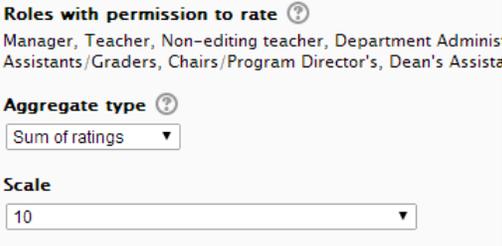
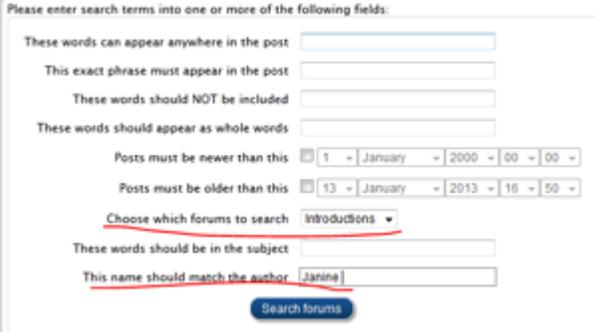
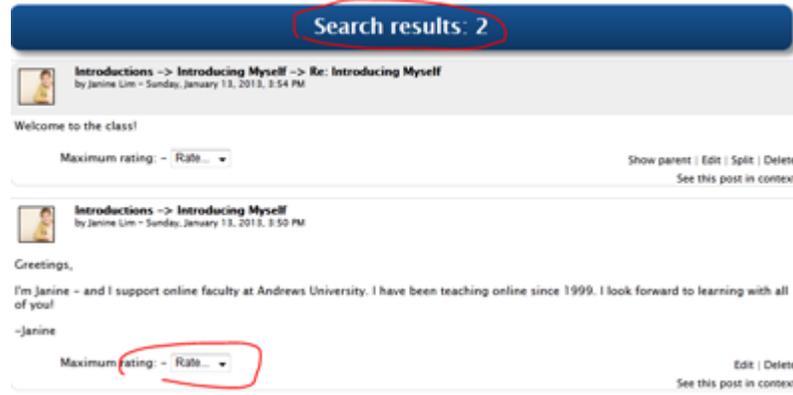


<p>□ <b>Introduction</b></p>	<p>The forums in your online course are usually the main place where you facilitate the learning community and exhibit your “teaching presence” in the course. You may have a rubric for your online discussion, or you may require a certain number of participant posts, or a combination of both. When it comes to grading, however, how to do this easily?</p>
<p>□ <b>Discussion Setup</b></p>	<p>For the method shared here to work correctly, adjust the following settings for your forum(s):</p> <ul style="list-style-type: none"> <li>• Edit the Settings for the Forum</li> <li>• Under Grade, be sure a Grade Category is selected.</li> <li>• Under Ratings, select how you want the ratings to be added up (aggregated). We recommend Sum of Ratings. <i>Note that by default, only instructor level participants in the course can rate/grade forums.</i></li> <li>• Choose the Scale or points for this Forum.</li> </ul> 
<p>□ <b>Viewing An Individual Student's Posts from a Specific Forum</b></p>	<p>Next, you probably wish to view all of an individual student's posts at the same time to either compare it to your rubric and/or to count the number of posts. Here's how to do this quickly:</p> <ol style="list-style-type: none"> <li>1. Have handy a list of students in the class.</li> <li>2. Click on one of your course forums.</li> <li>3. Click Search Forums in the top right. (Don't put anything in the box to get the advanced search options.)</li> </ol>  <ol style="list-style-type: none"> <li>4. Select the specific forum to analyze and enter a student's name.</li> </ol>  <ol style="list-style-type: none"> <li>5. Now you'll see the results of everything that student posted.</li> <li>6. To quickly search for the next student, this time, edit the search box. It will show something like this:</li> </ol>  <p>Move the cursor past “user:” and change the name to the next student. Then click Search Forums.</p> <ol style="list-style-type: none"> <li>7. Now you can analyze the next student's posts.</li> </ol>
<p>□ <b>Using Ratings to Grade Posts</b></p>	<p>There are two main options for rating student's discussion posts: Put the ratings or points on one of their posts; OR, put the ratings on multiple posts.</p> <p><b>Option #1. Ratings on One Post</b></p>

In the first method, put the score on the student's initial response to the questions. This score could include both the initial response and peer responses scores. Click the pull down menu to Rate the score. The grade is then automatically entered in the gradebook.



### Option #2: Ratings on Multiple Posts

Alternatively, you may wish to put ratings on more than one post. For example, you might offer up to 15 points for an initial post, and 10 points for two peer responses. In this case, you might put 15 points on the student's first post, and 5 points on each peer response. If you have the forum set up with Sum of Ratings, these will be totaled in the gradebook.

### □ What Else?

What challenges and suggestions do you have for grading discussions? What other tips do you have? Feel free to share with us at [dlit@andrews.edu](mailto:dlit@andrews.edu).