

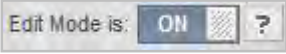
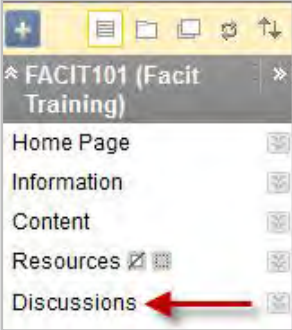
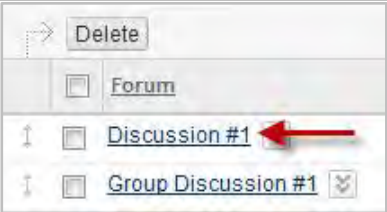


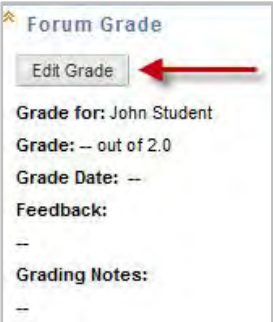
MANAGING DISCUSSION BOARD




[View the video tutorial](#)

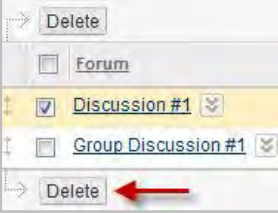
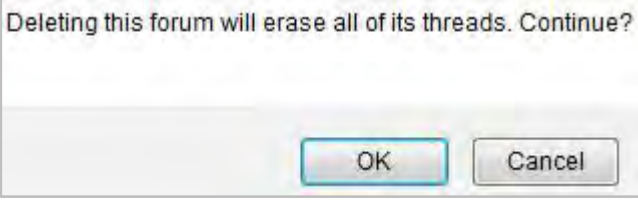
Managing Discussion Boards

Grading, deleting, and rating forums or threads.

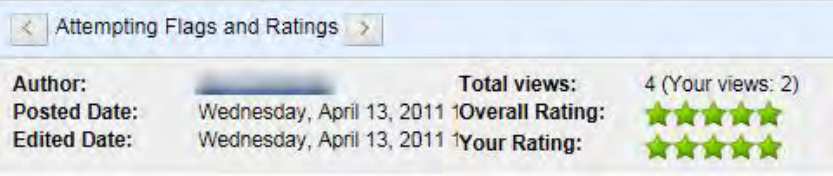
Step 1	Make sure Edit Mode is ON .	
Step 2	Click on the Discussions from the content area by clicking on it in the course menu.	
Step 3	Click the name of the forum .	
Step 4	Click on Grade Forum .	
Step 5	On the Grade Forum Users page, click Grade for a student.	
Step 6	Click Edit Grade . (right-hand column of page)	

<p>Step 7</p> <ul style="list-style-type: none"> Type a numeric grade in the Current Grade Value text box. Feedback: Add feedback for the student. Grading Notes: Appear to the Instructor and Grader only. Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia. <p>Click Save Grade.</p>	
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Deleting

<p>Step 1</p> <ul style="list-style-type: none"> Click the checkbox next to the discussion forum title. Click Delete. 	
<p>Step 2</p> <p>Confirm by clicking OK or Cancel.</p>	

Ratings

<p>Step 1</p> <p>If ratings was selected at the creation of the Forum:</p> <ul style="list-style-type: none"> On the Thread Detail page, select the post to rate. For Your Rating, select one to five stars. Click OK. 	
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Notes:

- Students cannot create new threads if Grade Threads is selected for the Forum.