

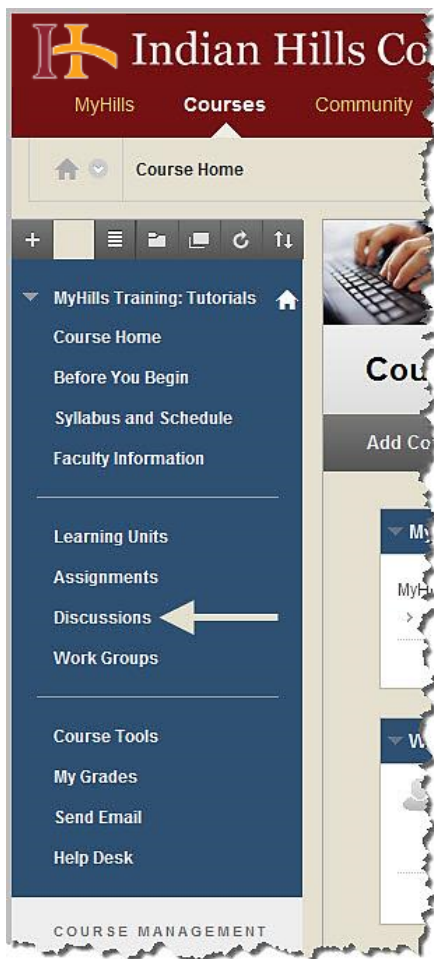
Faculty Tutorial:

Grade a Discussion Forum

Purpose: To show faculty members how to grade a “Discussion Forum” in MyHills.

From within your course, click “**Discussions**,” which is located in the blue “Course Menu.”

Note: You may also access “Discussions” by clicking “Course Tools,” and then clicking “Discussion Board.”

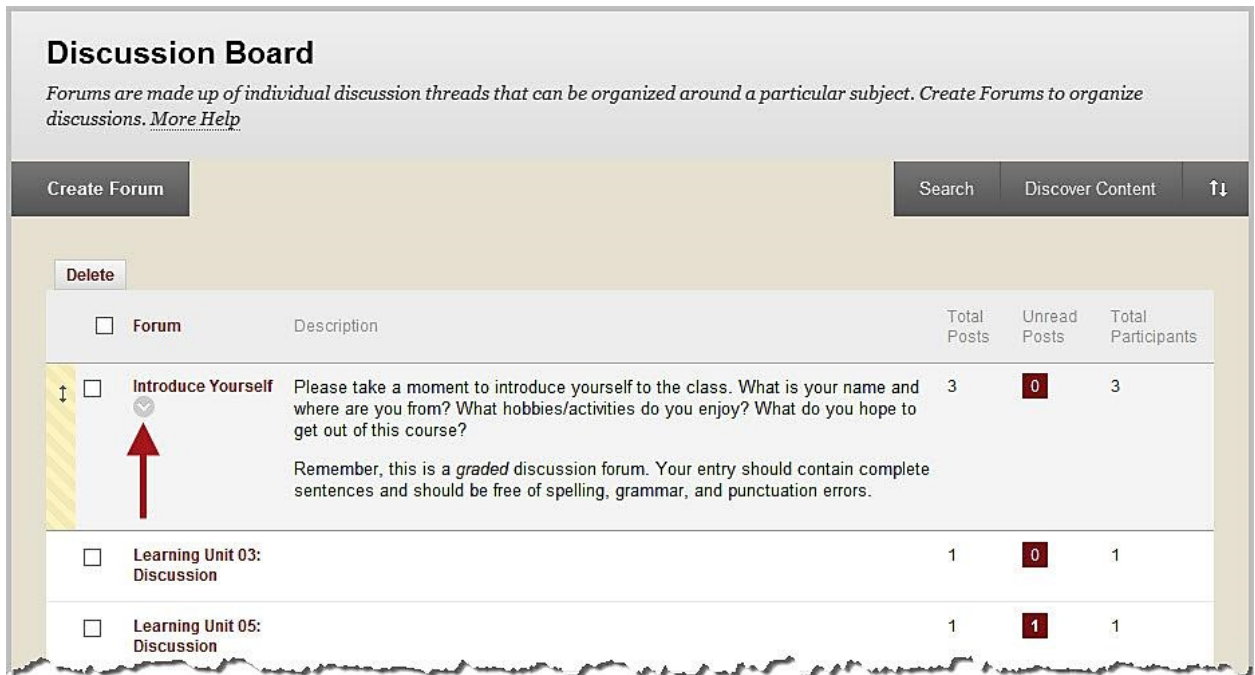


The “Discussion Board” page will open.



On the “Discussion Board” page, hover your cursor over the forum that you would like to grade. Then, click the drop-down arrow that appears.

Note: You can also grade discussion forums from the “Needs Grading” area of your course. Please see the tutorial “Grade Center: Needs Grading” for more information.



In the sub-menu that opens, select “Grade.”

Discussion Board
Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Create Forum Search Discover Content ↑↓

Delete

☐	Forum	Description	Total Posts	Unread Posts	Total Participants
☒	Introduce Yourself	Please take a moment to introduce yourself to the class. What is your name and where are you from? What hobbies/activities do you enjoy? What do you hope to achieve in this course?	3	0	3
☐		This is a <i>graded</i> discussion forum. Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.	1	0	1
☐			1	1	1
☐	Learning Unit 07: Discussion		0	0	0

Open
Edit
Grade
Manage
Copy
Delete

The “Grade Discussion Forum Users” page will open.

Indian Hills Community College
MyHills Courses Community System Admin

Discussion Board > Grade Discussion Forum Users

Grade Discussion Forum Users
Grades entered or changed here are automatically entered or changed in the forum.

Students who have posted to the discussion forum will appear on this page.

Grade Discussion Forum Users
Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 20 More Help

☐ Last Name ▲	First Name	Username	Posts	Grade
☐ Dent	Stuart	stuart_dent	1	-- Grade
☐ Learner	Janet	janet_learner	1	-- Grade

Click “Grade” to access the posts of the student you wish to grade.

Grade Discussion Forum Users
Grades entered or changed here are automatically entered or changed in the Grade Center. Points possible: 20 More Help

☐ Last Name ▲	First Name	Username	Posts	Grade
☐ Dent	Stuart	stuart_dent	1	-- Grade
☐ Learner	Janet	janet_learner	1	-- Grade

The “Grade Discussion Forum” page for the student you selected will open. On this page, you can view that student’s individual posts, and assign him/her a grade for the forum.

Indian Hills Community College
MyHills Courses Community

Discussion Board > Forum: Introduce Yourself > Grade Discussion Forum: Stuart Dent

Grade Discussion Forum: Stuart Dent
The Grade Forum page for a user displays a collection of the user's posts to the Forum to as

The student's posts, along with information about each post, will be on the left side of the page.

Grade Discussion Forum: Stuart Dent
*The **Grade Forum** page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)*

Print Preview Filter

Select: All None **Mark** ▾ Sort by **Date of Last Post** Order ▾ Descending

☐ Thread: Hello Posted Date: June 12, 2013 11:03 AM
Post: **RE: Hello** Edited Date: June 12, 2013 11:07 AM
Author: **Stuart Dent** Status: Published

Hi. I'm Stuart Dent. I was born and raised in Ottumwa, Iowa, and this is my second year at Indian Hills. I am taking this class to learn more about the subject, and to earn credit toward my Computer Programming degree. After earning my degree, I hope to get a local job as Computer Programmer. When I am not in class or at work, I like to watch sports and hang out with my friends.

Reply Quote Mark as Unread

Select: All None **Mark** ▾

Forum Statistics
Statistics for: **Stuart Dent**
Total Posts: 1
Date of Last Post: Jun 12, 2013 11:03:52 AM
Average Post Length: 472
Minimum Post Length: 472
Maximum Post Length: 472
Average Post Position: 2

Forum Grade
[Edit Grade](#)
Grade for: **Stuart Dent**
Grade: — out of 20
Grade Date: —
Feedback: —
Grading Notes: —

You can “Reply” to an individual post, “Quote” it, or “Mark as Unread,” using the buttons directly below the post.

Grade Discussion Forum: Stuart Dent
*The **Grade Forum** page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)*

Print Preview Filter

Select: All None **Mark** ▾ Sort by **Date of Last Post** Order ▾ Descending

☐ Thread: Hello Posted Date: June 12, 2013 11:03 AM
Post: **RE: Hello** Edited Date: June 12, 2013 11:07 AM
Author: **Stuart Dent** Status: Published

Hi. I'm Stuart Dent. I was born and raised in Ottumwa, Iowa, and this is my second year at Indian Hills. I am taking this class to learn more about the subject, and to earn credit toward my Computer Programming degree. After earning my degree, I hope to get a local job as Computer Programmer. When I am not in class or at work, I like to watch sports and hang out with my friends.

↓ ↓ ↓

Reply Quote Mark as Unread

Select: All None **Mark** ▾

Forum Statistics
Statistics for: **Stuart Dent**
Total Posts: 1
Date of Last Post: Jun 12, 2013 11:03:52 AM
Average Post Length: 472
Minimum Post Length: 472
Maximum Post Length: 472
Average Post Position: 2

Forum Grade
[Edit Grade](#)
Grade for: **Stuart Dent**
Grade: — out of 20
Grade Date: —
Feedback: —
Grading Notes: —

Click “**Edit Grade**,” on the right side of the page to grade the student’s participation in that discussion forum.

Grade Discussion Forum: Stuart Dent

The Grade Forum page for a user displays a collection of the user's posts to the Forum to assist with evaluating participation. [More Help](#)

Print Preview Filter

Select: All None Mark Sort by Date of Last Post Order Descending

☐	Thread: Hello	Posted Date: June 12, 2013 11:03 AM
	Post: RE: Hello	Edited Date: June 12, 2013 11:07 AM
	Author: Stuart Dent	Status: Published

Hi. I'm Stuart Dent. I was born and raised in Ottumwa, Iowa, and this is my second year at Indian Hills. I am taking this class to learn more about the subject, and to earn credit toward my Computer Programming degree. After earning my degree, I hope to get a local job as Computer Programmer. When I am not in class or at work, I like to watch sports and hang out with my friends.

Reply Quote Mark as Unread

Select: All None Mark

Forum Statistics

Statistics for: Stuart Dent

Total Posts: 1

Date of Last Post: Jun 12, 2013 11:03:52 AM

Average Post Length: 472

Minimum Post Length: 472

Maximum Post Length: 472

Average Post Position: 2

Forum Grade

Edit Grade

Grade for: Stuart Dent

Grade: — out of 20

Grade Date: —

Feedback: —

Grading Notes: —

In the menu that opens, enter the student’s points in the “Current Grade Value” box.

Average Post Length: 472

Minimum Post Length: 472

Maximum Post Length: 472

Average Post Position: 2

Forum Grade

Current Grade Value

20 out of 20

Feedback:

Grading Notes:

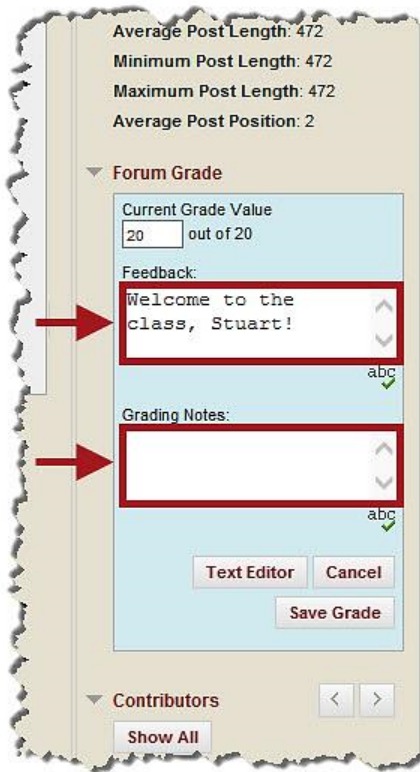
Text Editor Cancel Save Grade

Contributors

Show All

You can enter “Feedback” and “Grading Notes” in the boxes provided.

Note: “Feedback” and “Grading Notes” are optional. “Feedback” is visible to both the instructor and the student, while “Grading Notes” are only visible to the instructor and are not visible to the student.



Average Post Length: 472
Minimum Post Length: 472
Maximum Post Length: 472
Average Post Position: 2

▼ Forum Grade

Current Grade Value
20 out of 20

Feedback:
Welcome to the class, Stuart!

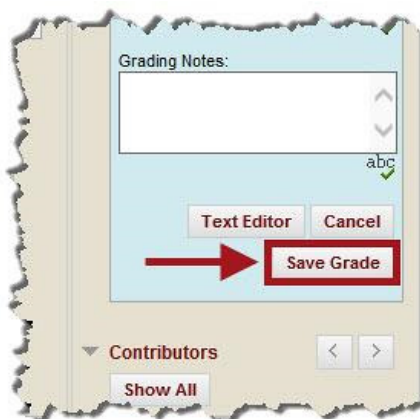
Grading Notes:

Text Editor Cancel
Save Grade

▼ Contributors
Show All

This screenshot shows the 'Forum Grade' dialog box. At the top, it displays post statistics: Average Post Length: 472, Minimum Post Length: 472, Maximum Post Length: 472, and Average Post Position: 2. Below this is the 'Forum Grade' section, which includes a 'Current Grade Value' of 20 out of 20. There are two text input areas: 'Feedback' and 'Grading Notes'. The 'Feedback' area contains the text 'Welcome to the class, Stuart!'. The 'Grading Notes' area is empty. Red arrows point to both of these text areas. At the bottom of the dialog, there are buttons for 'Text Editor', 'Cancel', and 'Save Grade'. Below the dialog, there is a 'Contributors' section with a 'Show All' button and navigation arrows.

Then, click “Save Grade.”



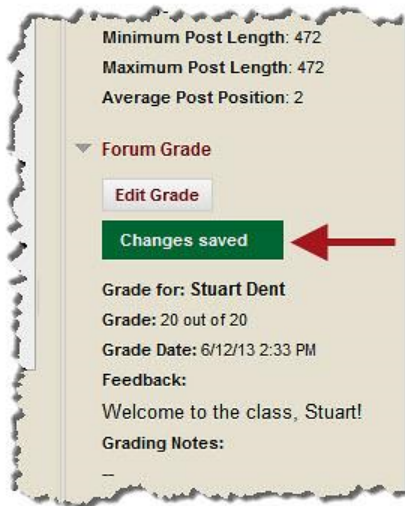
Grading Notes:

Text Editor Cancel
Save Grade

▼ Contributors
Show All

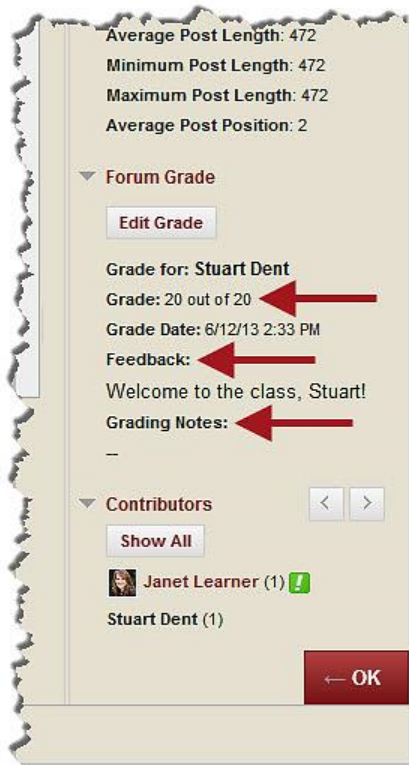
This screenshot shows the same 'Forum Grade' dialog box, but with a focus on the 'Save Grade' button. The 'Grading Notes' text area is now empty. A red arrow points directly to the 'Save Grade' button. The 'Text Editor' and 'Cancel' buttons are also visible. The 'Contributors' section with the 'Show All' button and navigation arrows remains at the bottom.

The message “Changes saved” will appear briefly under “Forum Grade.”

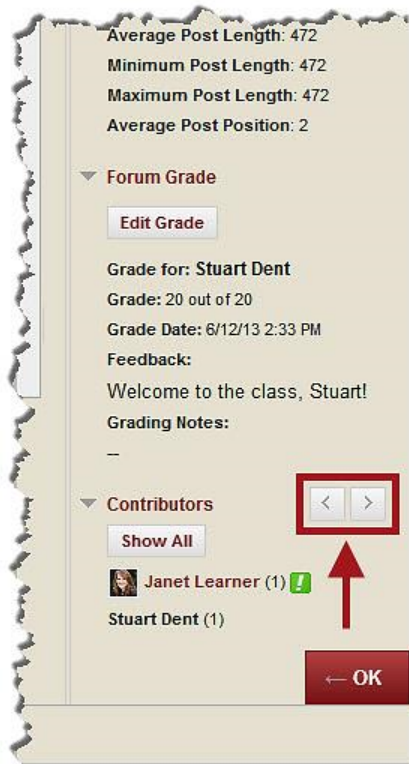


The student’s grade, along with any feedback or grading notes you entered, will also appear.

Note: After the post has been graded, you may still click “Edit Grade” to change the grade and to add “Feedback” and/or “Grading Notes.”



Use the arrow buttons to scroll to the next student's posts. Then, you can use the same process (shown earlier) to grade those posts.



To return to the "Grade Discussion Forum Users" page, click "OK."



The students whose forum participation you graded will now appear with a grade on the “Grade Discussion Forum Users” page.

☐	Last Name ▲	First Name	Username	Posts	Grade	
☐	Dent	Stuart	stuart_dent	1	20.00	Grade
☐	Learner	Janet	janet_learner	1	--	Grade

Congratulations! You now know how to grade a “Discussion Forum” in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk