Forum setup and grading in Moodle 2x

In our new version of Moodle the way that we can grade forums has changed. Below are the two recommended methods for setting up and grading forums.

**Method 1: Manual Forum**

**Manual grading setup:** When you set up your forum for manual grading, the Grade and Ratings settings should look as follows:

![Diagram showing the settings for manual grading](image)

- Set to “Manual”
- Set desired point value
- Set to “Simple direct grading”
- Set to “No ratings”

**Manually grading the forum**

Once ready to grade, you have three ways to view the posts that have been made. These methods will be covered in the last section (viewing posts).

Regardless of how you choose to view the posts, grades must be entered manually through the gradebook the same way you would a manual grade item.

*(for info on manually entering grades in the gradebook see [http://davidsonccc.edu/moodle-faculty-resources/moodle-resources](http://davidsonccc.edu/moodle-faculty-resources/moodle-resources]*)
Method 2: Rating Forum

**Rating setup:** When you set up a forum to use ratings, the Grade and Ratings settings should look as follows

Grading the forum using Ratings

Once ready to grade, you have three ways to view the posts that have been made. These methods will be covered in the last section (viewing posts).

When you view a forum post with this setup, you have the option of entering a rating for every post in the forum. The student’s grade will be an average of all of their ratings. You do **NOT** have to rate every post. If you only enter one rating per student, then that one rating will be the student’s grade.

**Remember:** It does not matter what post you rate for a student so long as they have only one post rated. Rating a student on more than one post will result in their grade being an average of the ratings.
Use the drop menu to select the rating.

**Viewing Posts**

**Method 1:** Click into the forum and manually browse all of the posts in the forum. You can then read the posts. If you’re using the manual setup, you will then have to go to the gradebook to enter the grades. If you’re using the rating setup, you can enter a rating for each student when you view the post.
**Method 2:** If you only want to see who has posted and how many times they posted and replied, click into the forum and select “view posters” in the settings block.

This will show you a list of who has posted to the forum and how many times but will **NOT** allow you to view their posts.

![View posters](image-url)
**Method 3:** You can search your forums by different criteria by clicking into the forum and using the search bar that is located in the top right.

Click “search forums” without entering anything into the text field to bring up the page below where you can set a number of different search criteria. Criteria include the student’s name, the timeframe for the posts you’re looking for, and which forum to search in.
The search results will be ordered by the time they were posted. You can then read a student’s posts and rate them before searching again.

If you have any questions, feel free to contact the distance learning department or see the link below for other resources.

http://davidsonccc.edu/distance-learning-faculty-resources