



## Use the Grading Form

### Introduction

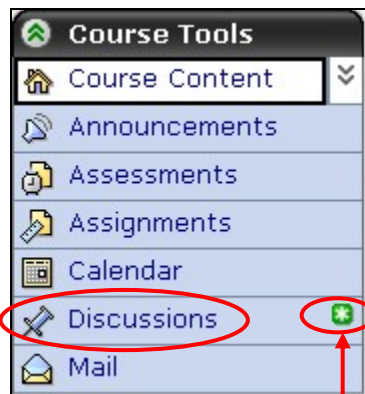
This guide is the third of a three-part series on the use of the Grading Form. In previous guides, we discussed how to Create and Link a Grading Form. In this last segment, we will discuss how to use the Grading Form to grade a student's discussion topic contributions.

### Using the Grading Form

**Step 1:** To begin, click on the **Teach** tab after you have logged into your course.

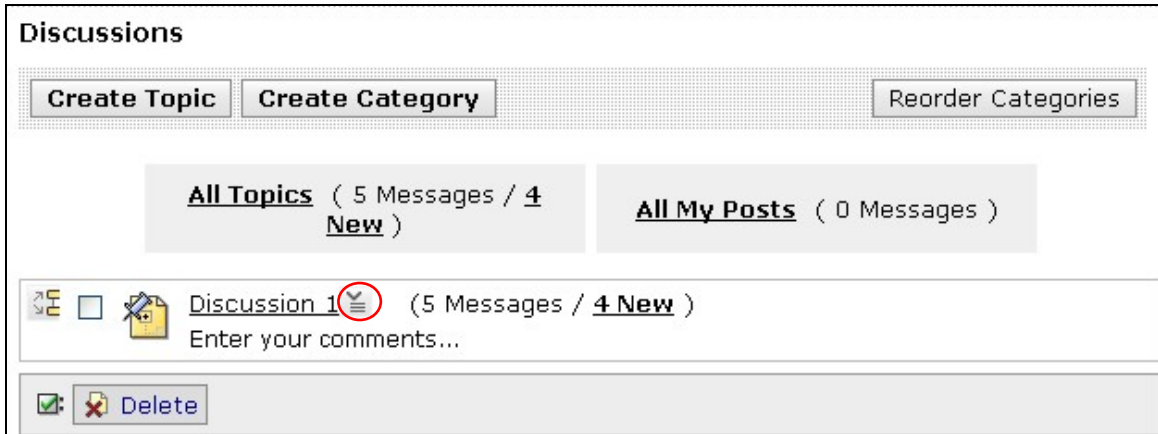


**Step 2:** Next, click **Discussions** from the *Course Tools* Menu. The Discussion Page will appear.

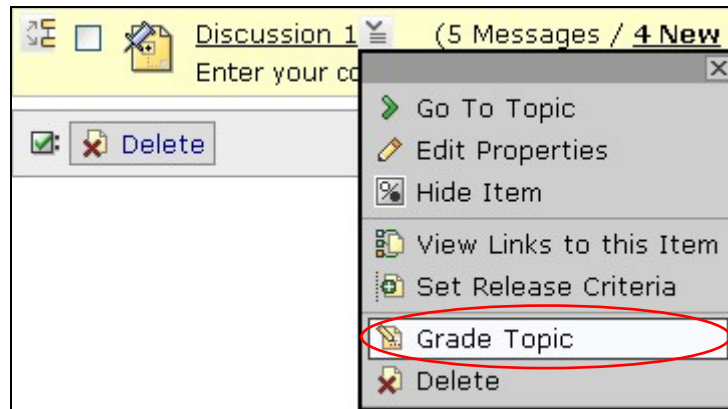


Notice that the **New Item available** icon appears next to the *Discussions* link

**Step 3:** Click on the **Action Link** corresponding with the Discussion you want to grade. In this example, we will use *Discussion 1*.



**Step 4:** Click **Grade Topic**, from the drop down menu.



A split screen will appear that allows you to grade the discussion topic as well as Discussion Activity Overview information that includes detailed individual student data such as total messages read, new messages posted, and replies posted.

**Grade Discussions for: Discussion 1**

**Class Averages**  
 Average Messages Read: 1  
 Average New Messages Posted: 0  
 Average Replies Posted: 0

**Grading Criteria:**  
 Grading Form out of 9

Name	Grade
<a href="#">Ann Brown</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">Jack Buck</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">John Doe</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">Carlos Sosa</a> ▾	<input type="button" value="Complete Grading Form"/>

Your location: [Discussions](#) > **Discussion Activity Overview**

**Discussion 1**

Description (click to collapse)  
 Enter your comments... Topic Type: Threaded  
 Graded: Yes  
[\(Discussion Grading form\)](#) Numeric out of 9.0  
 Peer Review: No  
 Posting Restrictions: Allow post and reply  
 User Identification: User Name

**Discussion Activity Overview**

To view messages posted by a Student, click the Student's name and then click View Student Posts.

Name	Messages		
	Total Messages Read	New Messages Posted	Replies Posted
<a href="#">Ann Brown</a> ▾	2	0	1
<a href="#">Jack Buck</a> ▾	1	1	0
<a href="#">John Doe</a> ▾	1	1	0
<a href="#">Carlos Sosa</a> ▾	3	1	1

**Step 5:** Next, click the **Complete Grading Form** button corresponding with the student that you want to grade. In this example, we will choose Ann Brown. The Grading Form page will appear.

Name	Grade
<a href="#">Ann Brown</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">Jack Buck</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">John Doe</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">Carlos Sosa</a> ▾	<input type="button" value="Complete Grading Form"/>

**Step 6:** Select the appropriate **radio button** corresponding with the performance indicators reflecting the individual student's discussion topic participation.

Objective/Criteria	Performance Indicators		
	Fully Complete	partially Complete	Incomplete
<b>Frequency of posting</b>	<input checked="" type="radio"/> (3 points) A total of at least 3 posting per thread	<input type="radio"/> (2 points) only initial posting made, no responses made to a fellow classmate	<input type="radio"/> (1 points) Did not post
<b>Evidence of having read the thread</b>	<input type="radio"/> (3 points) Makes, references to others' responses	<input checked="" type="radio"/> (2 points) Little evidence of having read thread	<input type="radio"/> (1 points) No evidence of having read thread
<b>Adding different ideas to the thread</b>	<input type="radio"/> (3 points) Adds considerably to the thread	<input checked="" type="radio"/> (2 points) Adds little to the thread	<input type="radio"/> (1 points) Adds nothing to the thread
			Total: 7 out of 9

Notice that the total point value that the student has earned is indicated at the bottom of the page

**Step 7:** Enter [instructor] **Comments** in the space provided.

<b>Comments:</b>
Enter your comments here

**Step 8:** Click **Save** when finished.

<b>Save</b>
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Notice that Ann Brown now has a check mark indicating that the discussion topic has been graded.

**Grade Discussions for: Discussion 1**

**Class Averages**  
 Average Messages Read: 1  
 Average New Messages Posted: 0  
 Average Replies Posted: 0

**Grading Criteria:**  
 Grading Form out of 9

Name	Grade
<a href="#">Ann Brown</a> ▾	<input checked="" type="checkbox"/> <input type="button" value="View Grade"/>
<a href="#">Jack Buck</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">John Doe</a> ▾	<input type="button" value="Complete Grading Form"/>
<a href="#">Carlos Sosa</a> ▾	<input type="button" value="Complete Grading Form"/>

For some, you may want to confirm that this process worked properly... If so, follow these steps.

**Step 9:** Click on **View Grade**, to confirm the completed grading form.

Name	Grade
<a href="#">Ann Brown</a> ▾	<input checked="" type="checkbox"/> <input type="button" value="View Grade"/>

Notice that the performance indicators are highlighted as well as a record of the point value that the student earned. The student will see the same information from their view of the course as well. Congratulations!!

Objective/Criteria	Performance Indicators		
	Fully Complete	partially Complete	Incomplete
<b>Frequency of posting</b>	<input checked="" type="checkbox"/> <b>(3 points)</b> A total of atleast 3 posting per thread	(2 points) only initial posting made, no responses made to a fellow classmate	(1 points) Did not post
<b>Evidence of having read the thread</b>	(3 points) Makes, references to others' responses	<input checked="" type="checkbox"/> <b>(2 points)</b> Little evidence of having read thread	(1 points) No evidence of having read thread
<b>Adding different ideas to the thread</b>	(3 points) Adds considerably to the thread	<input checked="" type="checkbox"/> <b>(2 points)</b> Adds little to the thread	(1 points) Adds nothing to the thread
			Total: 7 out of 9

## **Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).