



# How do I grade discussion forums?

*Note: You must [create the Gradebook item](#) in the Gradebook **BEFORE** you can associate a Discussion or Topic with the item for grading.*

## Go to Discussion.

 Announcements

 Discussions

 Assignments

Select the Discussions tool from the Tool Menu in your site.

## Select the Topic you want to grade.


[TEST 003 015 Summer Forum](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

Please take a moment to review the topics and post at least one thread in each.

▾ View Full Description

 [Course Goals](#) 1 unread of 4 messages ( Moderated ) [Topic Settings](#) [More](#) ▾

[Case Studies](#) [New Topic](#) | [Forum Settings](#) | [More](#) ▾

 [Chapter 2 Case Study](#) 0 unread of 0 messages [Topic Settings](#) | [More](#) ▾ [Delete Topic](#)

[Duplicate Topic](#)

[Grade](#)

Click on the **More** link for the Topic you want to grade, and then select **Grade** from the list of expanded options.

*Note: You may grade by either Discussion or Topic. The grading process is very similar. However, most faculty prefer to grade by Topic, since a Discussion may contain several different Topics and each Topic may represent a separate Gradebook item or score.*

# Select a Gradebook item.

Forums / Statistics & Grading / TEST 003 015 Summer Forum / Course Goals

Select a Gradebook item:

Filter by group:

Name	Details	Authored	Read	Unread	Percent Read	Grade
Instructor_Demo	<a href="#">Details</a>	1	3	1	75%	<a href="#">Grade</a>
Student 1_Demo	<a href="#">Details</a>	3	4	0	100%	<a href="#">Grade</a>
Student 2_Demo	<a href="#">Details</a>	0	0	2	0%	<a href="#">Grade</a>
Student 3_Demo	<a href="#">Details</a>	0	0	2	0%	<a href="#">Grade</a>

Forums / Statistics & Grading / TEST 003 015 Summer Forum / Course Goals

Select Gradebook item:

Filter by group:

0

Name	Details	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments
Instructor_Demo	<a href="#">Details</a>	1	3	1	75%	N/A	N/A
Student 1_Demo	<a href="#">Details</a>	3	4	0	100%	<input type="text"/>	--Hidden--
Student 2_Demo	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--
Student 3_Demo	<a href="#">Details</a>	0	0	2	0%	<input type="text"/>	--Hidden--

You will see a list of site participants along with summary statistics for each user on number of posts authored, read, unread, and percent read in the current topic. You may sort the list by any of those columns by clicking on the column title if you choose.

Select the Gradebook item where you would like to record the scores for this topic from the drop-down menu in the upper right corner. Once you select a Gradebook item, the screen will change to display a grade entry column where you may enter points.

*Note: If you already associated your Topic with a Gradebook item, then you do not need to complete this step. You should have been taken directly to the grade entry screen.*

# View posts.

Forums / Statistics & Grading / TEST 003 015 Summer Forum / Course Goals

Select a Gradebook item: Course Goals

Filter by group: All Participants

0 APPLY GRADE TO ALL UNGRADED

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments	
<a href="#">Instructor, Demo</a>	<a href="#">Details</a>	1	3	1	75%	N/A	N/A
<a href="#">Student 1, Demo</a>	<a href="#">Details</a>	3	4	0	100%		--Hidden--
<a href="#">Student 2, Demo</a>	<a href="#">Details</a>	0	0	2	0%		--Hidden--
<a href="#">Student 3, Demo</a>	<a href="#">Details</a>	0	0	2	0%		--Hidden--

SUBMIT GRADES CANCEL CHANGES

[CLOSE WINDOW](#)

Sort by Topic | Sort by Date

Student 1, Demo (demostudent01)

**Word Count: (11)**  
TEST 003 015 Summer Forum / Course Goals / My Goal (Feb 26, 2020 1:55 PM)  
My main goal is to get an A in this class.

**Word Count: (58)**  
TEST 003 015 Summer Forum / Course Goals / Re: Understanding (Feb 26, 2020 1:04 PM)  
YES! I am most interested in exploring the concept of the human condition through the author's use of character development.

**Original Message:**  
From Demo Instructor (demoinstructor) (Feb 26, 2020 12:01 PM EST)  
Subject Understanding

To view posts, click on the author's name. A window will open showing the message/s posted by that author. Notice that the Word Count in each post is also shown.

Click the **Close Window** button to close the window and return to the grade entry screen.

# Enter points.

Forums / Statistics & Grading / TEST 003 015 Summer Forum / Course Goals

Select a Gradebook item: Course Goals

Filter by group: All Participants

0 APPLY GRADE TO ALL UNGRADED

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments	
<a href="#">Instructor, Demo</a>	<a href="#">Details</a>	1	3	0	100%	N/A	N/A
<a href="#">Student 1, Demo</a>	<a href="#">Details</a>	2	3	0	100%	10	--Hidden--
<a href="#">Student 2, Demo</a>	<a href="#">Details</a>	0	0	2	0%		--Hidden--
<a href="#">Student 3, Demo</a>	<a href="#">Details</a>	0	0	2	0%		--Hidden--

Enter points into the grade entry column.

## Add Comments.

0

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Show Comments
<a href="#">Instructor, Demo</a> <a href="#">Details</a>	1	3	0	100%	N/A	N/A
<a href="#">Student 1, Demo</a> <a href="#">Details</a>	2	3	0	100%	<input type="text" value="10"/>	Great job on your response to the "Understanding" thread.
<a href="#">Student 2, Demo</a> <a href="#">Details</a>	0	0	2	0%	<input type="text"/>	
<a href="#">Student 3, Demo</a> <a href="#">Details</a>	0	0	2	0%	<input type="text"/>	

0

Name	Authored	Read	Unread	Percent Read	Course Goals (10.0 points possible)	Hide Comments
<a href="#">Instructor, Demo</a> <a href="#">Details</a>	1	3	0	100%	N/A	N/A
<a href="#">Student 1, Demo</a> <a href="#">Details</a>	2	3	0	100%	<input type="text" value="10"/>	Great job on your response to the "Understanding" thread.
<a href="#">Student 2, Demo</a> <a href="#">Details</a>	0	0	2	0%	<input type="text"/>	
<a href="#">Student 3, Demo</a> <a href="#">Details</a>	0	0	2	0%	<input type="text"/>	

If you would like to add comments, click on the **Show Comments** link to expand the comment column.

Enter your comments into the text boxes provided.

## Apply a grade to all ungraded.

[Forums](#) / [Statistics & Grading](#) / [TEST 003 015 Summer Forum](#) / [Course Goals](#)

Select a Gradebook item:

Filter by group:

0

If you would like to apply a single score to all ungraded items, enter the score to be applied and then click the **Apply Grade to all Ungraded** button.

*Tip: This is a useful option if, for example, you would like to apply zeros to all students that did not post.*

## Submit grades.



After you have entered all of the grades and/or comments, scroll down to the bottom of the list and click the **Submit Grades** button to save your changes and send the grades to the Gradebook.