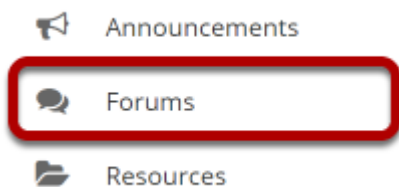


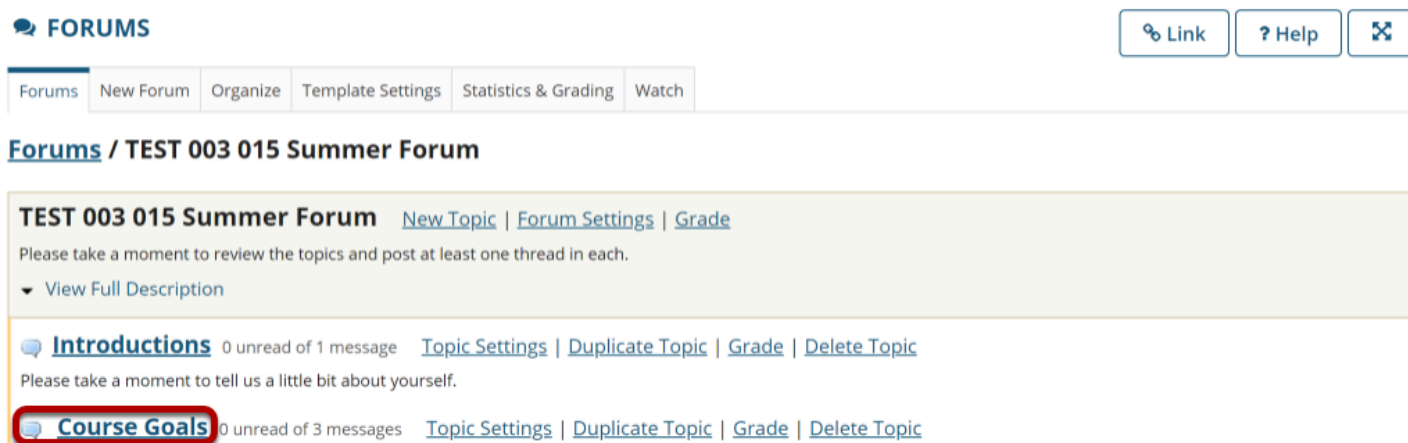
# How do I grade a forum topic using a rubric?

## Go to Forums.



Select the **Forums** tool from the tool menu of your site.

## Select topic you want to grade.



# Select the title of the student's post to be graded.

## FORUMS

[Link](#) [? Help](#) [✕](#)

[Forums](#) [New Forum](#) [Organize](#) [Template Settings](#) [Statistics & Grading](#) [Watch](#)

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[Start a New Conversation](#) [Display Message Content](#) [Topic Settings](#) 

### Course Goals

[Move Thread\(s\)](#)

|                          | Conversation   | Authored By                                      | Date                  |
|--------------------------|--|--|-----------------------|
| <input type="checkbox"/> | <a href="#">Understanding</a> 0 unread of 2 messages | <a href="#">Demo Instructor (demoinstructor)</a> | Feb 26, 2020 12:01 PM |
| <input type="checkbox"/> | <a href="#">My Goal</a> 0 unread of 1 message        | <a href="#">Demo Student 1 (demostudent01)</a>   | Feb 26, 2020 1:55 PM  |

# Select the Grade button in the student post.

 [My Goal](#)  
Demo Student 1 (demostudent01) (Feb 26, 2020 1:55 PM) - Read by: 2

[Reply](#) [Email](#) [Grade](#) [Edit](#) [Delete Message](#)

Last Edited By Demo Instructor (demoinstructor) on Mar 24, 2020 11:44 AM

My main goal is to get an A in this class.

## Scroll to the bottom of the window.

Comments:

Responses

|            |                               |                                       |   |       |
|------------|-------------------------------|---------------------------------------|---|-------|
| Content    | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>0 |
| Peer Reply | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>0 |

Total: 0

**SUBMIT GRADE** Cancel

The rubric will appear at the bottom of the modal window, just below the **Comments** field.

## Select the appropriate rating level for each criterion.

Responses

|            |                               |                                       |   |       |
|------------|-------------------------------|---------------------------------------|---|-------|
| Content    | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>3 |
| Peer Reply | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>5 |



Total: 8

**SUBMIT GRADE** Cancel

The points will be added up automatically based on your rating selections. The total points earned will appear just below the rubric.

**(Optional) If you allowed individual score adjustments, you may fine tune the rating points if needed.**

**Responses**



|                   |                               |                                       |   |  |
|-------------------|-------------------------------|---------------------------------------|---|--|
| <b>Content</b>    | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>3<br><input type="text" value="2"/> |
| <b>Peer Reply</b> | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | Exceeds expectations<br><i>5 Points</i> | <br>5<br><input type="text" value="5"/> |

Total: 7

**SUBMIT GRADE**

**(Optional) Select the Comment icon [Leave a comment for the student about this criterion] if you would like to include additional feedback.**

**Responses**



|                   |                               |                                       |  |
|-------------------|-------------------------------|---------------------------------------|--|
| <b>Content</b>    | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | <b>Comment for Content</b> <input type="button" value="DONE"/><br><br>3<br><input type="text" value="2"/> |
| <b>Peer Reply</b> | Inadequate<br><i>0 Points</i> | Meets expectations<br><i>3 Points</i> | <br>5<br><input type="text" value="5"/>   |

Total: 7

**SUBMIT GRADE**

Enter your comments into the text field provided, and select **Done** when finished.

## Responses

|                   |                        |                                |                                  |  |
|-------------------|------------------------|--------------------------------|----------------------------------|--|
| <b>Content</b>    | Inadequate<br>0 Points | Meets expectations<br>3 Points | Exceeds expectations<br>5 Points | <br>3<br><input type="text" value="2"/> |
| <b>Peer Reply</b> | Inadequate<br>0 Points | Meets expectations<br>3 Points | Exceeds expectations<br>5 Points | <br>5<br><input type="text" value="5"/> |

Total: 7

**SUBMIT GRADE**

*Note: The Comments icon changes color when comments are saved.*

**Select Submit Grade when finished grading this post.**

**SUBMIT GRADE**