MANAGING DISCUSSION BOARD



	Ianaging Discussion Boa	View the video tutorial rds or threads.
Step 1	Make sure Edit Mode is ON.	Edit Mode is: ON 🧱
Step 2	Click on the Discussions from the content area by clicking on it in the course menu.	FACIT101 (Facit × Training) Home Page Information Content Resources ℤ E
Step 3	Click the name of the forum.	Delete Forum Discussion #1 Group Discussion #1
Step 4	Click on Grade Forum.	Grade Forum
Step 5	On the Grade Forum Users page, click Grade for a student.	Email Email Email Last Name First Name Username Posts Grade Student John johnstudent 0 Grade
Step 6	Click Edit Grade . (right-hand column of page)	Forum Grade Edit Grade Grade for: John Student Grade: out of 2.0 Grade Date: Feedback: Grading Notes:



Step 7	Type a numeric grade in the Current Grade Value text	Grade Current Grade Value
	DOX.	10 out of 10.0
	• Feedback : Add feedback for the student.	Feedback: Good job on your comments.
	• Grading Notes: Appear to the Instructor and Grader only.	abç Grading Notes:
	• 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.	abc Text Editor Cancel Save Grade
	Click Save Grade.	
Deleti Step 1	 Click the checkbox next to the discussion forum title. Click Delete. 	Delete Forum Discussion #1 Group Discussion #1 Delete Delete
Step 2	Confirm by clicking OK or Cancel .	Deleting this forum will erase all of its threads. Continue?
Dating	10	
Stop 1	If ratings was solocted at the	
veh i	creation of the Forum.	Attempting Flags and Ratings
	 On the Thread Detail page, select the post to rate. 	Author:Total views:4 (Your views: 2)Posted Date:Wednesday, April 13, 2011 10verall Rating: Wednesday, April 13, 2011 1Your Rating:4 (Your views: 2)
	 For Your Rating, select one to five stars 	

Click OK. •



Notes: • Students cannot create new threads if Grade Threads is selected for the Forum.