



**Grading Options** — There are two methods for grading forums: [Whole forum grading](#) enables you to view and assess all of a student’s posts in one screen and allows you to grade with advanced grading tools like rubrics, while the *Ratings* method provides a link for scoring in each individual post so you can assign points as you read responses. See [Create a Forum](#) for instructions on setting up grading in a forum.

## Grade Posts

In *Ratings* forums, each post will feature a pull-down menu in the lower left corner (Figure 1). Select the score you wish to assign from the points possible.

The screenshot shows a forum post titled "Enterprise Content Management System" by Student5 Five. Below the post content, there is a "Sum of ratings: -" section with a "Rate..." dropdown menu. The dropdown menu is open, showing options from 0 to 5. The "Sum of ratings" is currently 0. To the right of the dropdown are links for "Permalink", "Edit", "Delete", and "Reply".

Figure 1: Ratings Menu

The score will be displayed next to the scoring menu (Figure 2). Students will be able to see their own scores, but not the scores of their classmates. Note that the total score for a forum will never exceed the maximum points possible.

The screenshot shows the same forum post as Figure 1, but now the "Rate..." dropdown menu is closed and the score "5 (1)" is displayed next to the "Sum of ratings: 5". The "Sum of ratings" is now 5. The links for "Permalink", "Edit", "Delete", and "Reply" are still present.

Figure 2: Assigned Score Display

To ensure that you don't assign scores to late posts, set dates in the **Restrict ratings to items with dates in this range** field in the forum *Ratings* option area. Students will still be able to post after the closing date, (as long as you have not set a cut-off date), but late posts will not be accompanied by a scoring menu.

The screenshot shows the "Restrict ratings to items with dates in this range" field. A green checkmark is next to the field name. The "From" date is set to 14 May 2020 00:00 and the "To" date is set to 24 May 2020 23:00. There are calendar icons next to the date and time selectors.

Figure 3: Date Restrictions

### Special Considerations When Using Ratings

- Moodle's advanced grading tools (rubrics, marking guides, and checklists) cannot be used with ratings. Use [Whole forum grading](#) if you wish to use advanced grading.
- With ratings, you can only offer feedback to students about their posts by replying in the forum or by entering comments in the *Grader report* or [Single view](#) in the gradebook (a somewhat laborious process).
- It's not possible to assign points in a forum to a student who does not post. To assign zero points to students who don't participate, click on *Grades* in the navigation panel on the left and then click on the *Single view* tab. Select the *Override* box adjacent to each student who did not respond and enter zeroes one at a time or scroll to the bottom of the page and select the *Perform bulk insert* option and fill each empty cell with 0. **Save.**