

How to Grade Discussions in Moodle

The “Sum of Ratings” is the most common discussion grading method here at LPU. Using this grading method, you can assign points to each discussion post individually. It will still appear as a single total in your students' gradebook. For example, if the total number of points for your weekly discussion is 10 points, you can assign 6 points for each student's initial post and two points each for their two response posts to their peers, for a total of 10 possible points (for each week).

Example:

Types of Discussion Posts	Maximum Points Assigned
Initial Post – Student's Response to the Question Prompt	6
Response Posts – Student's Peer-to-Peer Responses (Required: 2 pts. per post)	4
Total Points for the Week	10

To grade your students' discussion points, follow these steps:

- Open the week's discussion and start reading any of the posts.
- Read through the individual student posts and assign points to each **type of post (initial or response post)** out of the total points by using the “**sum of ratings**” drop-down menu (see image below).

Assign the appropriate number of points for the “initial post” and each “response post” - the points will be added together and automatically posted to the gradebook. The number of points you assign per student *cannot* exceed the total points for the weekly discussion.



Important: It is strongly recommended that you grade discussion posts after the week has ended. If you grade the initial posts during the week when the discussion is assigned, and before grading all the response posts, some students will email you to ask why they received a low grade in their gradebook (e.g., 6 out of 10, with 6 being the full points for the initial post). This happens because you haven't yet graded all of their posts. By delaying your grading process until the week has ended, you can avoid receiving multiple emails, especially over the weekend.

Replying to Students' Posts – These next steps will show you how to leave meaningful feedback to your students regarding their discussion posts.

Providing Feedback (or Replying to Posts) Within the Discussion Board

Providing feedback to students within the discussion board allows all participants to benefit from your insights, not just the student you're directly responding to. When feedback is shared openly, it fosters a collaborative learning environment where everyone can reflect on and learn from different perspectives. This approach encourages broader discussions, enriches the overall understanding of the topic, and ensures that valuable points or clarifications reach the entire class, promoting a deeper collective learning experience.

- To provide feedback to a student *within the discussion board*, click on the “reply” link corresponding to your student's post.
- Write your comments on the textbox provided for you.
- Next, click on the **Post to forum** button. If the student needs “strict” or “disciplinary” feedback, be sure to select the “reply privately” link before posting your feedback.

