

Module 6B: Grading Discussions

Grading Discussions

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So, how exactly do you grade online discussions? This will depend on how much discussion is part of your class and how often you intend to use the discussion tool. Your grading philosophy can range from very simple (10 points/term given for participating in the online discussions at least 5 times) to very complex (1 point given for participating, 2 points given for a particularly insightful response, 3 points given for an enlightening new discussion). This decision will add to your workload.

One of the most important concepts faculty and students discover is that online assignments (like other assignments) must be significant, must count, and missing them must have consequences. It is not uncommon for students and instructors to get frustrated when online assignments are used in a way that makes them seem peripheral and inconsequential. This is especially true online.

You should **provide a model** of a high quality completed assignment so your students will know what to strive for. Models posted on the class website can serve as ongoing references for your students.

Here are some guidelines and possible criteria to consider when deciding how to value student contributions and assign points.

Quality of contribution.

For example, points will be given when:

- The source of the idea is clearly stated.
- The comment clearly and succinctly communicates the topic or issue.
- "I agree" and "I see it the same way" or "I disagree" is not enough.

Level of participation.

For example:

- Participation is a requirement (Will one posting a week be sufficient?)
- Posts will be counted and points will be awarded for them.
- Points will be given to the person who starts another relevant thread (topic of conversation)
- Points will be awarded to the first person to contribute to each topic.
- Students who contribute relevant links will receive points.

At the onset of the course, announce the **value of participation**. Tell students clearly what percentage of their grade will be based on participation. Never change the criteria half-way.

Add an assignment in the Assignments tool called "Participation." Use it to post points for participation on a regular basis, so that students know how their contributions are being evaluated. Keep adding (or deducting) points to the box as students make valuable contributions to discussions.

Remember: Give yourself permission to make subjective decisions as to whether an entry is worthy of credit to avoid mindless "posting for points." A contribution is more than "I agree;" it's "I agree with Catherine because ..."

Great Grading Ideas

Let the student decide.

Instead of worrying about grading posts as they come in, allow the students to decide what

their best posting were and submit them for grade. They can choose a few of their best postings from the term and you can grade the quality of those.

4/10/2011

Grading Options - Overview

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Three grading options are now available in Jforum - Discussion & PM.

Grade by Forum

This option is ideal for instructors who would like to assign **one score** and **one set of comments** for **all** of a student's contributions (topics and replies) **under one forum**. This option gives instructors access to a single grading screen per student for the forum grade and evaluative comments. The title of the forum (one item) becomes the gradebook (GB) entry, if scores are sent to the GB.

To enable grade by forum, go to Manage. This will take you to the Manage Forums screen. Click on the Title of the forum that you want to make gradable. This will open it in "edit" view so that you can set your preferences. Choose "By Forum" under Grading (bottom of edit forum page). Add points. Click on Update.

Grade by Topic

This option allows instructors to assign a **score to each topic**, making it a unique gradebook (GB) entry. The title of the topic will be the GB entry, if you choose to send the topic to the gradebook. This option is ideal for instructors who assign and grade a weekly discussion topic, and like to reward students specific points per topic.

To enable grade by Topic, follow this two-step process:

- Go to Manage. This will take you to the Manage Forums screen. Click on the Title of the forum whose topics you want to make gradable. Scroll down and choose "By Topic" under Grading. Click on Update to save your changes.
- Then, find your topic in your discussion page, click on Edit, and enable grading at the bottom. Add points.

Grade by Category

This option is ideal for instructors who would like to assign **one score** and **one set of comments** for **all** of a student's contributions (topics and replies) **for ALL the forums that are UNDER one Category**. This option gives instructors

access to a single grading screen per student for all their contributions across all the forums and topics in the category. In fact, under each student's name, instructors can see all their contributions in one screen. Further, from the grading page of the category, instructors can see the total count (all the contributions of a student across the forums in the category).

The title of the category (one item) becomes the gradebook entry, if scores are sent to the GB.

To enable grade by Category, follow the below steps:

Go to Manage. Click on Manage Categories. Click on the Title of the Category that you want to made gradable. Add points, check the options you want, and click on Update to save your changes. Note that you can always check 'send to gradebook' later.

Grading by category is the right choice if you assign students to private groups, where everyone must respond to the same discussion topic or theme, but within their own groups. Another use case is if you give one grade for participation - across all topics and forums in one category.

More specific examples about the use and setup of grading by category are provided later.



Comments Only - Zero Point Value Forums / Topics

If you do **not** assign **scores** to students for discussions, you may consider enabling grading of categories, forums or topics to be able to give students private feedback about their forum / topic contributions.

By enabling grading, you will have access to statistics on the number of posts per student, by topic or forum (depending on your choice). And, you will be able to view a student's collective posts in one page.

- To enable grading, without assigning scores to students, set the point value of the forum or topic to zero (0).
- A zero point value means that the topic or forum will not be counted toward the grade, and will not be sent to the gradebook. Students will see your comments, but they will not see a zero (or other) point value.

If you change your mind and you want to assign points for a forum or topic, revise the forum or topic and change to zero to points.

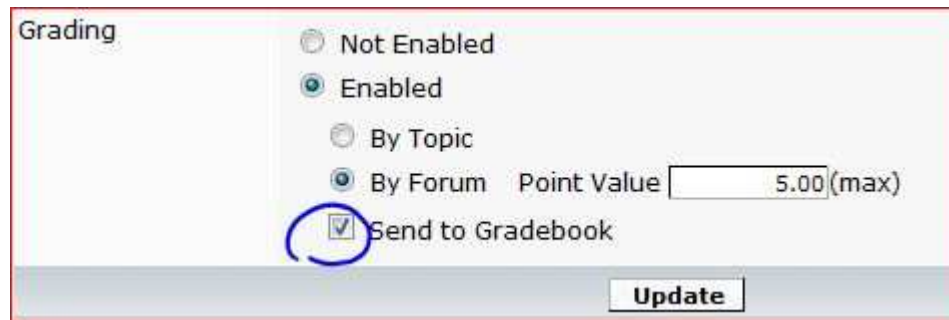
04/10/2011

Grade By Forum

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To enable grade by forum, follow these steps:

- Go to Manage. This will take you to the Manage Forums screen.
- Click on the Title of the forum whose topics you want to make gradable.
- Scroll down and choose "By Forum" under Grading (see bottom of edit forum page).
- Add the point value and click on Update.
- You may also choose to send scores to the gradebook.



Grading

Not Enabled

Enabled

By Topic

By Forum Point Value (max)

Send to Gradebook

Update

You may add or remove the 'send to gradebook' check at any time and it will be reflected in the other grading views and in the gradebook. You may also set or change this setting in the individual student grading view or under the main forum grading view, should you choose to remove a forum and its scores from the gradebook later.

07/09/2010

Grade By Topic

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To enable grade by Topic, follow this two-step process:

Step 1: Go to Manage. This will take you to the Manage Forums screen. Click on the Title of the forum whose topics you want to make gradable. Scroll down and choose "By Topic" under Grading. Be sure to click on Update at the bottom to save your changes.

Forum Type	<input type="radio"/> Normal (allow post/reply) <input checked="" type="radio"/> Reply only <input type="radio"/> Read only
Allow Access	<input checked="" type="radio"/> All Site Participants <input type="radio"/> Deny Access <input type="radio"/> Allow Access to Selected Groups
Note: To setup groups for this site, go to Site Info >> Manage Groups.	
Grading	<input type="radio"/> Not Enabled <input checked="" type="radio"/> Enabled <input checked="" type="radio"/> By Topic <input type="radio"/> By Forum
	Point Value <input type="text"/> (max)
<input type="button" value="Update"/>	

Now, click on Discussion Home, go to the forum and post the topic that you want to make gradable (that is, if you have not posted your discussion topics in this forum yet!).

Step 2: Find your topic in your discussion page and click on **Edit**.

Author	Message
10-15-2008 23:36:43	Subject: Option 1: Success Stories (Online) <input type="button" value="quote"/> <input checked="" type="button" value="edit"/> <input type="button" value="x"/> <input type="button" value="up"/>
Vivie Instructor 	<p>Share a success story that you have experienced in your teaching career. A teachable moment, perhaps, that you recall vividly for one reason or another.</p> <p>What were the circumstances and contributing factors to success? As you think of a success story to share with your colleagues, venture beyond your own specialization and reflect on how you approach online teaching or interact with learners in the online classroom.</p> <p>Click on POST REPLY to post your success story.</p> <p><input type="button" value="profile"/> <input type="button" value="pm"/></p>

The Edit window will open (see below). Add dates, points and minimum number of posts required, enable grading, and choose to send scores to the gradebook. You may also check to lock the topic when the due date arrives.

Dates are optional. If your topic has due dates and it's set to go to the gradebook, it will be listed in the gradebook, sorted by due date. You may add dates to any topic, as long as no parent dates are set at the category or forum level.

Invisible Until	<input type="text" value="04/01/2011 11:25 AM"/>
Due Date/Time	<input type="text" value="04/30/2011 11:25 PM"/>
	<input checked="" type="checkbox"/> Lock on Due
Grade Topic	<input checked="" type="radio"/> Yes <input type="radio"/> No Topic Point Value <input type="text" value="3"/> Number of replies required <input type="text" value="1"/> <input checked="" type="checkbox"/> Send to Gradebook
<input type="button" value="Submit"/> <input type="button" value="Preview"/> <input type="button" value="Attach Files"/>	

You may uncheck or check the 'send to gradebook' setting at any time from any of the views where it's available. The change will propagate across the various views where it is displayed and in the gradebook.

Dates in Topics

Topics do not need to be gradable in order to have open and due dates. You may set open and due dates to any topic. See sample screen shot from a topic that is not gradable. The points, gradebook, etc. components are missing.

Invisible Until	<input type="text"/>
Due Date/Time	<input type="text"/>
	<input type="checkbox"/> Lock on Due
<input type="button" value="Submit"/> <input type="button" value="Preview"/> <input type="button" value="Attach Files"/>	

04/10/2011

Grade By Category

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The grade-by-forum and grade-by-topic functionality in the Discussions & PM tool meets the majority of instructors' grading of discussions needs. However, there are two other use cases that are best addressed with the new grade-by-category functionality.

Users and Benefits of Grade by Category

USE CASE #1: You want to give one grade for "class participation" for the whole term.

To enable grading for a category, click on Manage >> Click on Manage Categories >> Click on the title of the Category that you want to edit.

Set the title for your category, choose 'yes' to enable grading, add your points and check 'send to gradebook'. Add dates and posts required, as desired.

Click on update to accept your changes.

Category Management	
Category Name	<input type="text" value="Class Participation"/>
Enable Grading by Category	<input checked="" type="radio"/> Yes <input type="radio"/> No Points <input type="text" value="100"/> Number of posts required <input type="text" value="10"/> <input checked="" type="checkbox"/> Send to Gradebook
Invisible Until	<input type="text" value="03/01/2011 02:22 PM"/>
Due Date/Time	<input type="text" value="03/31/2011 02:22 PM"/>
	<input checked="" type="checkbox"/> Lock on Due
<input type="button" value="Update"/>	

Again, this setup is for when you want to give one score to students for all of their contributions (topics and replies) ACROSS all the forums under the category.

In this example, there will be just one entry in the gradebook, titled: "Class Participation"

Class Participation	Click to edit
Introductions & Ground Rules	
Module 1 - Gateway Overview	
Module 2 - Announcements Tool	
Module 3 - Schedule Tool	
Module 4 - Chat Tool	
Module 5 - Site Info	
Module 6 - Discussions & PM	
Module 7 - Home Page	
Module 8 - Create a Module	
Module 9 - Create Sections	
Module 10 - Tasks, Tests & Surveys	
Module 11 - Gradebook Tool	
Module 12 - MISC Features	
Module 13 - MyWorkspace	

1 score for all

USE CASE #2: You split students into groups (or if you combine more than one section in one site), you want to send just one item to the gradebook (GB), instead of having every group forum listed in the GB.

Below is an example as to how you would set up grade-by-category to handle grading private groups or sections.

First, enable grading for a category. Click on Manage >> Manage Categories >> Click on the title of the Category. Enable grading, set your points and minimum number of posts required, and check 'send to gradebook'. Set dates, if desired.

You may set the scores to go to the gradebook later, from the "Grade Category" link located in the Discussion Home.

Click on Update to save your changes.

Category Management

Category Name

Enable Grading by Category Yes No

Points

Number of posts required

Send to Gradebook

Invisible Until

Due Date/Time

Lock on Due

Now that you have set up your category, you are ready to create forums UNDER it. While still under "Manage" click on Manage Forums at the top. Set up forums for each group or section, and place them under gradable categories, as in the example below.

Week 1: Critical Thinking

Week 1: Critical Thinking - Section #1234

Week 1: Critical Thinking - Section #4567

Week 2: Strategies for Success

Week 2: Strategies for Success - Section #1234

Week 2: Strategies for Success - Section #4567

To make your forums private (by section or group), go to Manage >> Manage Forums >> Click on the title of the forum, and set group access to each forum. Check "Allow Access to Selected Groups" to choose the right group / section.

Allow Access

All Site Participants

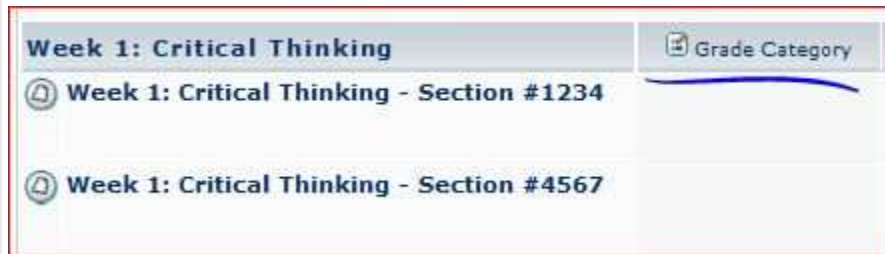
Deny Access

Allow Access to Selected Groups

Title	Description
<input checked="" type="checkbox"/> #4567	
<input type="checkbox"/> #1234	

You can grade your students' contributions in context, by clicking on 'grade' on each student's post, adding more points to the previous score every time you evaluate additional contributions.

Additionally, you can click on "Grade Category" from the main Discussion List. From there, you can see the total count and view ALL of a student's posts across the forums of that category - all in one page.



The title of the category is what will be sent to the gradebook. Each student will see the title of the category there. In our example, they would see the highlighted category titles below will be sent to the gradebook. Not the forum titles.



04/10/2011

Accessing Grading (Instructor View)

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If you have enabled grading in discussions (by category, by topic or by forum), you can get to the grading views quickly from Discussion Home. You may have grade-by-forum, grade-by-category, or grade-by-topic options enabled, as well as have forums that will not be graded, all in one discussion board. You can mix and match gradable components and have areas (forums and categories) that are not for grading, but rather are places for questions and other sharing.

Main			
Unit 1: Welcome & Getting Started	Grade Forum	1	6
Unit 2 : Building Community	Grade Forum	2	15
Unit 3 : Learning From Success Stories	Grade Topics	2	7
Unit 4 : Improving Online Retention		5	5
Unit 5 : Meeting the Needs of the Online Student		5	5

You can also get to the grading view for a forum from its home page:

Discussion List -> Unit 2 : Building Community Grade Forum Mark 1

Topic	Answers	Author	Last message
Option 2: Technology & You	5	Vivie Instructor	10-16-2008 08:43:59 Alex Smart →
Option 1: Technology & Your Discipline	8	Vivie Instructor	10-16-2008 08:42:11 Alex Smart →

Instructors can access the grading views when clicking on Recent Topics, as well.

Discussion Home Search Recent Topics Member Listing Manage
 My Profile My Bookmark Private Messages Mark All As Read

Discussion List -> Recent Topics

Topic	Answers	Scores	Author	Last message
Final Exam	1	Grade Topic ✓	Vivie Instructor	10-16-2008 13:08:21 Joe Charming →
Let's Establish Some Ground Rules	5	Grade Forum	Vivie Instructor	10-16-2008 12:24:37 Mneme Ambrosia →
Netiquette	4	Grade Topic	Vivie Instructor	10-16-2008 08:50:08 Alex Smart →
Option 2: Success Stories (NOT online)	2		Vivie Instructor	10-16-2008 08:46:59 Alex Smart →

Working with Recent Topics is a great way to keep up with evaluating new student contributions as they come in.

"Mark All As Read" or "Mark Topic As Unread" can be used strategically to keep track of new contributions that come in, and to flag topics that you want to leave as 'unread' to revisit later.

07/09/2010

Viewing Scores (Student View)

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If instructors have enabled grading in Discussions (by category, by topic or by forum), students will have equivalent options in their view. However, instead of the term '**grades**', students will see '**scores**' in their view.

See a sample discussion board in student view for gradable forums and topics.

Main		
Unit 1: Welcome & Getting Started	View Forum Scores	1
Unit 2 : Building Community	View Forum Scores	2
Unit 3 : Learning From Success Stories	View Topic Scores	2
Unit 4 : Improving Online Retention		5

Students can also access their scores when clicking on Recent Topics.

Discussion Home
 Search
 Recent Topics

My Profile
 My Bookmark
 Private Messages

Discussion List -> Recent Topics

Topic	Answers	Scores	Author
Final Exam	1	View Topic Scores	Vivie Instructor
Let's Establish Some Ground Rules	5	View Forum Scores	Vivie Instructor
Netiquette	4	View Topic Scores	Vivie Instructor

Students click on "View Forum Scores" or "View Topic Scores" or "View Scores" (for scores under a category) to review their instructor's evaluation and see the points they earned.

Forum: Unit 2 : Building Community	
Comments:	I like how you've supported your views.
Points:	20.00 (out of 20.00 possible)
Click here to continue.	
Discussion List	

If their posts are not yet evaluated, students will see the following:

Information
Your replies have not yet been evaluated. Click here to continue.
Discussion List

Instructors can go over the maximum point value of a forum or topic and award extra points to students, as appropriate. Below is a screen shot, showing what students will see in their view.

Topic: Option 1: Success Stories (Online)	
Comments:	Wonderful contribution.
Points:	<u>25.00</u> (out of <u>15.00</u> possible)
Click here to continue.	
Discussion List	

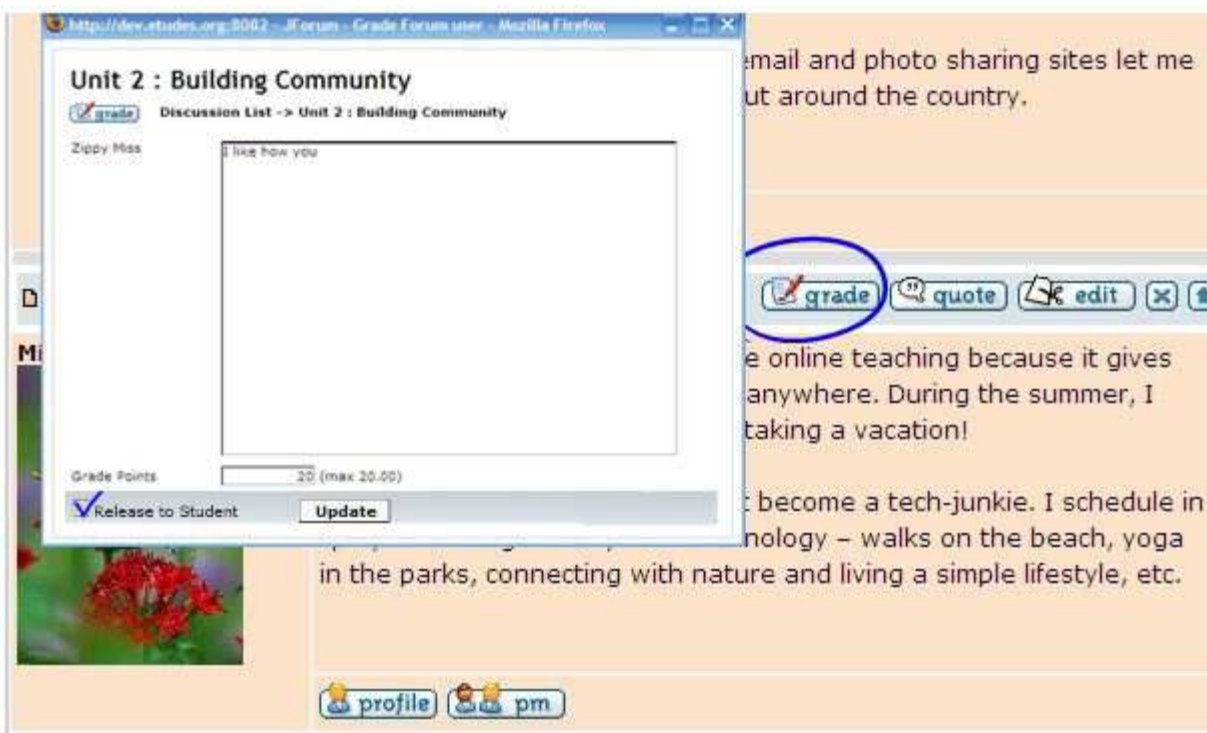
07/09/2010

Grading Posts in Context!

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The ideal place to evaluate posts is in the topic where they were contributed. To do so, click on the 'grade' button on a student's post. A grading window will open where you can add private comments and a score. Click on Update to send the data to the Etudes servers.

You may also choose to release this information to the student by checking the available box.



Clicking on Update saves your work, closes the grading window, without losing your spot on the topic. You can continue with the next student's post, following the same process.

You can release your evaluation comments and scores to students as you grade by checking the "Release to Student" check-box, as shown above, or you may bulk-release your evaluation comments and scores to all students who have posted from the grading view page by clicking on "Release Evaluated Posts."



Additionally, you can release scores and comments selectively from the grading view by checking the boxes on the Released column on the rows of the students' work that you want to release, and clicking on "Update".

07/09/2010

Grading Views

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In the Grading View pages of discussions, instructors can view **all contributions** of students and **see their total number of posts** for a topic, forum, or category, depending on what grading option they had established in this area.

By default, the grading view lists students in alphabetical order. However, you can click on the words "Posts" or "Grade Forum" or "Released" at the header row to sort the page by your desired header. For example, by clicking on "Posts" twice, the list will show all contributors at the top of the list. Likewise, by clicking on Grade Forum, you can sort the list by fields that have scores and those who don't have any. This way, you can see who you have not yet graded.

Posts	<input checked="" type="checkbox"/> Grade Forum	Released	Comments
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments
1	<input type="text" value="5.00"/>	<input checked="" type="checkbox"/>	Grader Comments
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments

To add or revise comments for a student in this view, simply click on "Grader Comments."

To **expand all the comments** fields on this page, click on the expand icon. See below.

Posts	<input checked="" type="checkbox"/> Grade Forum	Released	Comments
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments <div style="border: 1px solid black; padding: 5px;"> Welcome to class and thanks for your comments on the Ground Rules and introducing yourself to the class. </div>
2	<input type="text" value="10.00"/>	<input checked="" type="checkbox"/>	Grader Comments <div style="border: 1px solid black; padding: 5px;"> Welcome to class and thanks for your comments on the Ground Rules and introducing yourself to the class. </div>

From this view, you can choose to send the scores to the gradebook (GB). An entry will be created in the GB based on the title of the forum or topic.

Note: Unchecking the "Send to Gradebook" checkbox and clicking on "Update" or "Save Grades" (same function) will REMOVE the item and scores from the gradebook. You can re-check and resend to the GB at any time.

Viewing All of A Student's Contributions



From the grading view, clicking on a student's name, allows the grader to see all his contributions (out of context) for the forum (or topic, if grade-by-topic is enabled).

Alex Smart	4	5.00
Miss Zippy	4	20.00

When clicking on Alex Smart's name (in our example), we will see all four (4) of his posts to the "Unit 2" forum.

Unit 2 : Building Community

grading home
Discussion List -> Unit 2 : Building Community
Go to Page: 1, 2, 3, 4 Next User

Author	Message
10-16-2008 08:39:49 Subject: Option 1: Technology & Your Discipline grade	<div style="display: flex;"> <div style="width: 150px;"> <p>Alex Smart</p>  </div> <div style="flex-grow: 1;"> <p>As an anthropology major I came to appreciate that human beings are totally reliant on technology. It is our survival strategy, and we have been surrounding ourselves with various forms of technology ever since our first forebears picked up a stone to fight a predator or smash open a bone for the marrow inside. Many people have forgotten that even paper and pencil are technology, to the point that as one MIT professor put it, "It's only technology if it was invented after you were born." (Sorry I forget the man's name.)</p> <div style="display: flex; justify-content: space-around; font-size: small;"> profile pm </div> </div> </div>
10-16-2008 08:42:11 Subject: Option 1: Technology & Your Discipline grade	<div style="display: flex;"> <div style="width: 150px;"> <p>Alex Smart</p>  </div> <div style="flex-grow: 1;"> <p>Miss Zippy wrote:</p> <div style="border: 1px solid gray; padding: 5px; font-size: small;"> Hello?! You still get this from colleagues?! Somebody needs to give </div> </div> </div>

Clicking on "Next User" allows the instructor to evaluate those who have contributed and see each individual's work - all contributions of a student in one page.

Adjusting All Scores

Ability to 'adjust the score of all users with posts by _'.

This feature allows instructors to adjust the scores of all students who have posted in a topic, forum, or category. Also, if students have not posted topics or replies but were awarded points by instructors, they will also receive the global score adjustment. Negative point adjustments are allowed, as well.



Points Max : 10.00

Release Evaluated Posts

Adjust the score of all users with posts by

Add comments to all users with posts

Add Comments to All

Ability to "add comments to all users with posts." This feature allows instructors to append comments to all students who have posted in a topic or forum. Also, if students have not posted topics or replies but were awarded points by instructors, they will also receive the global comments.



Adjust the score of all users with posts by

Add comments to all users with posts

I truly enjoyed your contributions to this week's discussion. Thank you for your involvement!

Send to Gradebook

Release Evaluated Posts

At any time during your grading of discussions, you can release all evaluated posts to students. Students will then see your comments and scores in discussions AND in the gradebook, if you had checked "send to gradebook" when you released the scores. You can release comments and scores as you grade in context, or you can bulk release scores from this view by clicking on "Release Evaluated Posts." The software looks for posts that have scores and releases them to students.

Points Max : 10.00

Release Evaluated Posts

Adjust the score of all users with posts by

Add comments to all users with posts

Additionally, you can release scores and comments selectively by checking the boxes on the Released column and clicking on "Update".

[Sort Grade Topic Column Header](#)

You can sort the grade topic (grade forum or grade category) column header to bring up graded or blank entries. This helps instructors sort by ungraded or graded participants. The 'name' and 'posts' columns are also sortable, assisting instructors further to find who has or has not contributed.

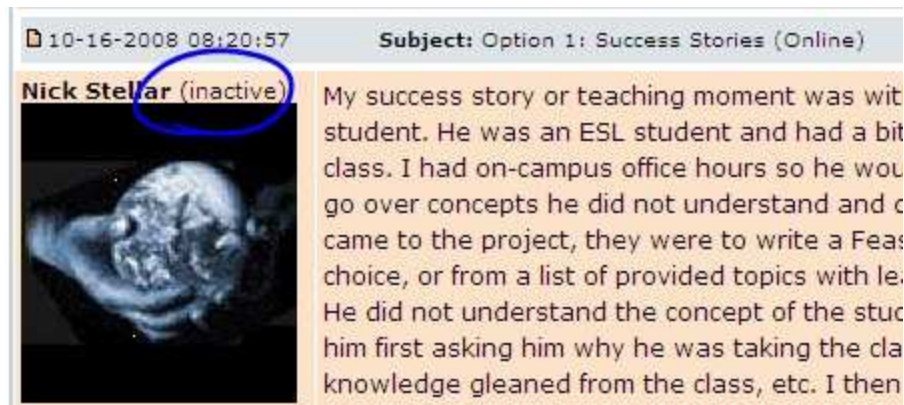
Posts	Grade Topic 
1	<input type="text" value="5.00"/>
1	<input type="text" value="5.00"/>
0	<input type="text"/>
0	<input type="text"/>
1	<input type="text"/>

07/10/2010

Grading & Inactive Students

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If students have dropped the course, we don't want instructors wasting time grading their posts. Therefore, inactive students are **not** listed in the grading view. Further, if students were dropped from a course, instructors and students can see their 'inactive' status by their name in their posts.



Also, if site participants try to send a Private Message (PM) to a user who is no longer active or a member of the site, they will be informed.



07/08/2010

Grading Business Rules

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Some business rules related to grading include the following:

- You cannot delete nor move a topic that has grades.
- You cannot change a forum to non-gradable once it has grades.
- You can delete replies - this should be done only in rare cases (offensive posts)
- You can change the point value of a forum or topic, even if you have started grading. Just click on 'send to gradebook' to update it values in the discussions tool and the gradebook.
- You can rename titles of forums and topics. Upon clicking on 'send to gradebook,' the titles will be updated in the gradebook entries.

The role of the gradebook:

- The use of the gradebook with Discussion & Private Messaging is optional. The grading functionality of the JForum Discussions & PM tool does not require the gradebook in order to work. You may enable the gradebook from the onset, you may leave it out of your course sites. Or, you may enable it later in the term and send the scores over to the gradebook, at the end.
- Students will see your comments and / or scores in Discussions & PM if you have released scores to individual students or to the whole class

(contributors). If you have chosen to send topics, forum, and category scores to the GB, students will also see their scores there.

07/08/2010

Special Access

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You may modify the access dates of a forum for topic or one or more students to accommodate special needs (i.e. extend the open days or grant earlier access to forums or topics).

The special access feature is only available in forums or topics that had open and / or due dates to start with, as special access basically allows you to vary these original dates for students, as needed, to accommodate special needs or circumstances.

Special access in forums:

To grant special access in a forum to a student, go to "Grade Forum" and click on the special access icon to the right of their name. (The feature is only available in forums that have dates).

Click on the Add Special Access icon in the row of the student to whom you want to give special access rights to. Change the open or due date, as desired. Save your changes.



To grant special access to more than one students at once, go to Manage, and click on the special access icon to the right of the forum. Click on the Special Access icon to grant unique access rights to a forum for one or more students. Then, click on Add and select the name of the student. Change the open and / or close dates, as desired. Save your changes.



Special Access in Topics:

You may give special access to students in topics that have open/due dates. To do so, go to Grade Topic. Click on the Add Special Access icon in the row of the student to whom you want to give special access rights to. Change the open or due date, as desired. Save your changes.

Summary:

In summary, special access for forums can be accessed under Manage and under grading. Under Manage, you are able to set special access to more than one student at once. Special access for topics is handled under the grading of topics view, and it is set for each individual student.

It is easy for you to see if you have granted special access permissions to students in a forum or topic. The special access icon will have a magnifying glass, indicating that you can click on it to view the permissions that you have given. If the special access icon has a green add sign, it means that there are no permissions assigned for that forum or topic and you can click on it to grant special privileges.

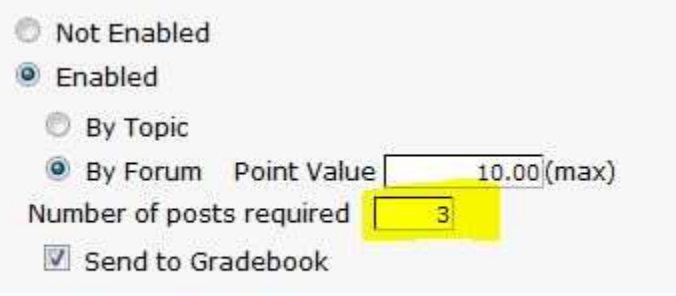
4/10/2011

Setting Number of Posts or Replies Required

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Instructors may define the minimum number of posts or replies that are required in gradable *categories, forums, or topics*. The default setting for min. required is "1" (much like the default number of tries in AT&S is '1').

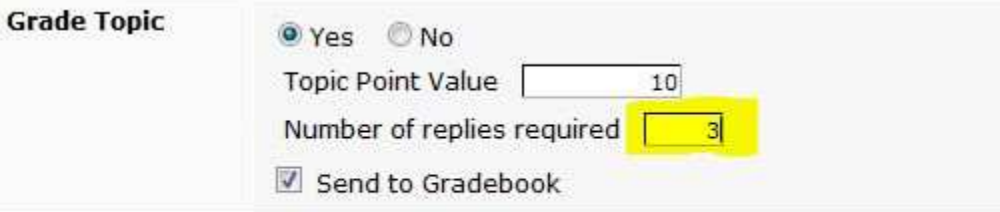
In *forums* and *categories*, you set the number of **posts** required under Manage:



Not Enabled
 Enabled
 By Topic
 By Forum Point Value (max)
Number of posts required
 Send to Gradebook

Update

In *topics*, you set the number of **replies** required under "Edit" of a topic:



Grade Topic
 Yes No
Topic Point Value
Number of replies required
 Send to Gradebook

Submit **Preview** **Attach Files**

In grading, instructors can see the number of posts that they required and compare it against the total number that students contributed.

Journals



[Discussion List](#) -> [Main](#) -> [Questions](#)

Points Max: 5.00

Number of replies required: 3 ✓

✓ Release Evaluated Posts

Adjust the score of all users with posts by

Add comments to all users with posts

Students and instructors can see how many posts or replies are required at the top of the page in a forum, topic, or category.

Journals

(min of 3 replies required) ✓



[Discussion List](#) -> [Main](#) ->

Author	
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04/10/2011