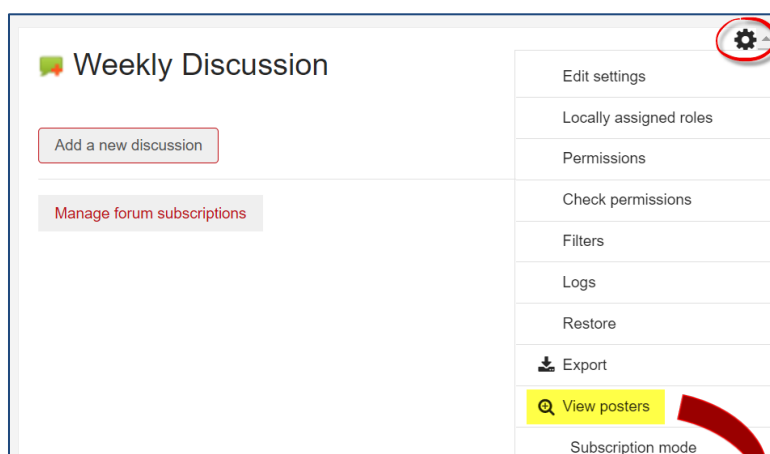At our previous host, we were able to use Joule Grader to view all of a student's posts and grade them while we were viewing them. We no longer have access to that application, as it is privately held by Moodlerooms and not shared with the broader Moodle community.

Currently, there are two options for grading forums: manual and rating. Note that with both types of grading, you can only offer feedback to students about their posts by replying in the forum or by entering comments directly in the gradebook. Also, Moodle's advanced grading tools (rubrics, marking guides, and checklists) cannot be used with forums without the Joule Grader app.
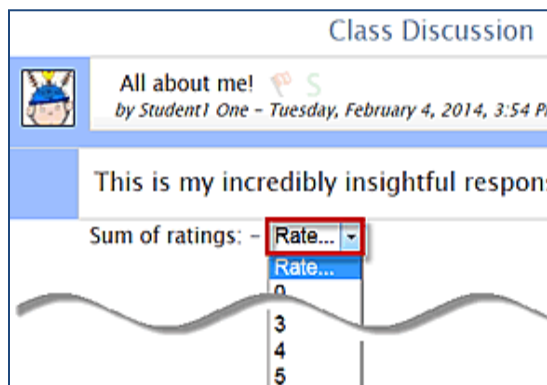
## Grade Types

**Manual grading**. As the name implies, all grading actions associated with this type of assessment are manual, including grade entry in the gradebook (we recommend using the **Single item** option for entering forum grades manually).

The one automated aspect that might be useful to you for this type of grading is the ability to see how many original posts and replies each student has made. To do so, open the forum from the main course page, then click on the admin gear in the upper right corner. Click on **View posters** to review the number of posts each student has made.



**Rating.** In "Rating" forums, each post will feature a pull-down menu in the lower left corner. To rate the post, select the score you wish to assign from the points possible.



| | First name / Last name ▲ | Total posts | Posts | Replies | Substantive |
|---|---|---|---|---|---|
| | — | — | — | — | — |
| | | 14 | 1 | 13 | 0 |
| | | 7 | 1 | 6 | 0 |
| | | 1 | 0 | 1 | 0 |
| | | 6 | 0 | 6 | 0 |
| | | 1 | 0 | 1 | 0 |
| | | 18 | 6 | 12 | 0 |
| | | 1 | 0 | 1 | 0 |

*See how to set up grading on the next page…..*

## Grading Set-Up

**Grade**. In the grade options area, select **Manual** or **Rating** from the **Grade Type** field. Next, enter the total possible points in the **Maximum grade** field.

**Ratings. Important:** For "Rating" enabled forums, you must open this option area and indicate how you want Moodle to calculate scores in the **Aggregate type** field. Scores can be aggregated in a variety of ways; most instructors use **Sum of ratings** to calculate forum scores. **Note**: The total sum will not exceed the total points possible.

For forums set up for "Manual" scoring, make sure this option is set to "No rating."

For rating-style forums, you can set dates in the **Restrict ratings to items with dates in this range** field to display the pull-down rating option for posts made during a set period of time. Students will still be able to post after the closing date, but late posts will not be accompanied by a scoring menu. (**Note**: Date restrictions are not an option for Manual scoring.)

### *Special Considerations When Using Ratings*

- You **must** choose an aggregation method in the **Ratings** options area in order for the scores you assign to student posts to be recorded in the grade book.

- 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 click on **Single item** view. Select the forum from the item pull-down menu and enter a zero for each non-participant.