**Grading in the Discussion Board**

**Please note:** you can only grade the discussion board if you selected the Grading Option when creating your discussion board forum. Refer back to Creating Discussion Forums and Threads document for more information.

You can grade the discussion board in one of two ways:

1. Click on the Action Link next to the Forum and select Grade:

   ![Action Link](image1)

   OR

2. Enter the appropriate Forum by clicking on the forum title link and click on Grade Discussion Forum

   ![Grade Discussion Forum](image2)
3. This will take you to the Grade Discussion Forum User page. Click on the Grade icon at the end of the user’s row to begin grading.

4. The Grade Forum user page displays the following:
   1. The student’s post
   2. The area where the instructor enters the grade
   3. An area for the instructor to provide feedback to the student
   4. Forum Statistics: information about the users posts, such as Total Posts, Date of Last post, Average Post Length, Minimum and Maximum Post Lengths.
   5. Area to navigate to the next student post

5. When you are done grading a student post, click Submit