

## Creating and Grading Forums

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## Forums

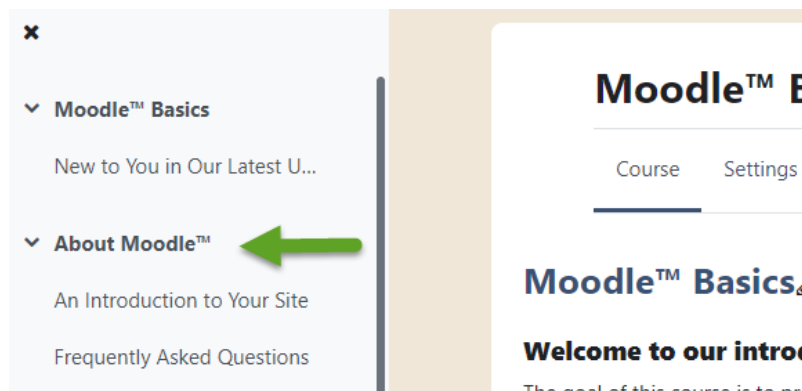
The **Forum** activity allows students and teachers to exchange ideas by posting comments as part of a 'thread.' Files such as images and media may be included in forum posts. The teacher can choose to grade and/or rate forum posts and it is also possible to permit students to rate each other's posts.

Grading: **Forums** do not have the option of being graded in **Open Grader**. **Open grader** is not going away; however, the grading options for **Forums** do not include **Open Grader**. The grading options for **Forums** are **Whole Forum Grading** or **Ratings**.

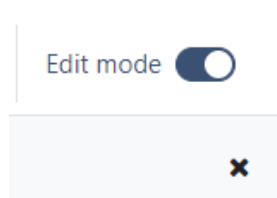
**Whole forum grading** is a feature that allows instructors to assess student forum postings from a grading interface that collects each student's postings on one page.

Setup: To set up **Whole Forum Grading**, go to **Add an Activity** and select **Forum**.

To begin adding a Forum, navigate to your Moodle course and select the topic to which you wish to add the resource. At the bottom of the topic, select **Add an activity or resource**.



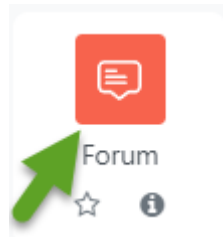
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.



Next, scroll to the bottom of the page, locate and select the **Add an activity or resource button**.



Select Forum.



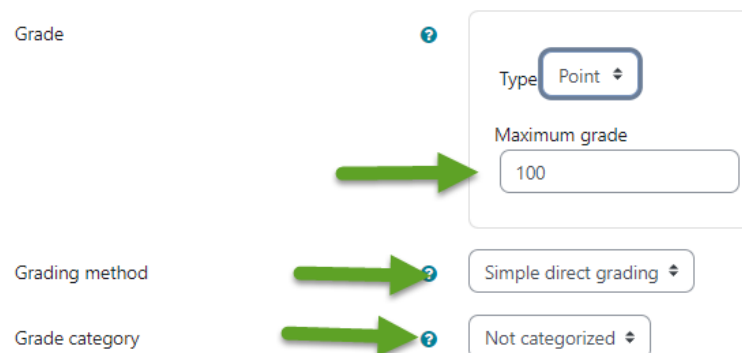
In the settings, choose **Whole forum grading** and select the grade **Type**.

### ▼ **Whole forum grading**



Next, set the **Maximum grade**, **Grading method**, and **Grade category**.

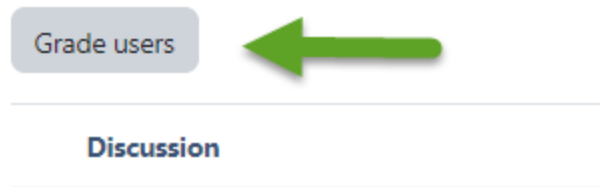
### ▼ **Whole forum grading**



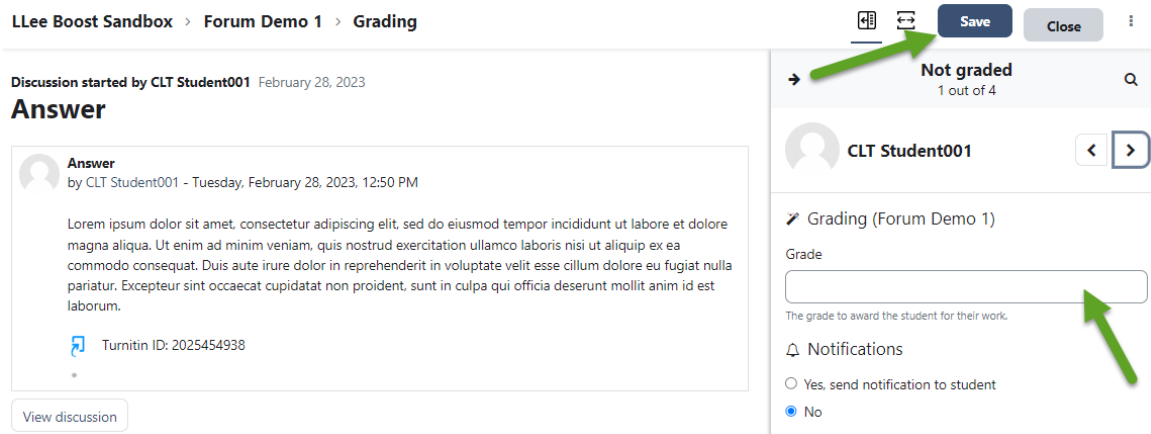
For a demonstration of this section of the help guide, watch this video on [Forums & Whole Forum Grading](#).

## Grading Using Whole Forum Grading

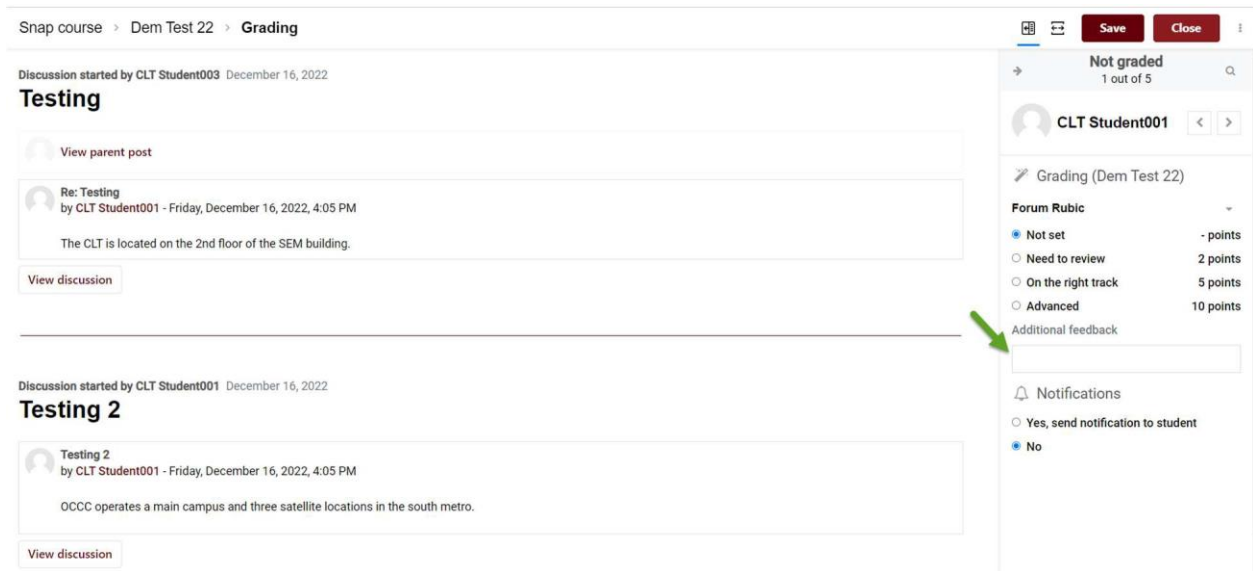
To grade a Forum using **Whole Forum Grading**, access the **Forum** activity and select **Grade Users**.



The forum grading interface contains all of a student's forum posts on the left side of the screen, their name, a grade entry field, and a communication option on the right side of the screen. Their forum posts will contain post titles, dates, and content. You can scroll through all the students by clicking the arrow or search by name by clicking on the magnifying glass. Below is an example of **Whole forum grading** using **Points**.

A screenshot of the 'Whole Forum Grading' interface. The top navigation bar shows 'LLee Boost Sandbox > Forum Demo 1 > Grading'. The main content area is divided into two panels. The left panel shows a discussion started by 'CLT Student001' on February 28, 2023, with the title 'Answer'. It contains a post by 'CLT Student001' with a placeholder text and a Turnitin ID. The right panel shows the grading interface for 'CLT Student001'. It includes a 'Not graded' status, a 'Save' button, and a 'Close' button. Below this is a 'Grade' field with a green arrow pointing to it. The 'Notifications' section has two options: 'Yes, send notification to student' (unselected) and 'No' (selected).

The following is an example of using a rubric to grade in whole forum grading. A rubric will also reveal an option for instructors to leave feedback.



The screenshot displays a forum grading interface. At the top, a breadcrumb trail shows 'Snap course > Dem Test 22 > Grading'. The main content area lists two discussions. The first, titled 'Testing', was started by CLT Student003 on December 16, 2022. It includes a 'View parent post' link and a reply from CLT Student001 dated Friday, December 16, 2022, at 4:05 PM, stating 'The CLT is located on the 2nd floor of the SEM building.' Below this is a 'View discussion' button. The second discussion, titled 'Testing 2', was started by CLT Student001 on the same date and time, stating 'OCCC operates a main campus and three satellite locations in the south metro.' It also has a 'View discussion' button. On the right side, a sidebar titled 'Not graded' (1 out of 5) shows the user 'CLT Student001'. Under 'Grading (Dem Test 22)', a 'Forum Rubric' is displayed with four options: 'Not set' (selected, - points), 'Need to review' (2 points), 'On the right track' (5 points), and 'Advanced' (10 points). Below the rubric is an 'Additional feedback' text box, which is highlighted by a green arrow. At the bottom of the sidebar, there are 'Notifications' options: 'Yes, send notification to student' and 'No' (selected).

For a demonstration of this section of the help guide, watch this video on [Forums & Whole Forum Grading](#). Also watch, [Adding a Rubric to a Forum](#).

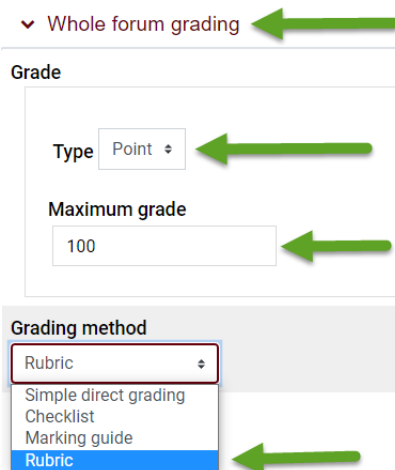
## Setting Up a Forum with a Rubric

Click on **Add an activity or resource**, and select **Forum**:



Forum

Select **Whole forum grading**, choose **Point** and enter the maximum grade. Next, click on the **Grading method** dropdown menu and select **Rubric**.



▼ Whole forum grading

Grade

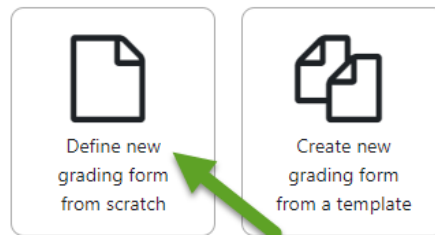
Type Point

Maximum grade  
100

Grading method

- Rubric
- Simple direct grading
- Checklist
- Marking guide
- Rubric

When finished entering the settings, title, and description of the forum, select **Save and display**. The next screen will give you the option of **Defining new grading form from scratch** or **Create new grading form from template**.



On the **Define rubric** page, start by giving your rubric a name and a description.

**Due:** Wednesday, March 1, 2023, 12:00 AM

Name



Rubric - Class Presentations

Description

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, bulleted list, numbered list, indent, and outdent.

Next, when you scroll down, you will see a blank Rubric.

Rubric

Click to edit criterion 	Click to edit level 0 points	Click to edit level 1 points	Click to edit level 2 points	+ Add level
+ Add criterion				

This rubric needs clearly defined criteria and levels of achievement to be a useful grading tool. To begin defining your criteria, select **Click to edit criterion** and type the name of your first criterion.

Rubric

Presentation Delivery 	Click to edit level 0 points	Click to edit level 1 points	Click to edit level 2 points	+ Add level
Select outcome				























Once you name the criterion, select **Click to edit level** to describe each achievement level. You can also select the points to edit the number of points associated with each level. If you need more levels of achievement, simply select **Add level**. Once you are satisfied with your first criterion, select **Add criterion** to add more in the same way.

Rubric

<b>Presentation Delivery</b> 	Click to edit level 0 points	Click to edit level 1 points	Click to edit level 2 points	+ Add level
+ Add criterion				

If you want to remove either criteria or levels of achievement, use the 'X' icons.

Rubric

  	<b>Presentation Delivery</b>	Needs improvement 3 points	 Satisfactory 5 points	 Well done 8 points	 Excellent 10 points 	+ Add level
   	<b>Content</b>	Needs improvement 3 points	 Satisfactory 5 points	 Well done 8 points	 Excellent 10 points 	+ Add level
  	<b>Supporting Technology</b>	Needs improvement 3 points	 Satisfactory 5 points	 Well done 8 points	 Excellent 10 points 	+ Add level

Once you are satisfied with your levels and criteria, you can adjust the Rubric options below.

### Rubric options

Sort order for levels: Ascending by number of points

- ☒ Calculate grade having a minimum score of the minimum achievable grade for the rubric?
- ☒ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☒ Display rubric description during evaluation
- ☒ Display rubric description to those being graded
- ☒ Display points for each level during evaluation
- ☒ Display points for each level to those being graded
- ☒ Allow grader to add text remarks for each criterion
- ☒ Show remarks to those being graded

Save rubric and make it ready

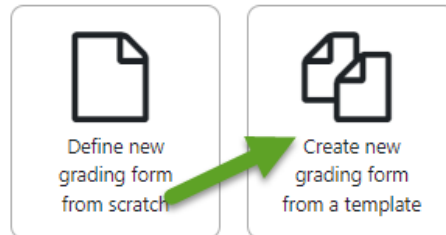
Save as draft

Cancel

These options control what information is displayed to students about your rubric. When you are finished adjusting options, select **Save rubric and make it ready**.



## Create new grading form from a template



To use a template, select **Create new grading form from template**. The next page will have four rubric templates. Select a template by clicking on **use this template** below the template you would like to use for the forum.

<b>Presentation Delivery</b>	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>
<b>Content</b>	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>
<b>Supporting Technology</b>	Needs improvement <b>3 points</b>	Satisfactory <b>5 points</b>	Well done <b>8 points</b>	Excellent <b>10 points</b>

### Rubric options

Sort order for levels: **Ascending by number of points**

- ☒ Calculate grade having a minimum score of the minimum achievable grade for the rubric ?
- ☒ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☒ Display rubric description during evaluation
- ☒ Display rubric description to those being graded
- ☒ Display points for each level during evaluation
- ☒ Display points for each level to those being graded
- ☒ Allow grader to add text remarks for each criterion
- ☒ Show remarks to those being graded



Use this template




Delete

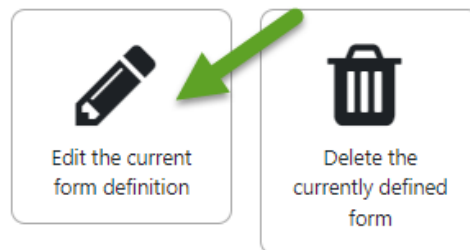
Select **Continue**:

### Confirm

Do you want to use the grading form 'Rubric - Class Presentations' as a template for the new grading form in 'Testing Forums (Forum)'?





To edit the rubric template, click **Edit the current form definition**.



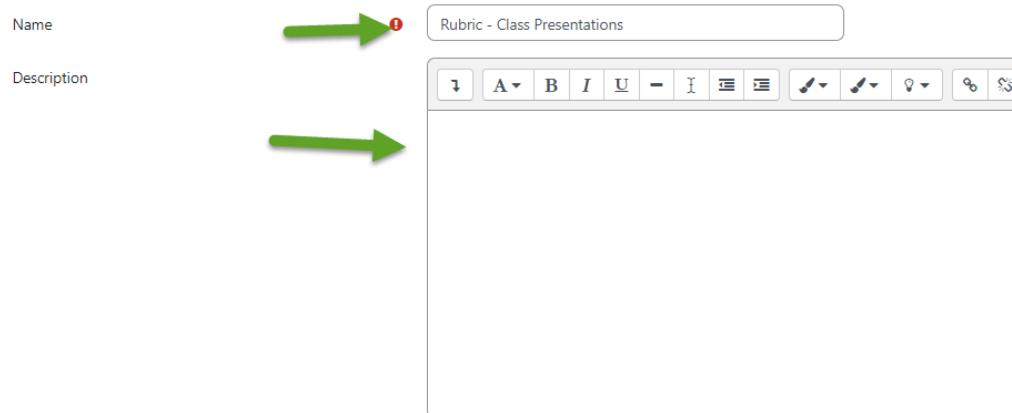
Click on each of the four areas to change text and points. Click **Add level** to add a column to the right. Also, to delete a row, click on the **X**. Click **Add criterion** more rows.

Rubric

	Needs improvement 3 points	Satisfactory 5 points	Well done 8 points	Excellent 10 points	
<div> <div>X</div> <div>Presentation Delivery</div> <div>Select outcome</div> </div> 					+ Add level
<div> <div>↑</div> <div>Content</div> <div>X</div> <div>↓</div> <div></div> </div>					+ Add level
<div> <div>↑</div> <div>Supporting Technology</div> <div>X</div> <div>↓</div> <div></div> </div>					+ Add level



Add a title and needed description to the **Name** and **Description** spaces. Click **Save**. The **Rubric** will be added to the **Forum** for grading.

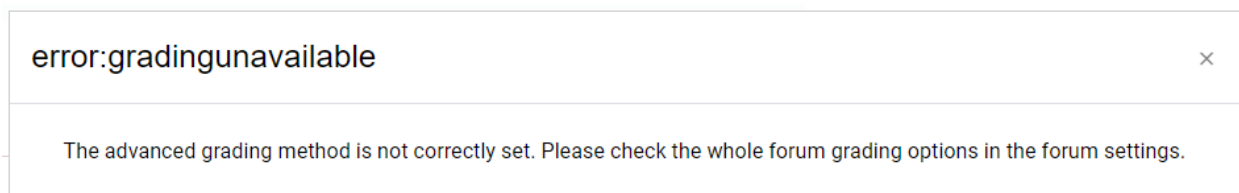


Name: Rubric - Class Presentations

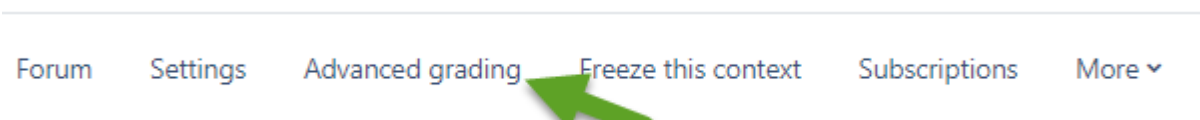
Description: [Empty text area with rich text editor toolbar]

### Setting Up a Rubric after the Forum Has Been Created

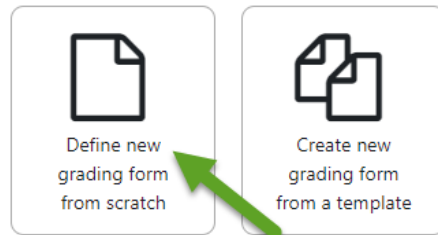
If a **Forum** has been set up using **Whole forum grading** but does not have an assigned **Rubric**, the instructor will receive the following error message: “The advanced grading method is not correctly set. Please check the whole forum grading options in the forum settings.”



To set up a **Rubric** after a **Forum** has been created, select **Advanced Grading** on the navigation bar.



Then follow the previous steps for **Defining new grading form from scratch** or **Create new grading form from template**.



For additional information about CLT resources and training, watch the [Setting Up a Rubric for Whole Forum Grading](#) video.

Please email us at [clt@occc.edu](mailto:clt@occc.edu) or call 405.682.7838 if you have questions or need assistance.