



Grading a Discussion Forum

Grading a forum is done through the Grade Forum utility found in the discussion's Utility menu.

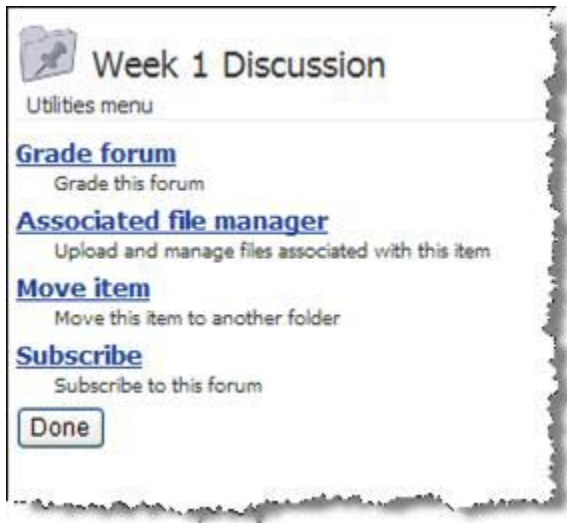


Video: "[Grade a Discussion Forum.](#)"

Place your mouse over a content item and click the **utilities** hyperlink. (Note that the **utilities** hyperlink also appears at the top of the screen when you are inside the content item.)



Click the **Grade forum** hyperlink within the **Utilities** menu.



Using the Grading Utility

The Grading utility collects and presents student activity and instructor score data that is useful for formulating each student's grade.




Tip: Each of the column heads is sortable. Click the column label to sort the data by that column.

The headings of the Grading utility include the following:

1. **User name.** The user's name. Clicking the user's name creates a new window with all of that user's posts displayed.
2. **Total posts.** The total number of new posts and replies submitted.
3. **Posts.** The total number of new posts submitted.
4. **Replies.** The total number of replies submitted.
5. **Peer replies.** The total number of peer replies to that user's posts.
6. **Earned/Possible/%.** The total points earned, total points possible, and percentage earned as determined by the instructor's scores.
7. **Scoring rubric percent.** The points earned as calculated by the scoring rubric.
8. **Gradebook Grade (#/100).** The actual grade to be entered in the Gradebook. May be entered manually, or you can use the Copy rubric scores to grades button to automatically transfer the Scoring rubric percent to the **Gradebook Grade (#/100)** column.
9. **Comments.** Enter comments to student in the **Comments** field.

User name	Total posts	Posts	Replies	Peer replies	Average Peer Rating	Earned / Possible / %	Scoring rubric percent	Gradebook Grade (#/100)	Comments
Sarah	0	0	0			// %	0%	<input type="text" value="0"/>	
Test, Sarah	2	1	1	0		// %	0%	<input type="text" value="0"/>	

 **Note:** Total points possible and percentage earned will be calculated *only* if you've set the Instructor Rating Score value on the Settings > Interaction tab.

Grading a Discussion via Scoring Rubrics

You can transfer the scores calculated by the scoring rubric to the Gradebook Grade column.

1. Click the **Copy rubric scores to grades** button to automatically transfer the Scoring rubric percent to the **Gradebook Grade** column.
2. If you want to add any comments, enter them in the **Comments** box.

3. Click **Submit Grades**.

Using the Tasks Menu

When you log into your course and check the Tasks menu, you can see whether you have any questions to be graded. In this case, you have three ungraded items.

To grade from the Tasks menu, do the following:

1. **Tasks.** Click the **Tasks** hyperlink in the bottom menu.
2. **Expand.** Click the plus sign next to **Ungraded Items** to expand it.
3. **Assignment.** Click the assignment name hyperlink to go directly to the grading utility.
4. **Submission.** Click the student name hyperlink to go directly to that submission.
5. **Collapse menu.** Click the edge of the menu to collapse it back into the side of the screen.

