

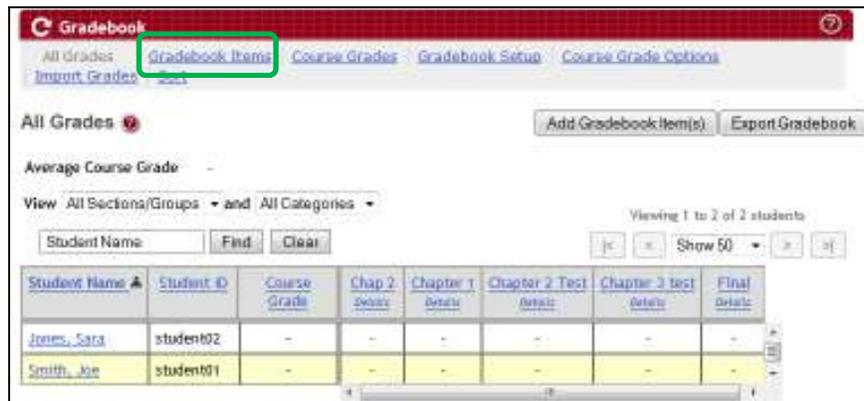
# How to Grade within the Forums Tool

Did you know that you can assign students' grades from within the Forums tool? This tip will show you how to create gradebook items for forum discussions, how to setup forums and topics so that you can grade through Forums, and how to enter students' grades through Forums.

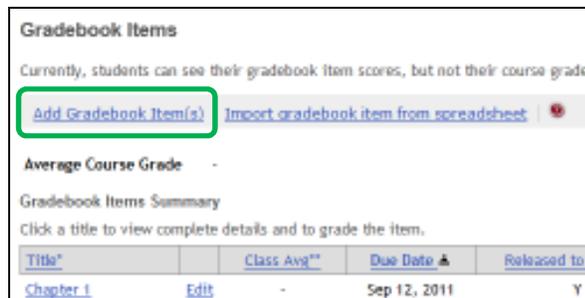
- I. [Creating Gradebook Items](#)
- II. [Creating Forums and Topics](#)
- III. [Entering Grades through Forums](#)

## I. Creating Gradebook Items

1. Enter your Isidore site.
2. Enter the Isidore Gradebook.
3. Click on the "Gradebook Items" link.
4. Click on the "Add Gradebook Item(s)" link.



The screenshot shows the 'Gradebook' interface. At the top, there are navigation links: 'All Grades', 'Gradebook Items' (highlighted with a green box), 'Course Grades', 'Gradebook Setup', and 'Course Grade Options'. Below these links, there are buttons for 'Add Gradebook Item(s)' and 'Export Gradebook'. The main area displays a table with columns for 'Student Name', 'Student ID', 'Course Grade', 'Chap 2', 'Chapter 1', 'Chapter 2 Test', 'Chapter 3 test', and 'Final'. Two students are listed: Jones, Sara (student02) and Smith, Joe (student01). The 'Course Grade' column for both students is currently empty.



The screenshot shows the 'Gradebook Items' interface. At the top, there are two links: 'Add Gradebook Item(s)' (highlighted with a green box) and 'Import gradebook item from spreadsheet'. Below these links, there is a section for 'Gradebook Items Summary' with a table. The table has columns for 'Title', 'Class Avg', 'Due Date', and 'Released to S'. One item is listed: 'Chapter 1' with a due date of 'Sep 12, 2011' and a status of 'Y'.

5. Create a gradebook item for each forum topic you're going to have. For example, if you're going to have 5 weeks of discussions, you need to create 5 gradebook items. When you're done creating items, click on the "Add Item(s)" button. You'll receive a green confirmation that the gradebook items were added.

[Gradebook Items](#) > Add Gradebook Item

Submit this form to add gradebook item(s) to the gradebook.  
\* means required

Title \*

Gradebook Item Relative Weight \*

Due Date (mm/dd/yyyy)

Release this item to Students

Include this item in course grade calculations

[Add Another Gradebook Item](#)

## II. Creating Forums and Topics

1. Enter your Forums tool.
2. Click on the "New Forum" link.

Forums

[New Forum](#) | [Organize](#) | [Template Settings](#) | [Statistics](#) | [Watch](#)

**Forums**

No forums have been created.

3. Give the forum a title. You may not need to change many of the other settings in this area (unless you want to have small group discussions, etc). We have another tip for that.

**Forums**

Forum Settings

Required items marked with \*

\* Forum Title

Short Description (255 characters max) 255 chars remain

Description

Attachments  
 No attachments have been made

Forum Posting

Lock Forum (Disable forum postings)  Yes  No

Moderate Topics in Forum  Yes  No

Users must post before reading  Yes  No

4. The default permissions should be what the average instructor expects, so you shouldn't need to make any modifications. You can scroll down to the bottom of the screen and click on the "Save Settings & Add Topic" button.

Availability

Show - display immediately with no time restriction  
 Specify Dates - begin display on (optionally) specified Beginning Date/Time; hide display after (optionally) specified Ending Date/Time

Mark Threads Read  
 Automatically Mark All Messages in a Thread as Read  Yes  No

**Permissions**

This site role: EvaluationCoordinator (Owner)

gets this permission level: Owner

which you can customize below:

<input checked="" type="checkbox"/> New Forum	<input checked="" type="checkbox"/> Change Settings
<input checked="" type="checkbox"/> New Topic	<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> New Response	<input checked="" type="checkbox"/> Mark as Read
<input checked="" type="checkbox"/> Response to Response	<input type="checkbox"/> Moderate Postings
<input checked="" type="checkbox"/> Post to Gradebook	

Edit Postings:  None  Own  All

Delete Postings:  None  Own  All

Gradebook Item:

- You're now on page where you can create your topics. You create one topic for each gradebook item that you created in the previous section.

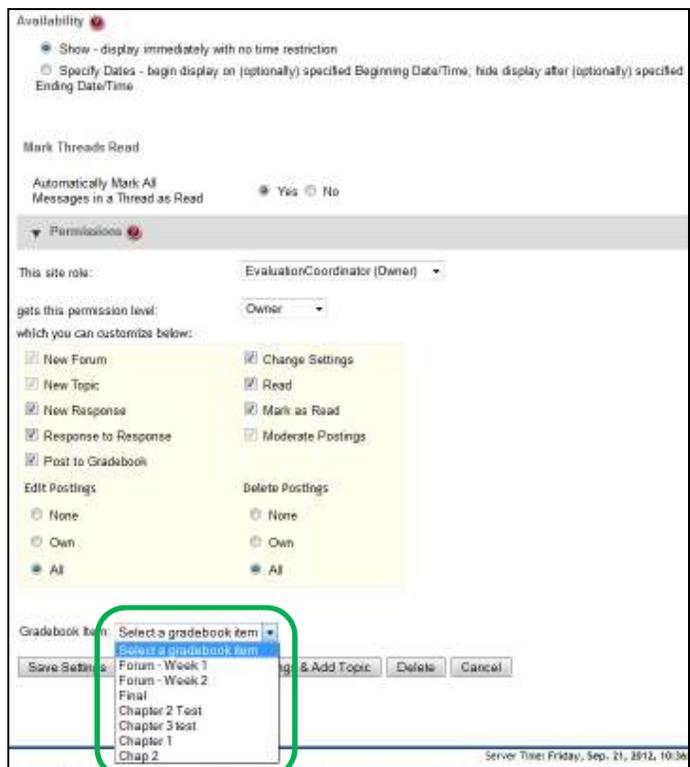
Give your topic a title. You shouldn't need to change any of the other permission settings unless you want to use the forums tool uniquely.



- Scroll down near the bottom of the screen to the drop-down menu that says "Select a gradebook item." Choose the gradebook item you want to associate with this topic.

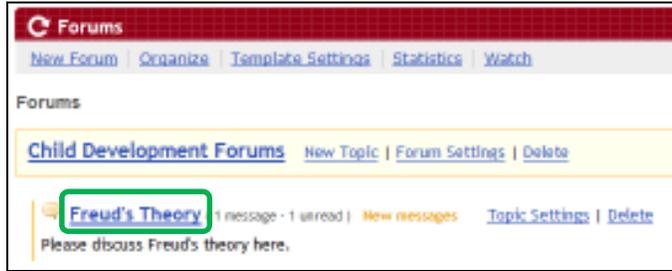
If this menu is not showing up, please click on the "Save Settings" button and then click on the "Topic Settings" link.

When you've selected the gradebook item, click on the "Save Settings" button at the bottom of the page. If you need to add more topics, you can click on the "Save Settings & Add Topic" button.



### III. Entering Grades through Forums

1. As students began to post in the topics, you can visit the Forums tool and click on the topic you wish to grade.



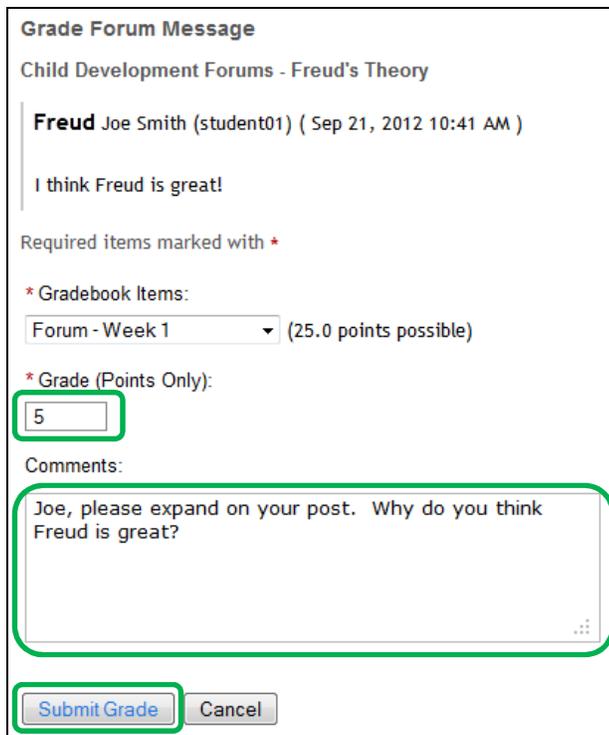
2. Click on the student's post that you wish to grade.



3. Read the student's post and then click on the "Grade" link.



4. Enter a grade for the student and any comments you want them to see. When you're finished, click on the "Submit Grade" button. A green confirmation will be displayed on the screen. The grade and comments you've entered will be sent to the gradebook.



The screenshot shows the 'Grade Forum Message' form. At the top, there are navigation links: 'Child Development Forums - Freud's Theory'. Below this, the post title 'Freud' and the author 'Joe Smith (student01) ( Sep 21, 2012 10:41 AM )' are shown. The post content is 'I think Freud is great!'. Below the post content is the text 'Required items marked with \*'. There are two required items: '\* Gradebook Items:' with a dropdown menu set to 'Forum - Week 1' (25.0 points possible) and '\* Grade (Points Only):' with a text input field containing '5'. Below the grade input field is the 'Comments:' section with a text area containing 'Joe, please expand on your post. Why do you think Freud is great?'. At the bottom of the form are two buttons: 'Submit Grade' (highlighted with a green box) and 'Cancel'.