***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

To review all of a student's posts in the forum and assign a score, open the forum and click on the **Grade users** link (Figure 1).

The grading interface will open, displaying the first student's contribution(s) to the discussion on the left and the grading interface on the right (Figure 2). To see


Figure 1: Whole Forum Grading Interface

a post in context, you can click on **View discussion** below the post to open it in a new window. The **view** control in the upper right margin of the page allows you to display posts in split screen or full screen mode. The icon in the corner outlined here in green takes the entire page to full screen (Escape to return to normal view).

Navigate from student to student using the **previous** and **next** icons or click on the magnifying glass icon to search for a particular student's name.
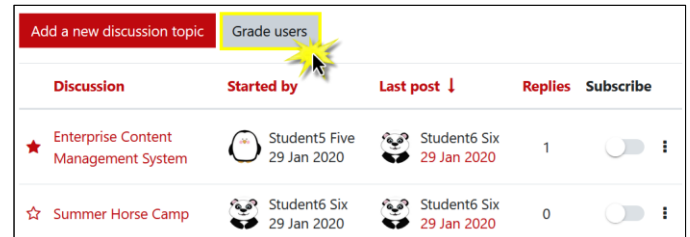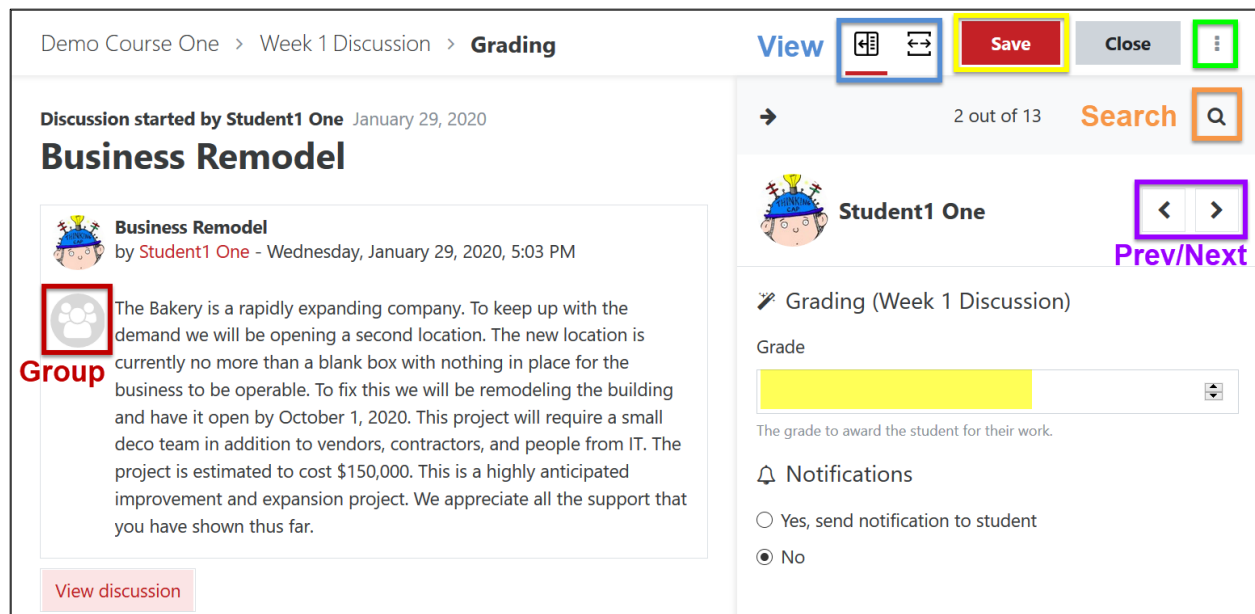

Figure 2: View Student Posts

## Simple direct grading

Figure 2 illustrates assigning grades in a forum with *simple direct grading*. Enter a **Grade** for the student from the pull-down menu. Opting to send a notification to the student may result in an email being forwarded to their SOU account indicating that the post has been graded. (Users control how/if they receive notifications; some students may opt out of email notices or choose to be notified by text.)

**Note**: With this style of grading, it is not yet possible to add a comment with a score. Comments can either be added in the gradebook using the *Single view* option or by using a *Grading guide* grading tool (see next page).

# Whole Forum Grading

In the prior example, the student had only made one initial post and had not replied to a classmate. Figure 3 illustrates a student who replied to another post and made an initial post. Click on **View parent post** to display the post to which the student has replied.
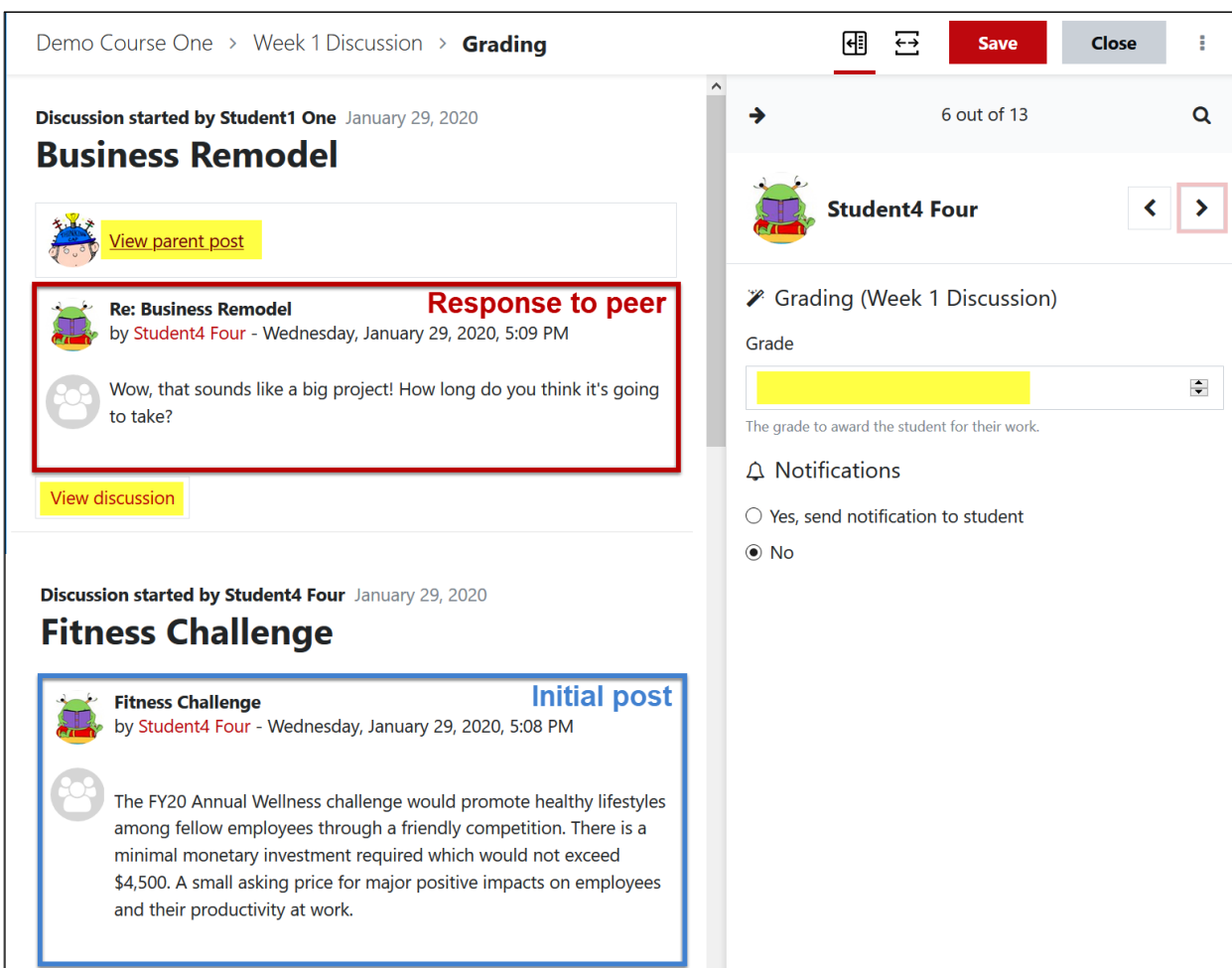


**Figure 3: Initial Post and Additional Response**

Nonparticipation is easy to track in the grading interface as shown here in Figure 4.

## Advanced grading

One of the advantages of using advanced grading is that you can provide written feedback in addition to a score to communicate to your students how they are doing. Using a rubric or grading guide to assess student submissions starts in the forum set-up page. (Checklists do not work in forums.) In the *Whole forum grading* options area, select the desired grading tool from the *Grading method* menu.
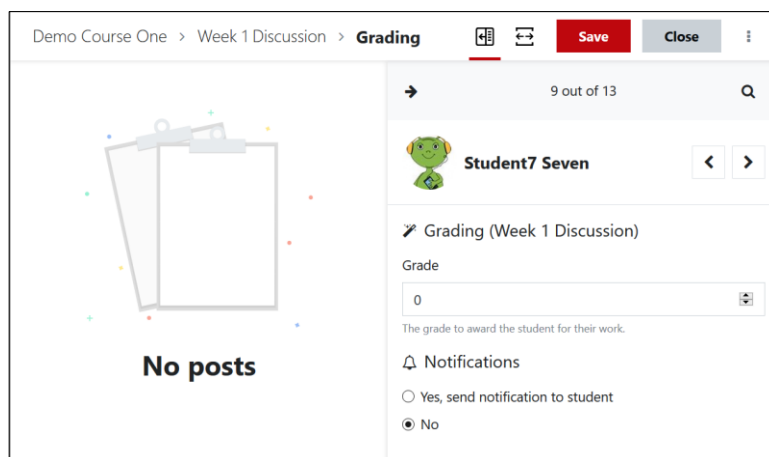


**Figure 4: No Posts Made**

Of these options, the grading guide is simpler: just describe the characteristics of a high-quality post and set the maximum number of points possible and you're all set. (And you can save frequently used comments!)

These advanced grading tools follow the principles shown in the rubric on the next page in Figure 5.

# Whole Forum Grading

When grading a forum using an advanced grading method, each criterion is listed in the grading area on the right (Figure 5). Scroll down to indicate how well the student's submission met the established criteria. Note that the split screen means that the student's work remains visible as you work your way through the rubric's criteria. If your rubric allows for feedback with each criterion, you will be able to add comments in the field provided as well as overall comments at the end of the rubric. Saving your selections will record a total score in the gradebook.



**Figure 5: Rubric Grading**

See these instructions for [reusing a rubric or grading guide](#).