

## How to Grade Students' Forum Posts

Sakai's Forums tool offers several ways for instructors to review and grade students' discussion posts. In this handout, we'll show you the way we think is simplest and quickest.

## Step 1: Add a Gradebook item

In the Gradebook, you need to have a gradebook item for each forum topic. Here's how to create them:

- 1. On the main course menu, click **Gradebook**.
- 2. Click the Add Gradebook Item(s) button, as shown below.

💈 CIS 110 190 SP14: Gradebook							
Gradebook Items All Grades	Course Grades	Gradebook Setup	Permission Settings				
Gradebook Items Currently, students can see the a course grade (as Letter Grades) and their gradebook item score Add Gradebook Item(s) Import gradebook item from spreadsheet							
Average Course Grade B (8	11%)						

- 3. Enter a Title (example: Week 1 Topic) and the Gradebook Item Point Value (ex: 10).
- 4. Enter a Due Date. (Optional, but recommended. Students will see due dates in the Gradebook.)
- 5. If you have set up gradebook categories (recommended), choose the appropriate **Category** for this gradebook item. Then BE SURE to check the box to "**Include this item in course grade calculations**" so students' forum grades will be calculated into their overall course grade.
- 6. At the bottom, click **Add Item(s).** The new item now appears in your Sakai gradebook.

## Step 2: Associate a Forum Topic with the Gradebook Item

When you "associate" a Forum topic with a Gradebook item, you are telling the Forums tool where in the Gradebook to store grades for that topic.

- 1. In the main course menu, click Forums.
- 2. To the right of the topic you want to grade, click **Topic Settings**.
- 3. Scroll to the bottom, to the area labeled **Grading**. In the dropdown menu, select the **Gradebook item** you want to associate with this Forum topic.

Grading	
Gradebook Item:	Week 1 Topic 🔹
	Select a gradebook item
•	Week 1 Topic

- **TIP:** If you created a Gradebook item just a few moments ago, you may need to wait a minute or two before it appears in this dropdown menu. You may need to Save and come back into Topic Settings before it will appear.
- 4. After selecting the appropriate gradebook item, click Save.

## Step 3: Review and grade students' posts

On the main page of the Forums tool, to the right of the topic you want to grade, click **More** and choose **Grade**. A grading screen appears, which lists each student along with a column for entering grades:

Forums / Statistics & Grading / CIS 110 190 / Forum 1 Select a gradebook item: Week 1 Topic 💌							
						0	Apply Grade to all Ungraded
Name±		Authored	Read	Unread	Percent Read	Week 1 To (10.0 poin	ppic Show Comments
Bean, Anna (anna) 2	<u>Xetails</u>	1	2	2	50% (3	9.5	Hidden
Doe, John (doej4567)	<u>Details</u>	1	1	3	25%	8.0	Hidden
Durham, SampleStudent (dtccstudent_s)	<u>Details</u>	1	1	3	25%		Hidden
Grayson, Emma (emma)	<u>Details</u>	0	4	0	100%		Hidden
						4 Submit	Grades Cancel Changes

- 1. If you want to enter comments along with grades, click **Show Comments** in the upper right. This will display boxes for entering comments.
- 2. To begin grading, click on a **student's name**. A window will open showing the full text of all posts and replies submitted by that student in this topic. Scroll through this window to review the student's work. When finished, click **Close Window**.
- 3. Enter the student's grade in the box provided, and enter any comments.
  - **TIP:** Once you start entering grades, do NOT click on DETAILS. Doing so can result in losing unsaved grades.
- To save, scroll down to the bottom and click Submit Grades.
  (After saving, you will need to click Show Comments again to see and enter comments.)
  - **IMPORTANT:** BE SURE to SAVE often! We recommend that you scroll down and click Submit Grades after every one or two students that you grade.
- 5. Students will see their grade and any comments in the Gradebook:

Grade Report for Anna Bean						
Course Grade Not yet available						
Grade	book Items					
▼ Ti	itle	Due Date ≛	Grade*	Weight	Comments	
▼ D	iscussion Forums		95%	40%		
V	/eek 1 Topic	Jun 30, 2014	9.5/10		Nice work! Remember to include the page number when quoting the textbook.	
V	/eek 2 Topic	-	-			

For more info on using Sakai's Forums tool visit <u>Durham Tech's Instructional Technology web site</u> [http://courses.durhamtech.edu/wiki/]