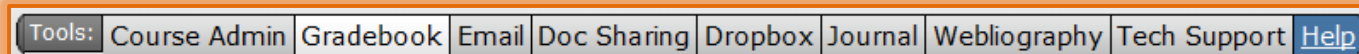


Threaded Discussion-Grade Threads

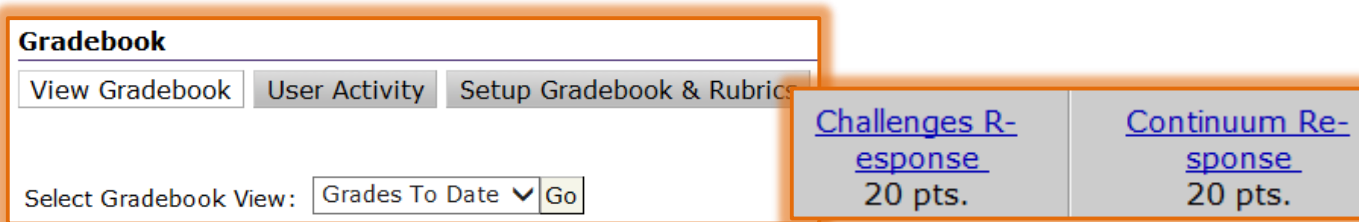
Grade Threads in Gradebook

I find that this is the easiest way to grade Threaded Discussions. When the link for the Discussion is clicked, all the responses from the student are displayed in one area.

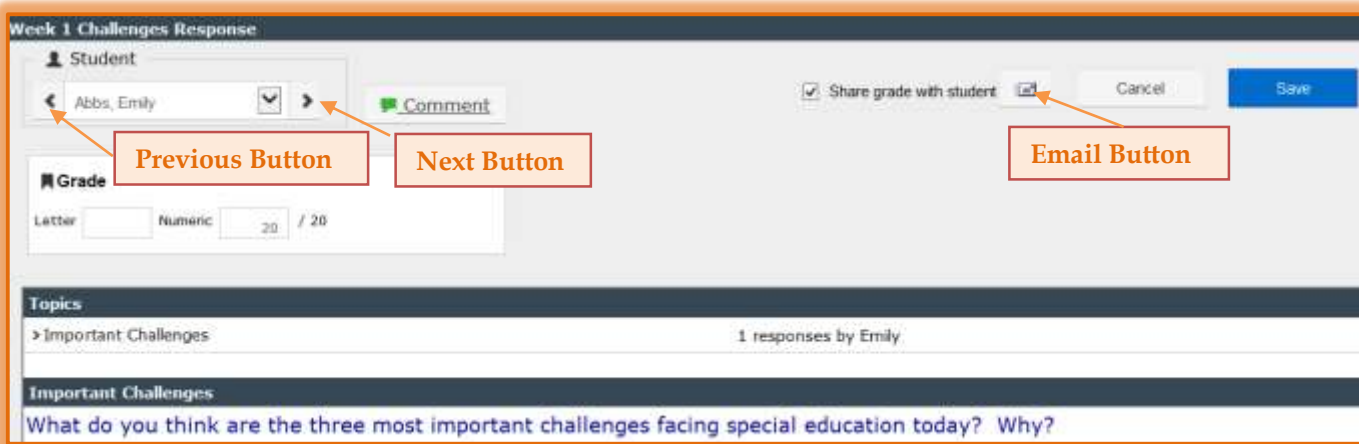
- Click the **Gradebook** tab on the **Tools Menu** (see illustration below).



- In the **Select Gradebook View** list, click the **Week** where the **Threaded Discussion** is located (see illustration below).



- Click the **Go** button.
- Click the **heading link** at the top of the gradable item for the **Threaded Discussion** (see illustration above right).
- A list of the students in the course should display.
- Click the name of the student for whom the **Discussion** is being graded.
- The window for submitting the grade will appear (see illustration on next page).
- The thread topic and the responses to the **Threaded Discussion** will appear below the **Visual Editor** box.
- Read the discussion threads.
- Input a **Grade** for the **Discussion** into the **Numeric Grade** or **Letter Grade** boxes.
- Make sure the **Share Grade with Student** box is checked.







- In the fields provided, enter grade information accordingly. The table below explains the fields in this window.

In this field	Do this
Numeric Grade	Input a numeric grade for the submitted thread. Calculations will be performed on these grades.
Letter Grade	Input a letter grade for the submitted thread. Calculations will not be performed on these grades.
Share Grade with Student	This check box should be selected if the students are allowed to view their grades. Students will not be able to see the Gradebook item unless this option is selected.
Comment	Use this area to input comments about the item the student has submitted.
Email	Select this button to send an Email Message to the student.
Previous Button	Click the button to Save the grade and return to the previous record.
Next Button	Click the button to Save the grade and display the responses from another student.
Save	Click the Save button to save the grade without showing the response from another student.

Grade Threads While in Discussion Area

Before a thread can be graded, the Threaded Discussion has to be made a gradable item through the Gradebook. This can be done when the Threaded Discussion is created or within the Gradebook feature in eCollege.

-  Click the **Author** tab on the **Navigation Tree**.
-  Open the **Threaded Discussion** that is to be graded.
-  In the **Author** column, click the **Open Gradebook Details** button beside the author or submitter's name.
-  In the fields provided, enter grade information accordingly. The table below explains the fields in this window.

In this field	Do this
Numeric Grade	Input a numeric grade for the submitted thread. This field is shown if the item has been identified in the Gradebook as a gradable item.
Letter Grade	Input a letter grade for the submitted thread. This field is shown if the item has been identified in the Gradebook as a gradable item.
Share Grade with Student	This check box should be selected if the students are allowed to view their grades. Students will not be able to see the Gradebook item unless this option is selected.
Comment	Use this area to input comments about the item the student has submitted.
Email	Select this button to send an Email Message to the student.
Previous Button	Click this button to Save the grade and return to the previous record.

In this field	Do this
Next Button	Click this button to Save the grade and display the responses from another student.
Save	Click this Save button to save the grade without showing the response from another student.