**Faculty Tutorial: Grade Discussions with Rubrics in Blackboard**

**Purpose:** To show instructors how to grade discussion boards with rubrics in Blackboard.

**Note:** There are numerous ways to view discussion boards and grade them. This tutorial summarizes some best practices.

**Recommended Practice:** Review the discussion as a whole-group conversation; then grade it.

Without reading the discussion as a conversation, grading becomes difficult as you will not know what is said and to whom.

**Bookmarks within this Document:**

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**Review the Entire Discussion**

1. Locate the discussion board within the course module.
2. Click the discussion header to open it.
3. Click the checkbox to the left of the **Date** field to ‘select all’ checkboxes.
4. Click the **Collect** button.
5. A Collection of posts displays in sequential order.
   a. Note: The conversations in this screenshot are blurred out.

b. Optional: If you click Print Preview, you can ‘print as a PDF’ if you want to view/print it as a PDF.

Grade the Discussion

There are two options to access a user’s contributions to a discussion board to grade it.

Option 1: Access through ‘Needs Grading’

1. In the course menu, click Grade Center, then the “Needs Grading” link to access the gradable item.
2. The Needs Grading page lists all items to grade (6 in this example), User Attempt(s), and Date Submitted compared to Due Date.
   a. Note, the last assignment is labeled as LATE because it was submitted after the due date passed.

   ![Needs Grading screenshot](image)

3. Click the student’s name in the User Attempt column.
4. Grade the item using the “Grade by Rubric” section.

Option 2: Access through ‘Discussion Boards’

1. Click the “Discussion Board” link in the Course Tools menu.
2. Click the course-specific link to access all discussions in the course.
3. Click the discussion you want to grade.
4. Click Grade button in the row/line for the student you want to grade.
   a. Note: The student’s information is blurred out in the screenshot.

   ![Grade Discussion Forum Users screenshot](image)
Grade the Discussion: Grade by Rubric

The following screenshots explain how to grade discussions using a rubric.

1. Click in the Grade box to see the rubrics associated with this discussion board displayed.
2. Then, click the “Discussion Board Rubric” to display the scoring options per criterion. Note: This name of this link matches the name of the associated rubric.
   a. If you need to see the rubric descriptions, select the “Show Descriptions” checkbox.

![Image of Grade by Rubric screenshot]
3. For each criterion, select the performance level for the student. If you would like to see the matrix option for the rubric, see the next step in these instructions.

Grade the Discussion: Grade by Rubric Matrix

1. Click the stack of papers to open the rubric in matrix form. The matrix version of the grading rubric adds features that can streamline your grading process. See the next picture for further explanation.
a. If you would like to add feedback per rubric criterion, click the “Show Feedback” checkbox.
2. When you are looking at the rubric matrix, you have the option to click the button at the top of each column to select that column's performance for all rubric criteria. This is one added click to save multiple clicks for each student.

Helpful Blackboard Resources:

- Grade with Rubrics
- Graded Using a Rubric (Video)
- Needs Grading Page
- View Grade Details
Congratulations! You now know how to grade discussions with rubrics in Blackboard.

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For further help with Blackboard and other technical assistance, visit the Knowledge Base.
For general technical issues, contact Information Technology Services.