



Create a Graded Discussion Board Forum

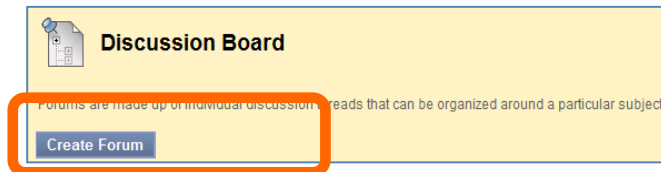
The Discussions area in Blackboard allows you to have online, asynchronous conversations with students. Asynchronous just means that each person can read and post messages when they want; everyone doesn't have to be online at the same time (that's called synchronous, and you can use Chat to do that).

1. Log in to Blackboard <http://eaglebb.coppin.edu>
2. Go to your course site.

Create a Graded Discussion Board Forum

To get started with Blackboard Discussions, you need to create a **Forum**. You can think of a forum as a room where a topic is being discussed. If you plan to grade these discussions, the best strategy is to create a forum for each discussion assignment.

1. Click the **Discussions** link in the left side of the screen.
2. Click the **Create Forum** button.



3. In the Name field, type a name for the forum.
4. In the Description field, you can type additional information that students will see about the discussion board forum.

Create Forum

Forums are made up of individual discussion threads that can be organized around a particular subject.

* Indicates a required field.

1. Forum Information

* Name

Description

Normal 3 Arial B I U abc x₂ x²

Due: Friday, October 29, 2010 by midnight.

TIP: A good practice is to name the discussion board forum the same as the Module that the students are working on, and put the due date in the description area.

5. Scroll down to section 3, Forum Settings.
6. To make this a graded forum, so that you can give students points for posting, select the "**Grade Forum**" option at the bottom, and type in the number of points possible.

3. Forum Settings

Allow Anonymous Posts

Allow Author to Delete Own Posts

All posts

Only posts with no replies

Allow Author to Edit 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

TIP: You can **Allow members to subscribe to forum**, and include body of post in the email. When this option is selected, anytime that you or a student posts a message to the discussion board, people who have "subscribed" to the forum will receive an email.



7. Scroll to the bottom, and click the **Submit** button in the lower right to create the forum. Your new forum appears.


 **Discussion Board**

Forums are made up of individual discussion threads that can be organized around a particular

[Create Forum](#)

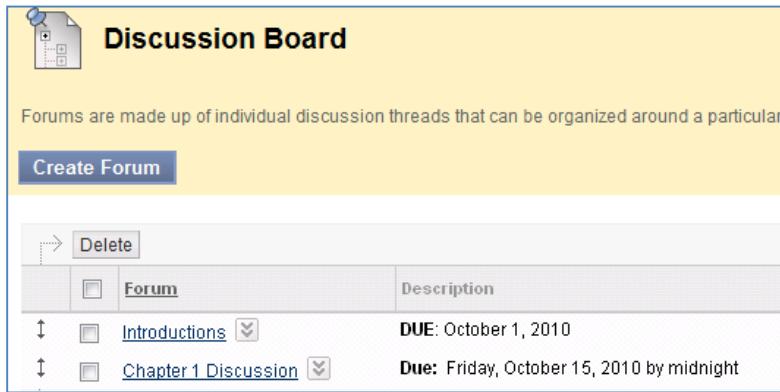
[Delete](#)

<input type="checkbox"/>	Forum	Description
↑ ↓	<input type="checkbox"/> Introductions 	DUE: October 1, 2010
↑ ↓	<input type="checkbox"/> Chapter 1 Discussion 	Due: Friday, October 15, 2010 by midnight

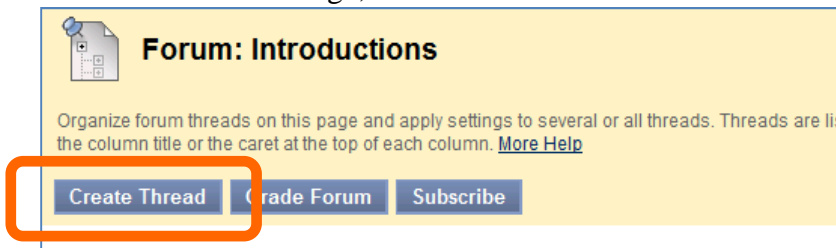
If you need to change any of the information, you can click the  button and select **Edit**. You will then be able to edit any of the information, from the title to description to Options such as Grade Forum and Points possible.

Post a Message to a Forum

After you create a forum, a good practice is to post the first message, to get the online conversation started. If you have specific questions that you want students to address, or specific instructions for the assignment, include that information in your message.

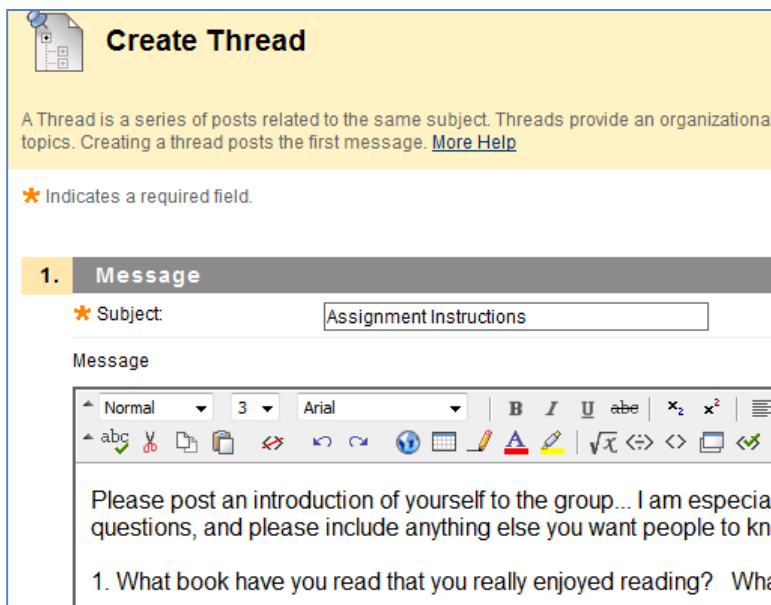


1. Click the name of the Forum to see the messages, and to add your own message. In the example above, you could click "**Introductions.**"
2. To create a new message, click **Create Thread**.



A *thread* is a conversation within the Forum.


3. In the Subject field, type a subject.
4. In the Message field, type the message.



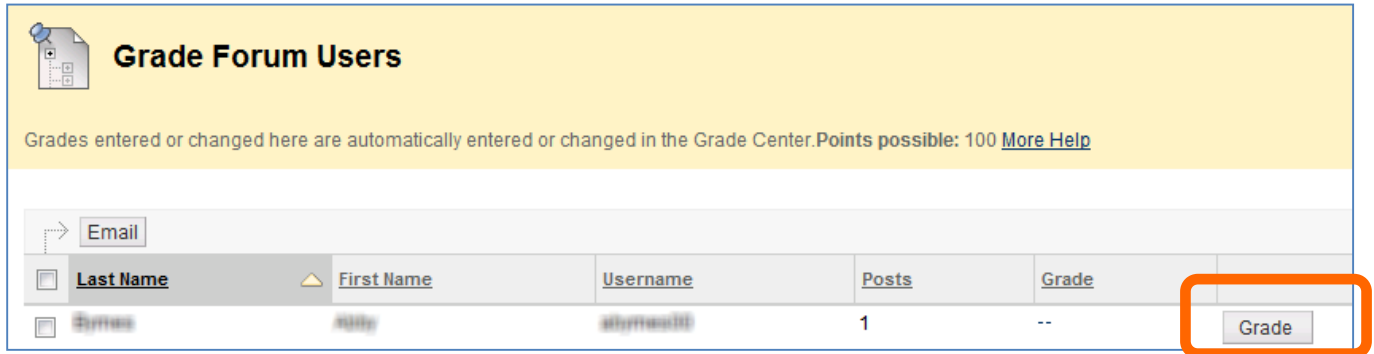
5. To post your message to the forum so that the students can view it, click **Submit**.

Grade a Forum

After students have posted their messages, you can grade the forum.

1. Click the **Discussions** link on the left.
2. Click the  button next to the forum that you want to grade and select **Grade**.
3. Click the Grade Forum button.

You will see a list of the postings for each student.

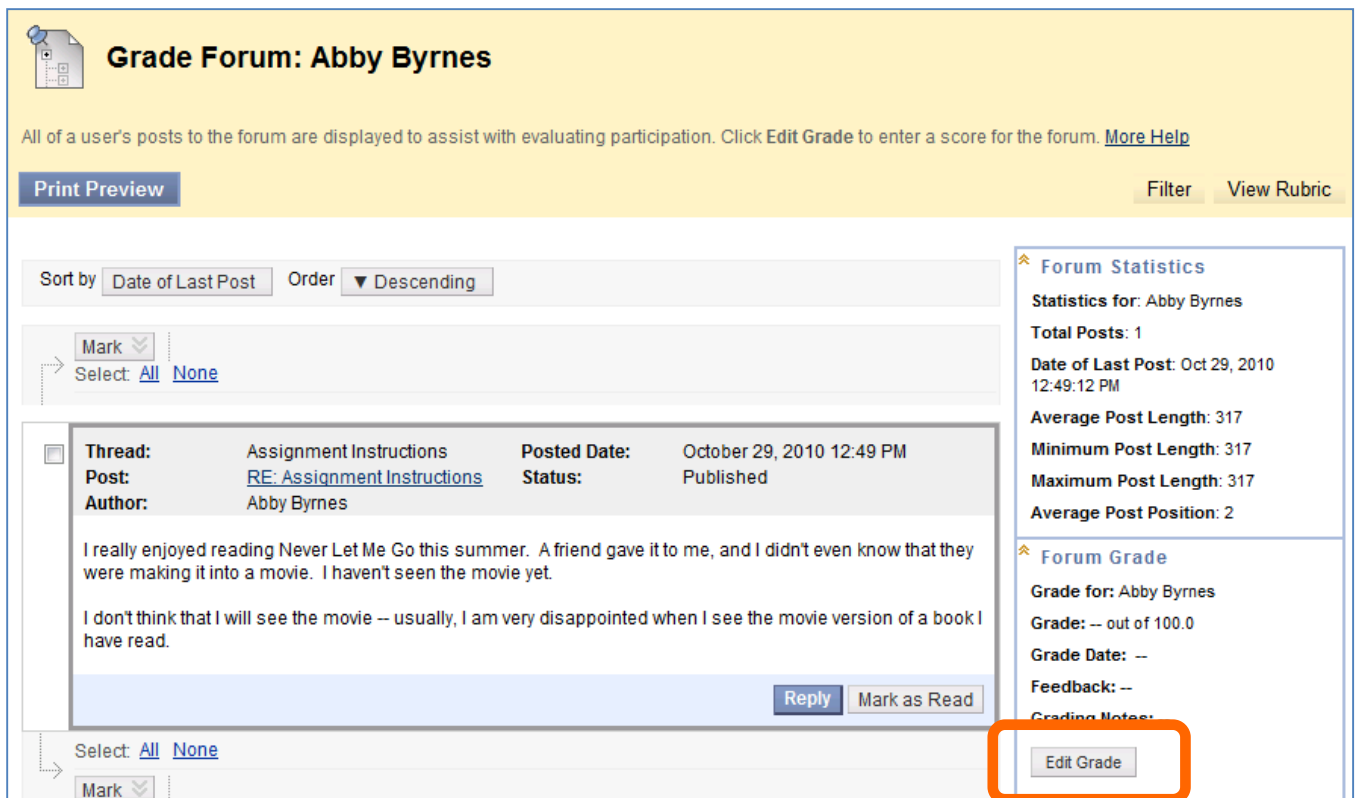


Grade Forum Users

Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 100 [More Help](#)

Email	Last Name	First Name	Username	Posts	Grade	Grade
	Byrnes	Abby	abyrnes01	1	--	Grade

4. To read and grade a student's posting(s), click the **Grade** button that is at the far right, on the same line as his/her name.



Grade Forum: Abby Byrnes

All of a user's posts to the forum are displayed to assist with evaluating participation. Click **Edit Grade** to enter a score for the forum. [More Help](#)

[Print Preview](#) [Filter](#) [View Rubric](#)

Sort by Order

Mark [None](#)

Thread: Assignment Instructions	Posted Date: October 29, 2010 12:49 PM
Post: RE: Assignment Instructions	Status: Published
Author: Abby Byrnes	

I really enjoyed reading Never Let Me Go this summer. A friend gave it to me, and I didn't even know that they were making it into a movie. I haven't seen the movie yet.

I don't think that I will see the movie -- usually, I am very disappointed when I see the movie version of a book I have read.

[Reply](#) [Mark as Read](#)

Select: [All](#) [None](#)

Mark

Forum Statistics

Statistics for: Abby Byrnes

Total Posts: 1

Date of Last Post: Oct 29, 2010 12:49:12 PM

Average Post Length: 317

Minimum Post Length: 317

Maximum Post Length: 317

Average Post Position: 2

Forum Grade

Grade for: Abby Byrnes

Grade: -- out of 100.0

Grade Date: --

Feedback: --

Grading Notes:

[Edit Grade](#)

You will see the student's name at the top, and the post(s) at the bottom.

5. To set a grade, click **Edit Grade**.

You have the opportunity to enter the grade, as well as provide feedback to the student on the assignment. The Grading Notes is where you can enter a comment to yourself about the student's grade... for example, if a student had an excused absence and turned.

The screenshot shows a 'Forum Grade' form with the following fields and callouts:

- Current Grade Value:** 75.0 out of 100.0. A 'View Rubric' button is below it.
- Feedback:** A text area containing 'You provided an excellent answer for 2 of 3'. A callout bubble points to this field with the text: **Feedback:** The graded student can read your feedback comments.
- Grading Notes:** A text area containing 'Excused absence... student can submit by 11/6/10.'. A callout bubble points to this field with the text: **Grading Notes:** Only the instructor sees the Grading Notes.
- Buttons: 'Cancel' and 'Save Grade' (the 'Save Grade' button is highlighted with an orange box).

6. After you have entered the grade, and any comments, click **Save Grade**.

The grade will be automatically entered into the Gradebook.

The screenshot shows the 'Grade Center: Full Grade Center' interface. At the top, there are buttons for 'Create Column', 'Create Calculated Column', 'Manage', and 'Reports'. Below these are 'Filter' and 'Work Offline' options. The main area is a table with the following columns: Last Name, First Name, Chapter 1 Disc, Introductions, Weighted Total, Total, and PAPER: Native. The row for 'Byrnes, Abby' shows a grade of 75.00 in the 'Introductions' column, which is highlighted with an orange box. The 'Total' column shows 75.00. The interface also includes 'Move To Top', 'Email', and 'Sort Columns By' options.

Last Name	First Name	Chapter 1 Disc	Introductions	Weighted Total	Total	PAPER: Native
Byrnes	Abby	-	75.00	-	75.00	-

Congratulations! You have just created a graded forum.

Where to get help

There are several resources at Coppin State University to help you be successful with technology.

If you need help with Blackboard, Tegrity, or submitting assignments with TurnItIn, you can contact the 24x7 help desk at their toll free number:

1-866-886-4911

This support number is open to all faculty, students and staff at Coppin State University.

Where to Get Help - Faculty

- On campus HelpDesk for faculty and staff:
410-951-3888
- Faculty training sessions and tipsheets offered by Instructional Technology, website:
<http://www.coppin.edu/TLT>

Where to Get Help - Students

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
866-886-4911
- On campus HelpDesk for students, located in Grace Jacobs MC 16:
410-951-3872
- Tipsheets for students on the IT Student Service Center (help desk) web site:
<http://www.coppin.edu/ITSSC/>