Grading a Discussion Board

1. Navigate to blackboard.towson.edu.
2. Log in with your Towson University Net ID and Password.
3. Enter the course with the Discussion Board you’d like to grade.
4. Click on the Grade Center on the left hand side.
5. Select Needs Grading.
6. Choose the Discussion Board you’d like to grade by selecting the Student’s Name.
7. You’ll now see the Discussion Boards grading page.

8. To the left, you can read the Discussion Board entire(s) you need to grade.
9. On the right, you can input a Grade, leave Feedback to Learner and Add Notes (only fellow instructors can read Notes).
10. When you’re done, click Submit.