

# How to Grade Students' Forum Posts

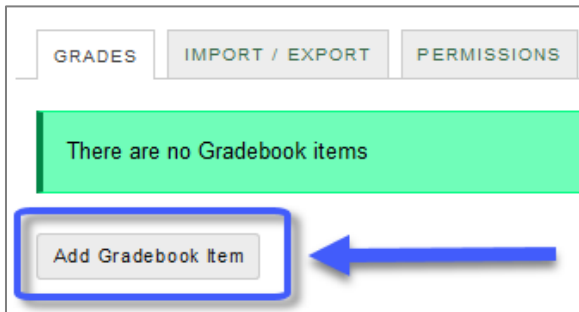
Sakai's Forums tool offers several ways for instructors to review and grade students' discussion posts. In this handout, we'll show you the way we think is simplest and quickest.

## Step 1: Add a Gradebook item

In the Gradebook, you must manually create a gradebook item for each Forum topic that you will grade.

**TIP:** The Assignments and Tests & Quizzes tools in Sakai can create gradebook items for you – but not the Forums tool! Before grading Forums you must manually create items in the Gradebook.

1. On the course menu, click **Gradebook**.
2. Click the **Add Gradebook Item** button.



3. Enter a **Title** (example: *Week 1 Topic*) and the **Point value** (ex: *10*).
4. Enter a **Due date**. (Optional, but recommended. Students will see due dates in the Gradebook.)
5. If you have set up gradebook categories (recommended), choose the appropriate **Category** for this gradebook item. Then BE SURE to check the box to "**Include this item in course grade calculations**" so students' forum grades will be calculated into their overall course grade.
6. At the bottom, click **Create**. The new item now appears in your Sakai gradebook.

## Step 2: Associate a Forum Topic with the Gradebook Item

When you "associate" a Forum topic with a Gradebook item, you are telling the Forums tool where in the Gradebook to store grades for that topic.

1. In the course menu, click **Forums**.
2. To the right of the topic you want to grade, click **Topic Settings**.
3. Scroll to the bottom, to the area labeled **Grading**.
4. In the dropdown menu, select the **Gradebook item** you want to associate with this Forum topic.



- **TIP:** If you created a Gradebook item just a few moments ago, you may need to wait a few minutes before it appears in this dropdown menu. You may need to Save and come back into Topic Settings before it will appear.
5. After selecting the appropriate gradebook item, click **Save**.

### Step 3: Review and grade students' posts

On the main page of the Forums tool, to the right of the topic you want to grade, click **More** and choose **Grade**. A grading screen appears, which lists each student along with a column for entering grades:

Forums / Statistics & Grading / WEB 110 195 2017sp Forum / Week 1 Topic Select a Gradebook item: Week 1 Topic ▾

0 Apply Grade to all Ungraded

Name	Authored	Read	Unread	Percent Read	Week 1 Topic (10.0 points possible)	Show Comments
East, Jane	1	1	7	12%	8	-Hidden-
North, Greg	3	5	3	62%	7	-Hidden-
South, Ted						-Hidden-
Techsmith, Rachel					N/A	N/A
West, David						-Hidden-

Close Window

Submit Grades Cancel Changes

Hide Comments

Jane: You answered the questions thoroughly, provided examples, and clearly expressed yourself, but you didn't reply to another student's post.

1. If you want to enter comments along with grades, click **Show Comments** in the upper right; the title will change to “Hide Comments” and will display boxes for entering feedback.
2. To begin grading, click on a **student's name**. A window will open showing the full text of all posts and replies submitted by that student in this topic. Scroll through this window to review the student's work. When finished, click **Close Window**.
3. Enter the student's grade in the box provided, and enter any comments.
  - **TIP:** Once you start entering grades, do NOT click on DETAILS. Doing so can result in losing unsaved grades.
4. To save, scroll down to the bottom and click **Submit Grades**.  
(After saving, you will need to click Show Comments again to see and enter comments.)
  - **IMPORTANT: BE SURE to SAVE often!** We recommend that you scroll down and click **Submit Grades** after every one or two students that you grade.
5. Students will see their grade and any comments in the Gradebook:

Grade Report for Jane East Print

Course Grade: - Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Discussions	80%	0%		
Week 1 Topic	8 / 10		04/04/2017	Jane: You answered the questions thoroughly, provided examples, and clearly expressed yourself, but you didn't reply to another student's post.