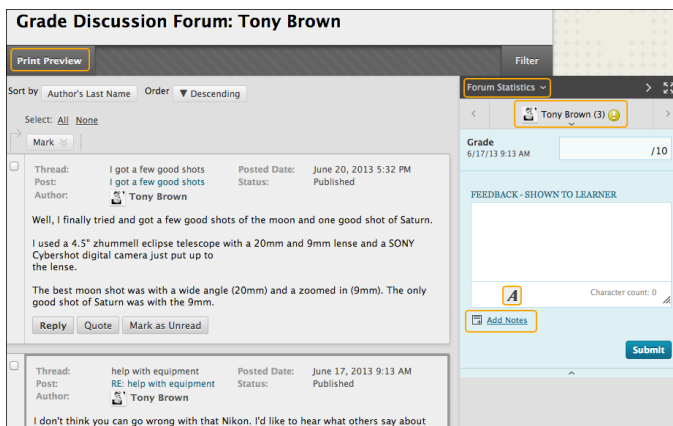# Grading Discussions Inline

Note: Inline grading is detailed in this topic. If you do not see the inline grading sidebar, your school has not turned it on. To learn about the grading workflow, see Grade Discussions.

On the **Grade Discussion Forum** page, a collection of the student's posts made to the graded forum appears. Since you can assign a forum grade based on multiple threads, all messages posted by a student are included for review.

On the action bar, click **Print Preview** to open the page in a new window in a printer-friendly format. Posts print in the order they appear on the page. To select which posts appear and in which order, you can filter and sort posts using the **Filter** function and the **Sort By** and **Order** drop-down lists on the action bar.

The grading sidebar contains:

- **Forum Statistics**: Click to access the drop-down area that includes information about a user's posts, such as **Total Posts**, **Date of Last Post**, **Average Post Length**, and **Average Post Position**.
- Click the down-pointing arrow next to the current user's name to view a list and select a user with posts ready to grade. The selected user's posts appear in the content frame. Use the left- and right-pointing arrows to navigate to the previous or next student.
- Area to add grade, feedback, and private notes for yourself.

In the content frame, evaluate the currently selected user's posts. In the grading sidebar, type a grade. If you added a rubric for this forum, expand and complete the rubric. To edit an existing grade, click in the **Grade** box and change the grade.

Optionally, type **Feedback** for the user. In the **Add Notes** section, make notes that appear only to you (forum manager) and the grader role. You can use the spell check function in the bottom of each text box. The icon for **Click to open full content editor** gives you access to all the content editor functions for formatting text and adding files, images, web links, multimedia and mashups to your feedback or notes.

Click **Submit** to add the grade, feedback, and grading notes to the Grade Center. The grade appears on the **Grade Discussion Forum Users** page.

Grading Group Discussions

If you want to grade participation in a group discussion board, you can edit a forum's settings and enable grading in the forum or threads. Unlike other graded group activities, when a group discussion board is set to graded, each member is graded independently of other group members. Each group member must make the designated number of posts to earn his or her own grade.

To learn how to enable grading for group discussions, see How to Edit Settings for Group Discussions.