

Grading Discussion Board Threads Using the Gradebook

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 in the Gradebook.

- † Log into the **eCollege** course where the **Discussion** topic is located.
- † Click the **Gradebook** tab.
- † In the **Select Gradebook View** list (see illustration below), click the Unit/Week where the graded item is located.

Gradebook

View Gradebook User Activity Setup Gradebook

Select Gradebook View: Grades To Date Go

- † 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).

Gradebook

View Gradebook User Activity Setup Gradebook

Select Gradebook View: Session 10: June 11 Go

Sort By: Last Name Go Display: 40 rows per page Go Displaying 1 - 11 of 11 G

Session 10: June 11

				Session 10 Average		
	Chapter 7 Quiz 50 pts.	Discussion 50 pts.	eCollege Assignment 50 pts.	Web Evaluation 50 pts.	Session 10 Earned To Date	Session 10 Total Possible

- † 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 at the top of the window.
- † The **Comment** box will appear next.
- † Below the **Comment** box, the **Discussion Topic** will display.
- † Scroll down the page to see the **posting(s)** from the student.
- † Once the **Grade** has been recorded click one of the following:
 - ★ **Save** – This option saves the Grade and Comments without closing the window.
 - ★ **Save and Next** – Use this option to Save the Grade and Comment and go to the next student in the list.
 - ★ **Save and Close** – To save the Grade and Comment for the student and close the window, choose this option.

- ★ **Cancel** – Click this option to exit from the window without saving the grades.
- ✚ When all the grades have been entered, click the **Save and Close** button to exit the window.
- ✚ The grades will display in the Gradebook window.
 - ★ There may be a slight delay before the grades appear.
 - ★ It may be necessary for you to click on the Gradebook link again before the grades will display.
 - ★ You can also click in another area of eCollege and come back to the Gradebook.

