Note: To use this feature, first connect the content item to the gradebook (Click Settings and choose Assignment Tab). See the Gradebook tutorial if you do not know how to connect a content item to the gradebook.

From the Discussion Board click the **Utilities** link.

Click the **Grade Forum** link.

Click on a student’s name to see all messages posted by them.

After reviewing the postings enter a **Grade** (in this example, up to 10 points) and click the **Submit Grades** button.

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