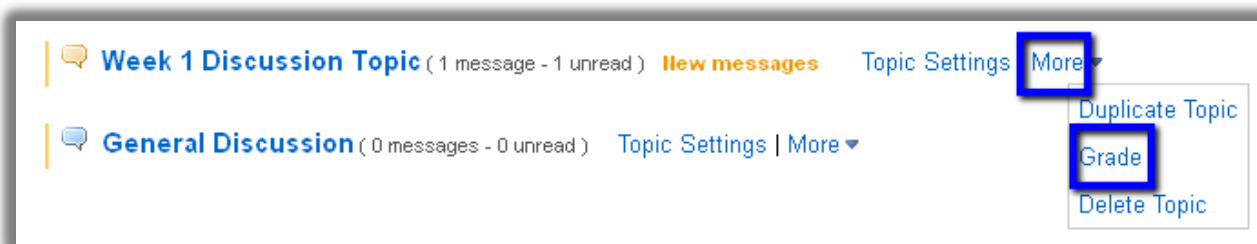


## Sakai Forum Grading

### Grade your Student Topic postings

After the Discussion Topic due date and time, you can grade your student Topic postings and replies.



**Step 1:** In your course site, click on **Forums**.

**Step 2:** To the right of your Topic title, click on the **More** link, then click on **Grade**

**Step 3:** You'll see the Topic Grading area, such as the sample below.

- 1) Click on a **Student Name** that has authored (submitted) a posting. **A pop-up box will display** the student's postings and replies, with dates and time stamps.
- 2) You'll also see the number of posts the student Read and didn't read (Unread), and the Percent of the Topic postings the student read.
- 3) You'll see a box for adding your **grades** for each student. Note: You'll see N/A beside the instructors or TAs names.
- 4) To add comments, click on the column title **Show Comments**. Text boxes will appear to type instructor comments into.
- 5) Click on **Submit Grades** regularly-they are not saved automatically!

Name	Authored	Read	Unread	Percent Read	Week 1 Discussion Posting	Show Comments	
Durham, SampleStudent (dtccstudent_s)	<a href="#">Details</a>	0	0	1	0%	<input type="text"/>	--Hidden--
Roehrs, Rebekah (roehrsr2365)	<a href="#">Details</a>	0	0	1	0%	N/A	N/A
Roehrs, SampleStudent (roehrsr2365_s)	<a href="#">Details</a>	1	1	0	100%	<input type="text"/>	--Hidden--

**After students click on the Gradebook** link on the course site main menu, they can see their Discussion posting grade and instructor comments.

Week 1 Discussion Posting	-	100/100	Excellent job!
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