

Graded Discussion Boards

1. Click Discussion Board.
2. Click on the forum you wish to grade.
3. Click Grade Forum.
4. Locate a user who has posted to the forum and click Grade.

Navigation menu items: CAFE_Tutorials, Announcements, Course Content, Faculty Information, Grades/Tools, Group Discussion, Discussion Board (1), Liberty Webmail, Services/Support.

Forum 4 (Module 7 & 8) Questions
 1. Explain the value of knowing an audience in preparing a presentation.
 2. Explain some actions you can take during a presentation to increase your effectiveness as a speaker.
 3. Explain two ways to organize a résumé and describe when each résumé is appropriate.
 4. Explain ways that an applicant can start a job interview off "on the right foot."
 Submit your thread by 11:59 p.m. (ET) on Monday of Module 7 and your reply by 11:59 p.m. (ET) on Friday of Module 8, the last day of this course.

Forum: Forum 4 (Module 7 & 8)
 Organize Forum Threads on this page and apply settings to several or all threads. Threads are listed in a sorted by clicking the column title or the caret at the top of each column. More Help

Create Thread Grade Forum (3)

Last Name	First Name	Username	Posts	Grade
Astudentsview	KathysBb	bbcoursdev56	0	10.00 <input type="button" value="Grade"/>
Builder	Bob	bbcoursdev34	0	10.00 <input type="button" value="Grade"/>
Learner	Imma	bbcoursdev33	2	10.00 <input type="button" value="Grade"/>

5. When you are ready to add a grade, click Edit Grade, located on the right side of the page.
6. Add a grade and feedback.
7. If you need to add additional formatting, click Text Editor. If no, click Save Grade.
8. In the text editor, format the feedback and click Submit. In this window, you can attach documents like rubrics.

Forum Statistics
 Statistics for: KathysBb Astudentsview
 Total Posts: 0
 Date of Last Post: -
 Average Post Length: -
 Minimum Post Length: -
 Maximum Post Length: -
 Average Post Position: -

Forum Grade
 (5)
 Grade for: KathysBb Astudentsview
 Grade: 10 out of 70
 Grade Date: 10/31/12 12:53 PM
 Feedback: --
 Grading Notes: --

Contributors

 Imma Learner (2)

Forum Grade
 Current Grade Value 10 out of 70
 Feedback: Student View
 Grading Notes: Instructor View
 (7)

Text Editor Feedback and Notes
 User: KathysBb Astudentsview (bbcoursdev56) Column: Forum 1 (Module 1 & 2) (Discussion)
 (8)
 Current Grade Value: 10
 Feedback to Student: Student View
 Student View
 Grading Notes - For Instructor Only: Instructor View

9. Click Edit Grade.

10. Click Save Grade.

NOTE: If you do not complete steps 9 and 10, the Needs Grading Icon will not disappear from the Grade Center.

11. Click OK to proceed to the next user.

This screenshot shows the 'Forum Grade' section of a user interface. The 'Edit Grade' button is highlighted with a red circle containing the number 9. Below the button, the current grade is shown as '10 out of 70'. The 'Feedback' field is empty, and the 'Grading Notes' field contains the text 'Instructor View'. The 'Contributors' section below shows 'Imma Learner (2)' and an 'OK' button.

This screenshot shows the 'Forum Grade' section with the 'Save Grade' button highlighted by a red circle containing the number 10. The 'Current Grade Value' is set to 10 out of 70. The 'Feedback' field contains the text 'Student View', and the 'Grading Notes' field contains 'Instructor View'. The 'Text Editor' and 'Cancel' buttons are visible above the 'Save Grade' button.

This screenshot shows the 'Forum Grade' section with the 'OK' button highlighted by a red circle containing the number 11. The 'Edit Grade' button is visible above the 'Grade for: KathysBb Astudentsview' section. The 'Contributors' section shows 'Imma Learner (2)' and the 'OK' button.