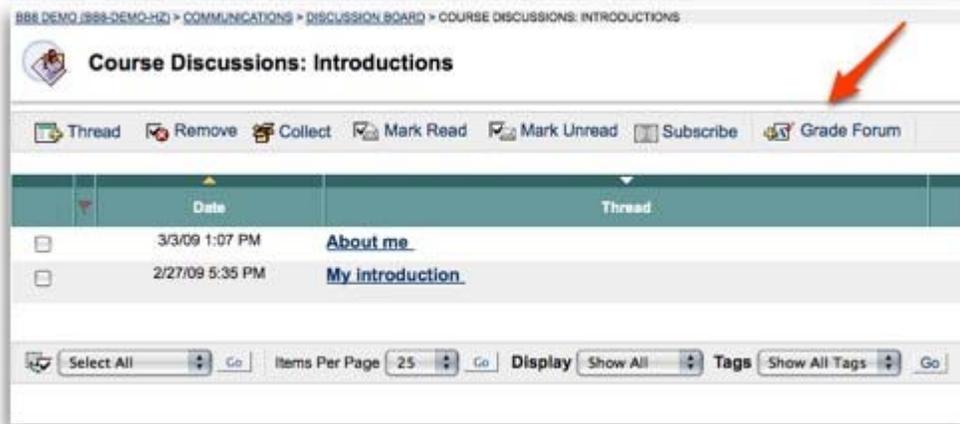
- Allow anonymous posts
- Allow author to remove own posts
 - All posts
 - Only posts with no replies
- Allow author to modify own published posts
- Allow post tagging
- Allow users to reply with quote
- Allow file attachments
- Allow members to create new threads
- Subscribe
 - Do not allow subscriptions
 - Allow members to subscribe to threads
 - Allow members to subscribe to forum
 - Include body of post in the email
 - Include link to post
- Allow members to rate posts
- Force moderation of posts
- Grade
 - No grading in forum
 - Grade Forum: Points possible:
 - Grade threads

4 Submit

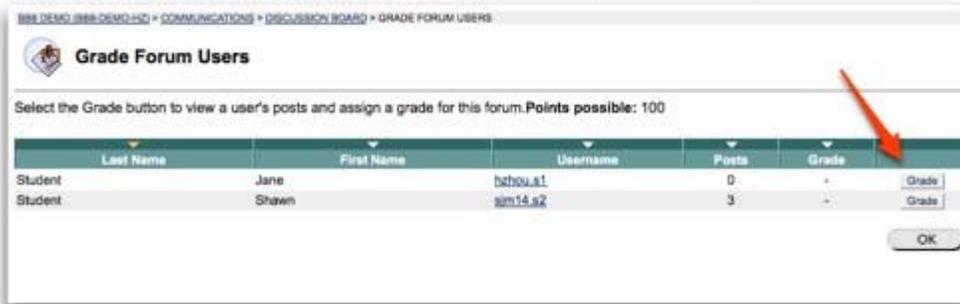
Click **Submit** to finish. Click **Cancel** to quit.

* Required Field

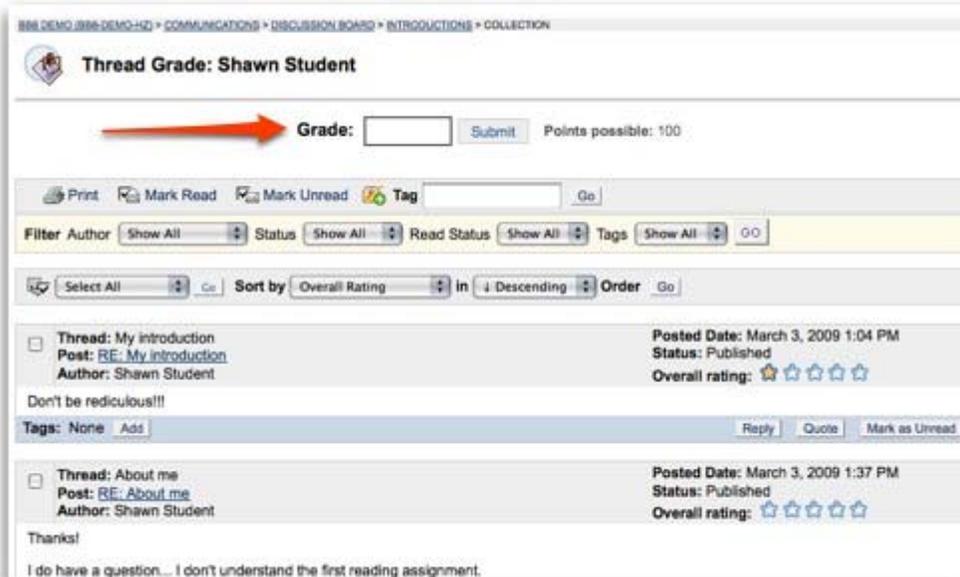
1. To give a student a grade for a forum, enter the *Discussion Board* and enter the particular forum. Click **Grade Forum**.



2. On the following screen, choose which student you wish to grade.



3. Blackboard will compile all of the student's posts from the particular forum. You can read or review posts and sort them by tag or rating.



4. When you're ready, enter the grade and click **Submit**.

NOTE: This grade can also be modified in the *Grade Center*.