

# Grading Forum Posts

*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. From your Isidore Gradebook tool, click on the “Add Gradebook Item(s)” button.
2. Create a Gradebook item for a discussion you wish to grade.
3. To continue adding more gradebook items, click on the “Add Another Gradebook Item” link.
4. Once you’ve entered all of the items, click on the “Add Item(s)” button.

[Gradebook Items](#) > **Add Gradebook Item(s)**

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

Title *	<input type="text" value="Discussion 1"/>
Gradebook Item Point Value *	<input type="text" value="10"/>

Due Date (mm/dd/yy)  

Release this item to Students

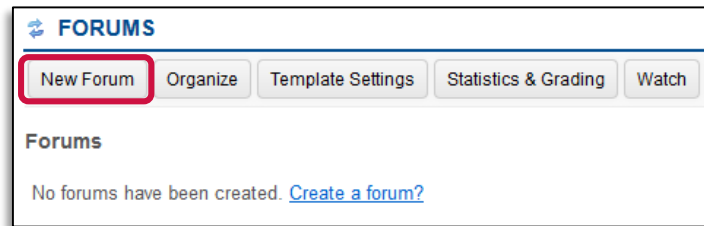
Include this item in course grade calculations

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[Add Another Gradebook Item](#)

## II. Creating Forums and Topics

1. Enter your Forums tool.
2. Click on the “New Forum” button.



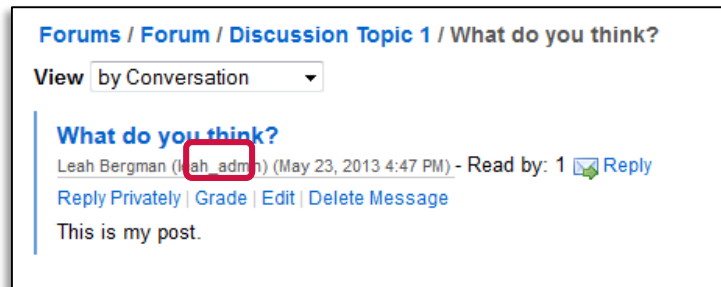
3. Setup the forum settings you would like to have and click on the “Save Settings & Add Topic” button.
4. Setup the topic settings you would like to have, making sure to select the Gradebook Item you created in the first few steps of the document under the “Grading” section.



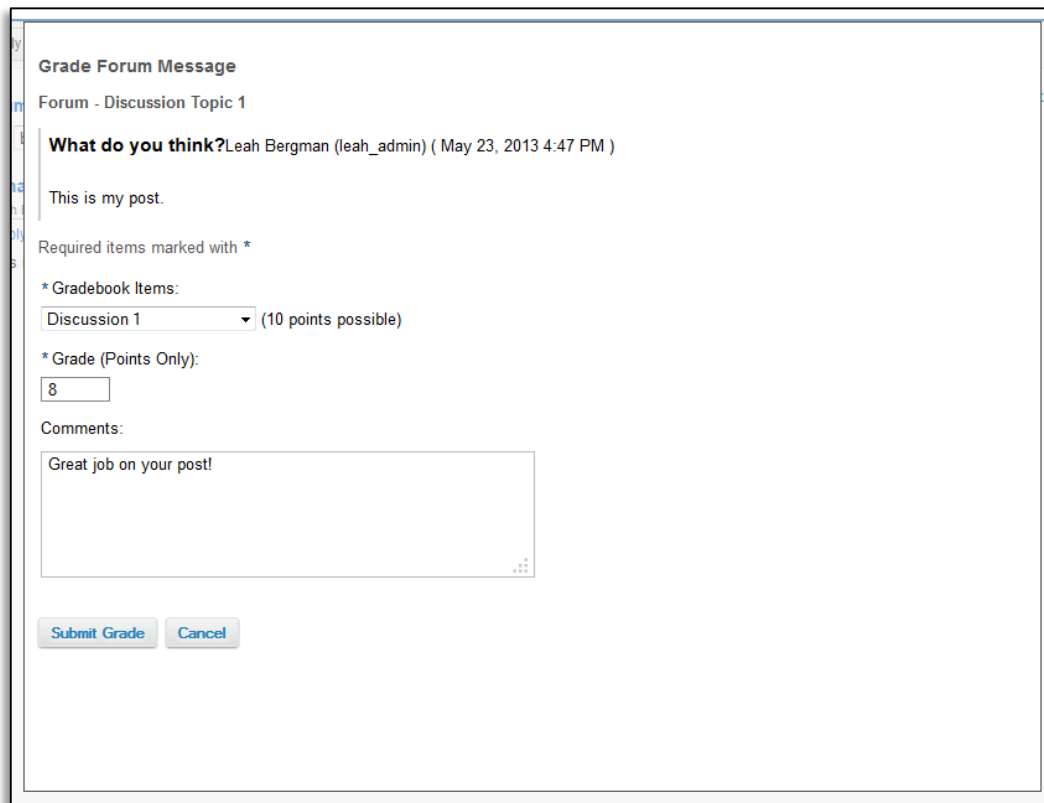
5. Click on the “Save” button.

### III. Entering Grades through Forums

1. Once students begin posting in a particular topic, you can open their post, read it, and assign a grade to it by clicking on the “Grade” link near the top of their post.



2. Fill in the student’s score and comments, and click on the “Submit Grade” button.



3. Once you submit the grade, the grade will appear in the Gradebook and will be visible to the student.