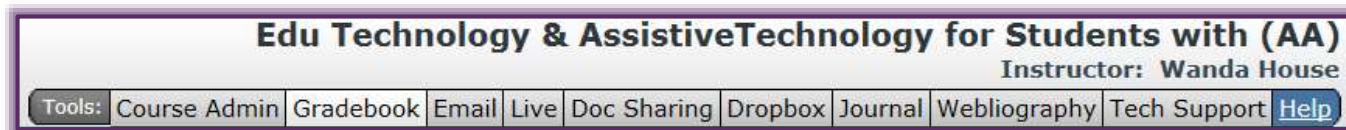


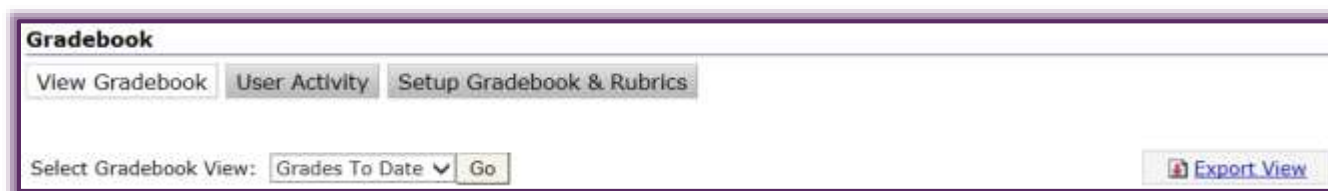
Gradebook-Grade Discussion Board Threads

Discussion Board topics and threads can be graded using the Gradebook in eCollege. This feature allows the instructor to view all threads for a selected student at one time, input comments, and input the grade for the discussion topic. The Discussion item must be defined as a Graggable Item in the Gradebook.

- ✦ Log into the **eCollege** course where the **Discussion** topic is located.
- ✦ Click the **Gradebook** tab in the **Tools Menu** (see illustration below).



- ✦ In the **Select Gradebook View** list (see illustration below), click the Unit/Week where the graded item is located.



- ✦ A list of the students in the class will display on the left side of the window under the headings.
- ✦ Click the link at the top of the column for the **Discussion** item in the window that appears (see illustration below).

Challenges R- esponse 20 pts.	Continuum Re- sponse 20 pts.
20/20	18/20
20/20	20/20

- ✦ Another list of the students will display with the boxes to record the grades and the comments.
- ✦ Click on a student's name.
- ✦ The **Grade** window will display (see illustration on next page).
- ✦ The box for the **Grade** will appear in the **Grade** section of the window.
- ✦ Below the **Grade** box, the **Discussion Topic** will display.
- ✦ Scroll down the page to see the **posting(s)** from the student.
- ✦ Click the **Comment** link to display the **Comment** box.
- ✦ The **Comment** box will display.
- ✦ Input any comments that are pertinent to the **Discussion Responses**.
- ✦ Click the **Comment** link to close the **Comment** box.

- ✚ If a **Rubric** has been created for the Discussion, click the arrow on the right side and select the Level for each of the criteria.
 - ★ The points for the grade will display automatically.
 - ★ Each time a new Level is selected, those points will be added to the Numeric Grade Points.
- ✚ Once the **Grade** has been recorded click one of the following:
 - ★ **Save** – This option saves the Grade and Comments without closing the window.
 - ★ **Next** – Use this option to Save the Grade and Comment and go to the next student in the list. This option will appear when more than one student is enrolled in the course.
 - ★ **Cancel** – Click this option to exit from the window without saving the grades.
- ✚ When all the grades have been entered, click the **Close** button in the upper-right corner of the window to return to the list of students.
- ✚ The grades will display in the Gradebook window.