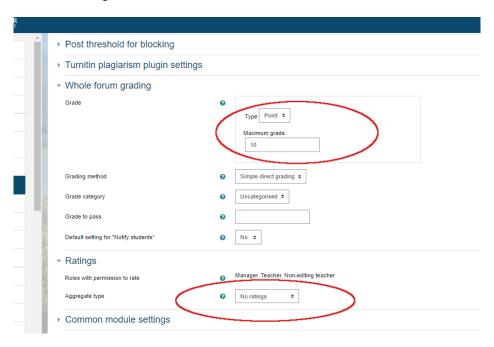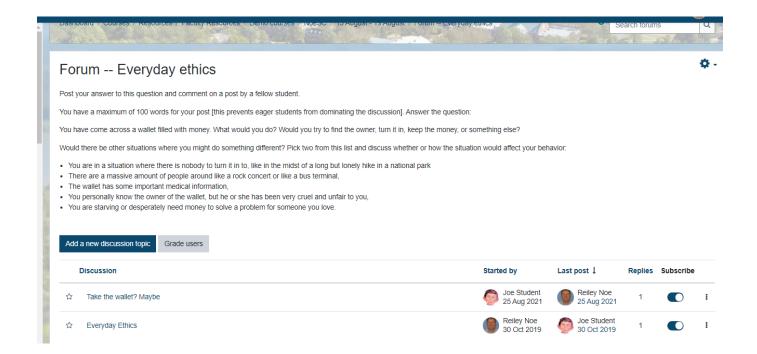# Whole Forum Grading and Summary Report

Moodle now has a new, more efficient way to grade forum posts and replies, called Whole Forum Grading. You can view all of a student's posts and replies in one central screen and give a grade for all of the content simultaneously. You can also see more data with a summary report, which also allows you to export forum content.

1. After you've added the forum or as you are editing the settings for the forum, <u>make sure that the Whole Forum grading is set to Point</u> and <u>you have the maximum points for the forum established</u>. If you are grading on a pre-established scale like Pass/Fail, you can also select Scale as the type.
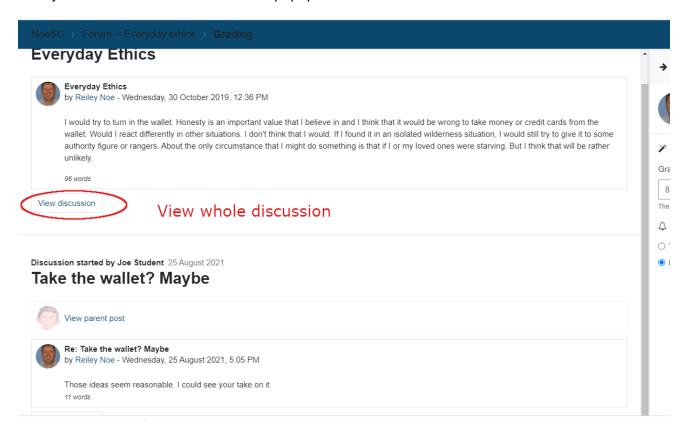
   <u>Make sure that Ratings is set for 'No Ratings'</u>. Grading posts by ratings will not work simultaneously with Whole Forum Grading.
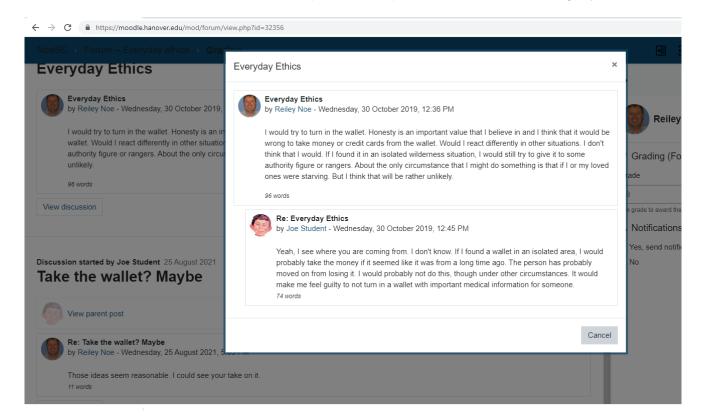

2. Go to the forum and click on it. You'll see the posts arrayed vertically. Click on **Grade Users**.

3. One student will display. You will see his or her posts arranged vertically. A View Discussion button will let you view an entire discussion in a popup window.
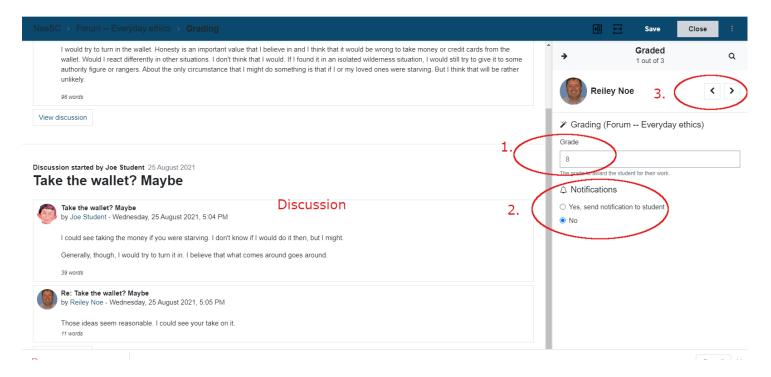

4. Here's the full discussion context - all the posts and replies - in its full intellectual glory.
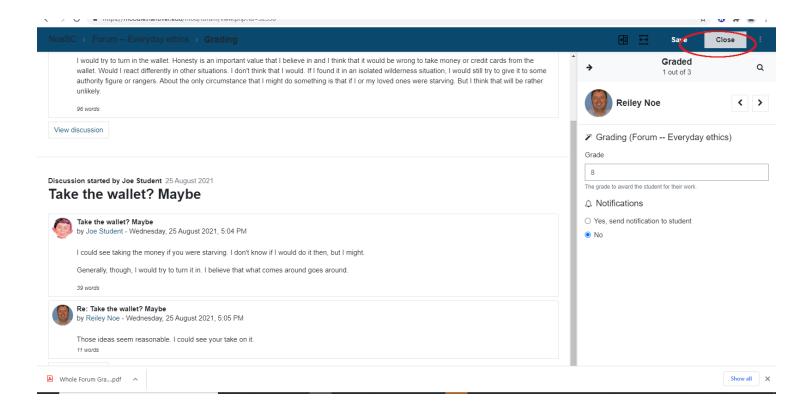
5. If you click on View Parent Post, you'll see the full discussion in a thread.
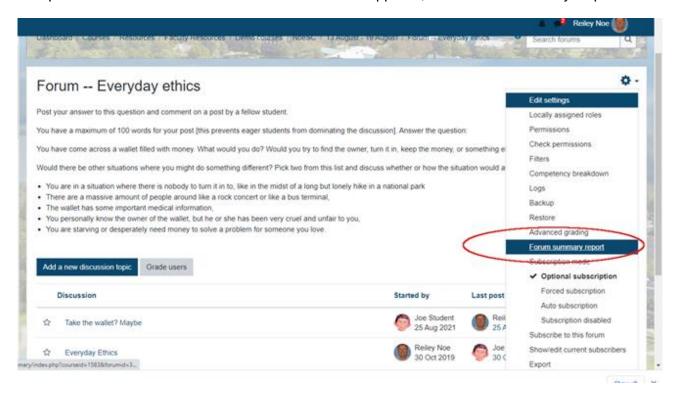
   You can also assign a grade for all of the posts and replies (1). You can choose to notify the student immediately, if you want or click No to mark the grade and move on (2). Finally, you can use the arrows to toggle backwards and forwards among your students to see their posts in context and grade their contribution to the forum. (3).

6. When you have finished grading, click Close to go to the course page.

7. The Summary Report for a forum will give you plenty of interesting data about the students and their responses. Click on the Gear and on the menu that appears, click Forum Summary Report.

8. It shows some aggregated statistics for the forum replies and posts, and it allows you to export the content of a forum.