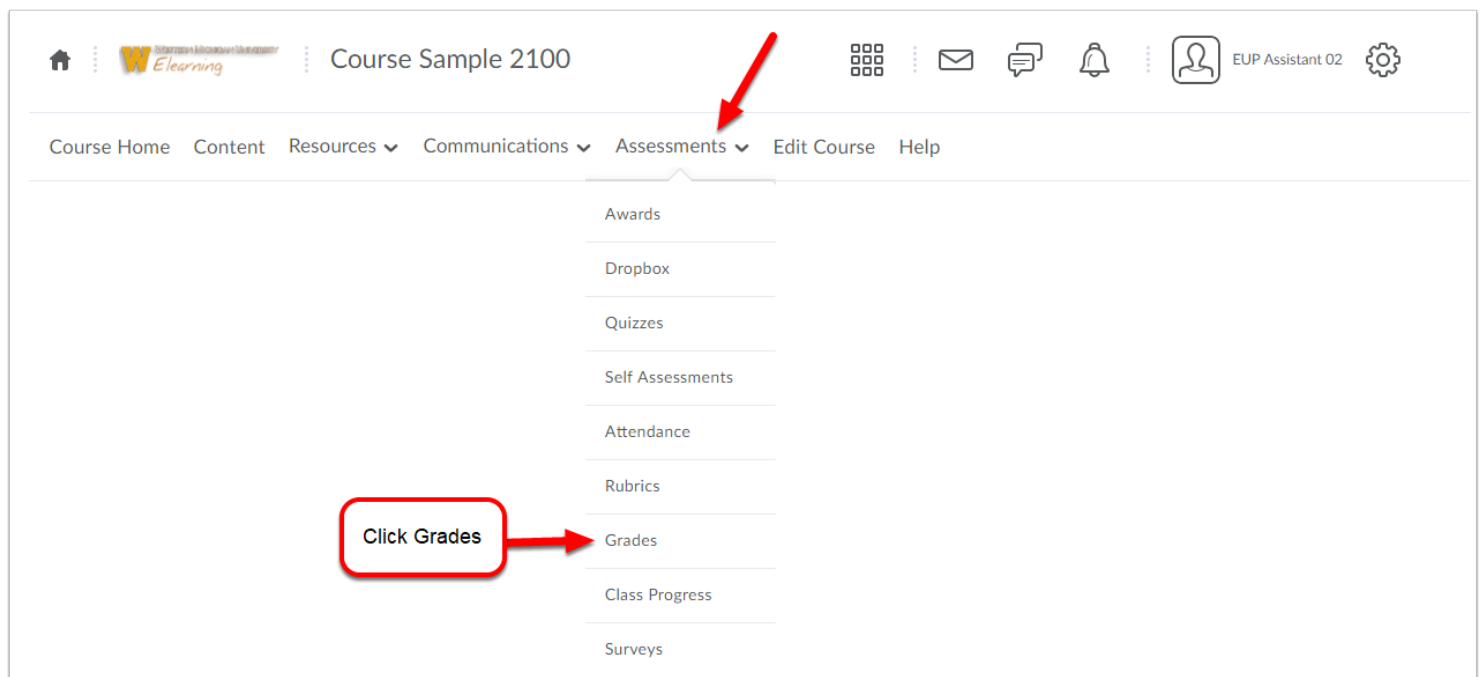


This step by step guide will walk you through how to grade a discussion from the gradebook using a rubric.

Before completing these steps your discussion should be set up and connected to the gradebook.

Step 1 - Go to Assessments

1. Click on the Assessments tab.
2. Click "Grades"

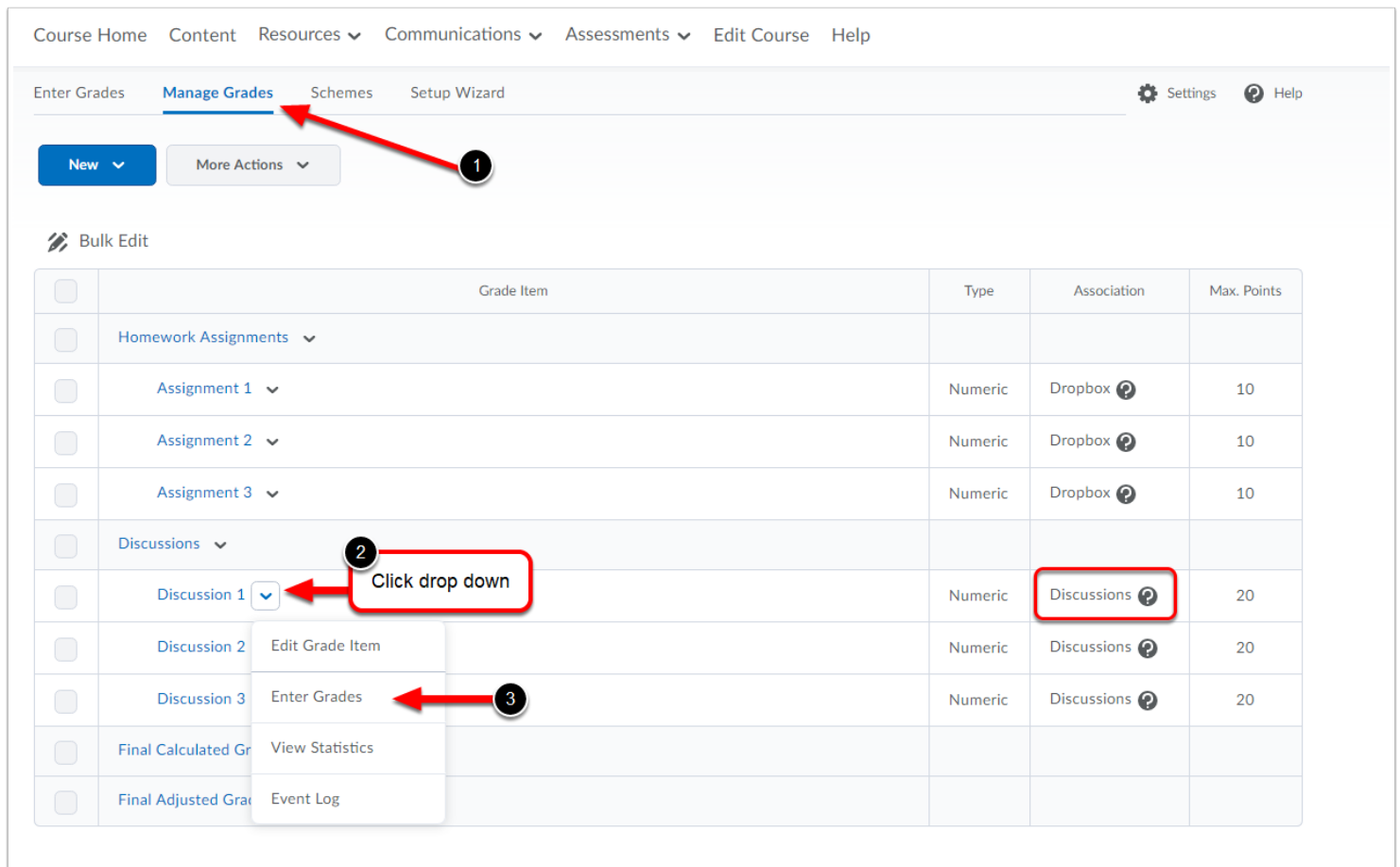


The screenshot shows the Blackboard course interface for 'Course Sample 2100'. The top navigation bar includes a home icon, the Western Michigan University Elearning logo, the course title 'Course Sample 2100', and utility icons for a grid, email, chat, notifications, user profile (EUP Assistant 02), and settings. Below the navigation bar, a horizontal menu contains 'Course Home', 'Content', 'Resources', 'Communications', 'Assessments', 'Edit Course', and 'Help'. The 'Assessments' menu is open, displaying a list of options: Awards, Dropbox, Quizzes, Self Assessments, Attendance, Rubrics, Grades, Class Progress, and Surveys. A red arrow points to the 'Assessments' menu item, and a red box with the text 'Click Grades' and an arrow points to the 'Grades' option in the dropdown list.

Step 2 - Select grade item

Note: The association should be marked "Discussions". This lets you know that the discussion is linked to the gradebook.

1. Click Manage Grades
2. Click the drop down button next to the item you wish to grade.
3. Select "Enter Grades"



Course Home Content Resources Communications Assessments Edit Course Help

Enter Grades **Manage Grades** Schemes Setup Wizard Settings Help




New More Actions









Bulk Edit


<input type="checkbox"/>	Grade Item	Type	Association	Max. Points
<input type="checkbox"/>	Homework Assignments			
<input type="checkbox"/>	Assignment 1	Numeric	Dropbox	10
<input type="checkbox"/>	Assignment 2	Numeric	Dropbox	10
<input type="checkbox"/>	Assignment 3	Numeric	Dropbox	10
<input type="checkbox"/>	Discussions			
<input type="checkbox"/>	Discussion 1	Numeric	Discussions	20
<input type="checkbox"/>	Discussion 2	Numeric	Discussions	20
<input type="checkbox"/>	Discussion 3	Numeric	Discussions	20
<input type="checkbox"/>	Final Calculated Grade			
<input type="checkbox"/>	Final Adjusted Grade			

Step 3 - Review Submission - Complete Rubric - Enter Grade

1. Click the **conversation icon** to review a compilation of the student's posts.
2. Click the **assessment icon** to bring up the rubric. Fill it out, add comments and take note of the total at the bottom.
3. Manually enter the point value into the grading box.

 Grade  Clear  Email

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Scheme	Feedback	Event Log
<input type="checkbox"/>	.Student, .Demo		<input type="text" value="20"/> / 20	100 %	 2	 1
<input type="checkbox"/>	Jackson (Demo), Andrew		<input type="text" value="20"/> / 20 3	100 %		
<input type="checkbox"/>	Jefferson (Demo), Thomas		<input type="text" value="10"/> / 20	50 %		
<input type="checkbox"/>	Madison (Demo), James		<input type="text" value="10"/> / 20	50 %		

20 per page 

Save and Close Save Cancel

Step 4 - Click "Save and Close"

When you are finished entering in grades.

Click "Save and Close"

