



Quick Start Guide to Grading in Blackboard Tools

About Grading in Tools

Blackboard has a wide variety of tools and widgets that you can use to assess and evaluate your students. All of them can be tied directly to Blackboard. This guide will show you how to evaluate your students in the most popular tools available through Blackboard at American University.

Discussion Boards

Enabling discussion grading

1. Click **Grade Discussion Forum** and type a point value to evaluate participants on performance throughout a forum.
2. Click **Grade Threads** to evaluate participants on performance in each thread (this disables the ability of students to post new threads and you need to create a starter thread student will reply to) or choose Grade Discussion Forum to allow students to create new threads.
 - You may select the check box for Show participants in needs grading status and select the number of posts required to show participants in needs grading status. Applying this setting will show an exclamation mark in the Grade Center after each user makes the specified number of posts. Posts are also placed in the queue on the Needs Grading page.
 - If you choose three posts from the drop-down list and a user submits two, the in-progress icon appears in the Grade Center cell and the discussion board until the specified number of posts is met.
 - If you select a grading option and do NOT select the check box, the needs grading icon does not appear in the Grade Center and posts do not appear on the Needs Grading page. In the Grade Center, users' attempts will appear with the in progress icon as soon as they post.
3. You may associate a rubric to the Discussion Board by pointing to **Add Rubric**.

Forum Settings

Viewing Threads/Replies Standard View
 Participants must create a thread in order to view other threads in this forum.

Grade No Grading in Forum
 Grade Discussion Forum: Points possible:
 Grade Threads

Show participants in "needs grading" status after every Posts

Due Date

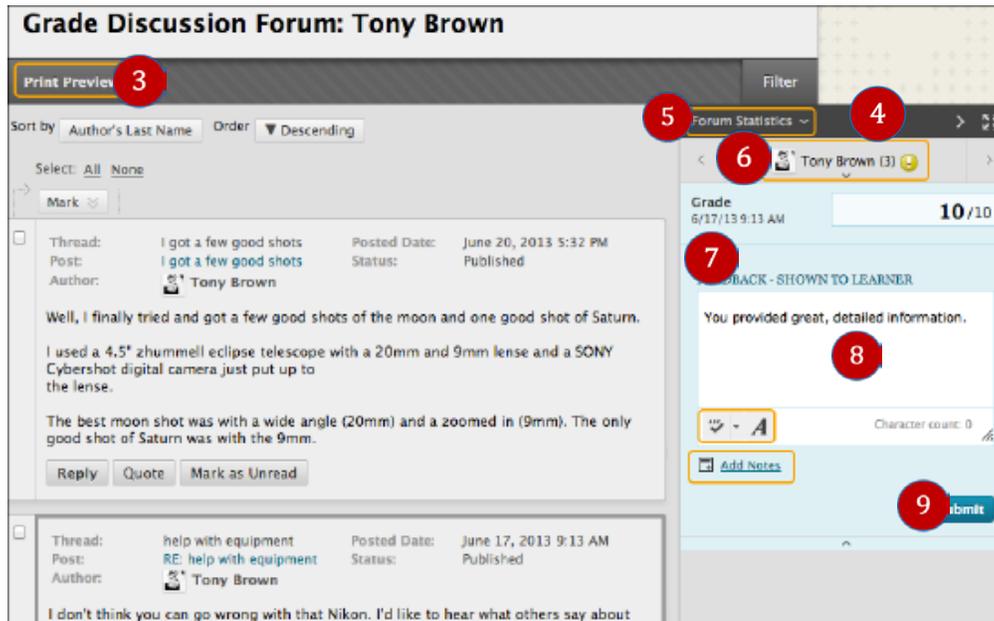
Associated Rubrics

Grading discussion posts

1. Access the gradable discussion forum and click the **Grade Discussion Forum** button.



2. On the Grade Discussion Forum Users page, click the **Grade** button to the far right in a user's row. You can grade any user with a number in the Posts column.
3. On the Grade Discussion Forum page, a collection of the student's posts made to the graded forum appears. Because you can assign a forum grade based on multiple threads, all messages posted by a student are included for review. On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.
4. The grading sidebar contains a number of areas to help make your grading easy.
5. Click **Forum Statistics** to access the drop-down area that includes information about a user's posts, such as Total Posts, Date of Last Post, Average Post Length, and Average Post Position.
6. Click the down-pointing arrow next to the current user's name to view other users with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
7. In the content frame, evaluate the currently selected user's posts. In the **Grade** box, type a grade. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the **Grade** box and change the grade.
8. Optionally, type Feedback for the user. In the **Add Notes** section, make notes that appear only to you (forum manager) and others with the grader role. You can use the spell check function in the bottom of each text box. Click the **Content Editor** icon to get access to all the content editor functions.
9. Click **Submit** to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the Grade Discussion Forum Users page.



Blogs

Enabling blog grading

1. On the **Control Panel**, click the **Course Tools** section and click **Blogs**.
2. Create a new blog using the **Create Blog** button, OR mouse over and click the grey circle to the right of the name of a blog you want to grade and choose **Edit**.
3. In the **Grade Settings** section, select the **Grade** option and type the number of Points possible. Points possible will apply to one or more entries made by a user to the blog topic.
 - When you enable grading, a column is created automatically in the Grade Center.
 - Note that after you enable grading, it is permanently gradable, and you cannot change the setting to No grading.
4. Optionally, select the check box for Show participants in needs grading status and select the number of entries required to trigger Needs Grading status from the drop-down list. Applying this setting will show the needs grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries are made.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog No grading Grade : Points possible :

Show participants in "needs grading" status after every Entries

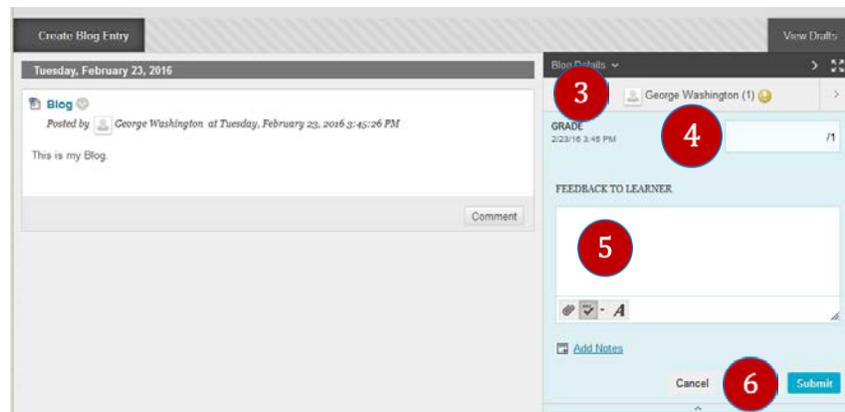
Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Grading blog posts

1. If you have enabled grading in Blogs, you can grade directly inside the Blog tool.
2. Access the Blog you want to grade by navigating to the **Control Panel** and clicking on **Course Tools** and then **Blogs**.
3. Navigate to the person you want to grade. This can be done in one of 2 ways:
 - Use the left/right arrow buttons on the right gray panel below blog details to navigate to the person you want to grade.
 - Click the down pointing arrow in the gray area below Blog Details and select the name of the person you want to grade.
4. In the **Grade** field in the blue grading sidebar, enter the grade for the Blog. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the **Grade** box and change the grade.
5. You may also add Feedback, Comments or attach a file.
 - Comments made in the **Add Notes** section appear only to you and others with the grader role.
6. Click Submit to save and finalize the grade.



Wikis

Enabling wiki grading

1. On the **Control Panel**, expand the **Course Tools** section and click **Wikis**.
2. On the Wikis listing page, click **Create Wiki** on the action bar to create a new graded Wiki. Otherwise mouse over the Journal you want to make gradable and click the grey circle to the right of Journal title and click Edit Properties
3. In the Wiki Settings section, make a grading selection. If you choose to make the Wiki graded, select the **Grade** option and type the number of Points possible. Points possible will apply to one or more entries made by a user to the blog topic.
 - When you enable grading, a column is created automatically in the Grade Center.

- Note that after you enable grading, it is permanently gradable, and you cannot change the setting to No grading.

WIKI SETTINGS

Grade Wiki 3

No grading
 Grade : Points possible :

Show participants in "needs grading" status after every Page Saved 4

Due Date

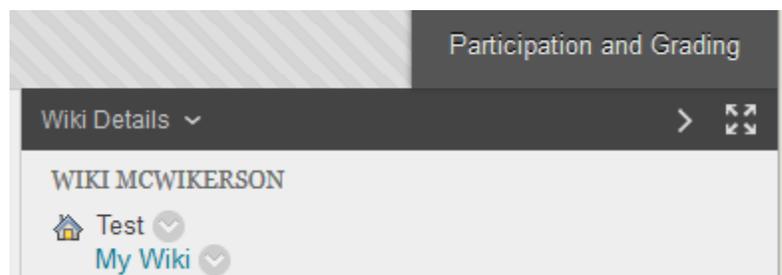
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

- Optionally, select the check box and the number of page saves required to show participants in needs grading status. Applying this setting will show the needs grading icon—the exclamation mark—in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of page saves have been made.
- Click **Submit**.

Grading wiki entries

- If you have enabled grading in Wikis you can grade directly inside the Wikis tool.
- Access the Wiki you want to grade through the **Control Panel**. Expand the **Course Tools** section and click **Wikis**.
- Click on the Wiki you want to grade.
- Click on **Participation and Grading** button above the Wiki Details section.



- Click on the name of the user you want to grade.
- In the **Grade** field in the blue grading sidebar, enter the grade for the Wiki. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the **Grade** box and change the grade.
- You may also add Feedback, Comments or attach a file.
 - Comments made in the **Add Notes** section appear only to you and others with the grader role.
- Click **Submit** when finished grading.

Participant's Contribution: George Washington
*All pages and versions that you have modified are listed. To see your specific changes, choose to compare versions under **User's Modifications**, if available. Click a link in the **Page Version** column to view the version without annotated changes. [More Help](#)*

Page Version	User's Modifications	Created On	Words Modified
My Wiki (1)		2/23/16 4:17 PM	38

Displaying 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

Wiki Details > << >>

< George Washington >

GRADE **6** 10/10

2/23/16 4:17 PM

FEEDBACK TO LEARNER

7

[Add Notes](#)

8

Journals

Enabling journal grading

1. In the **Control Panel**, expand the **Course Tools** section and click **Journals**.
2. On the Journals listing page, click **Create Journal** on the action bar to create a new graded Journal. To set an already created Journal for grading, mouse over the Journal you want to make gradable and click the grey circle to the right of Journal title and click edit.
3. In the Grade Settings section, select **No grading** or the **Grade** option and type the number of Points possible. Points possible will apply to one or more entries made by a user to the journal topic.
 - When you enable grading, a column is created automatically in the Grade Center.
 - Note that after you enable grading, it is permanently gradable, and you cannot change the setting to No grading.
4. Optionally, select the check box for Show participants in needs grading status and select the number of entries required. Applying this setting will show the needs grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries are made.
5. Click **Submit**.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Blog

3
 No grading
 Grade : Points possible :

Show participants in "needs grading" status ! after every Entries 4

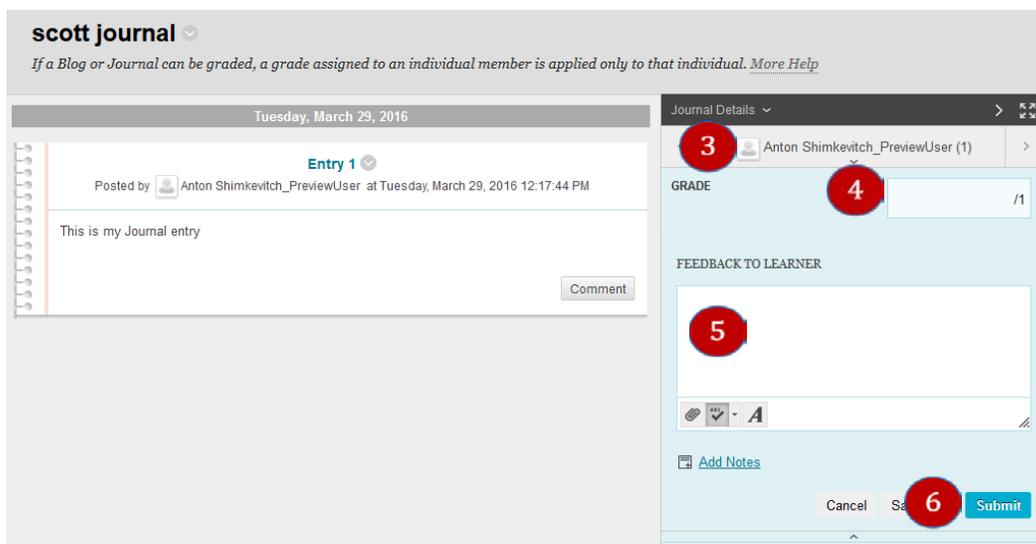
Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

Grading journal entries

1. If you have enabled grading in Journals you can grade directly inside the Journal tool.
2. Access the Journal you want to grade through the **Control Panel**. Expand the **Course Tools** section and click **Journals**.
3. Navigate to the person you want to grade. This can be done in one of 2 ways:
 - Use the left/right arrow buttons on the right gray panel below blog details to navigate to the person you want to grade.
 - Click the down pointing arrow in the gray area below Journal Details and select the name of the person you want to grade.
4. In the **Grade** field in the blue grading sidebar, enter the grade for the Wiki. If you associated a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the **Grade** box and change the grade.
5. You may also add Feedback, Comments or attach a file.
 - Comments made in the **Add Notes** section appear only to you and others with the grader role.
6. Click **Submit** to save and finalize your grade.



To learn more about Tools available through Blackboard

1. Visit the Blackboard Help website: <https://help.blackboard.com/>.
2. Contact us for immediate live support or to schedule a one-on-one consultation at (202) 885-3904 or blackboard@american.edu. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.