## How to Grade Forum Posts Using Single View

We've heard you and know that grading forums in Moodle can be difficult especially if you need to sift through all of your students' posts and replies. To make this process easier, follow the instructions below on using the Single View option in the Moodle Gradebook.

1. Open your Moodle course and navigate to the forum you want to grade.

| E Learner Support - myLSUA  |  |                     |                  | 🌲 🍺 Takeyra Wagner 🔮 👻                   |
|---|--|---------------------|------------------|--|
| Module One: Unit Discussion   |  |                     |                  | 0.5                                      |
| For this week's DB, choose one or two Moodle activities or resources that will help you measure a student learni              | ng outcome in your course? Desc  | ribe the activity o | r resource and h | ow you will implement it in your course. |
| You are not required to post more than once, but feel free to respond to other posts and engage with your class               | mates!   |                     |                  |  |
| Click the links below to learn more about Moodle resources and activities.  Resources  Activities  Add a new discussion topic |  |                     |                  |  |
| Discussion  | Started by   | Replies             | Unread✓          | Last post                                |
| Student Interacting with other Students   | Contraction of the local division of the loc | 1                   | 0                | Marcia and States Transformer            |
| Engaging Students   | Contract (   | 1                   | 0                | Barn, Jan 10, 1010, 1017 AM              |
| Measuring Student Learning Outcome  | 0 mm mm  | 4                   | 0                | Terroriuster (2)                         |
| Group or Individual Glossary  |  | 0                   | 0                | Wed                                      |
| Measuring Student Learning Outcomes   |  | 0                   | 0                | Sat, Jun 22, 2019, 109 PM                |

- 2. Next, in a new window, open Moodle and navigate to the course again. You need two windows open to use the Single View grading process for forums.
  - <u>Click here to learn how to open a new window in Google Chrome.</u>
- 3. In the new window, click **Grades** from the left navigation pane.



4. Then, click the View tab and select Single View.

| ⊞ Grades                                 |  |   |
|--|--|---|
| Announcements and<br>Ask Your Instructor | Grader report  | Grader report 🗧                             |
| 🗅 Getting Started                        | view Scales Letters import Export                      |   |
| 🗅 Sept 5 - Sept 12                       | Grader report Mid-Term/Final Grade Entry Grade history | Outcomes report Overview report Single view |
| 🗅 Module Two                             | All participants:17/17                                 |   |

5. Next, choose the activity you want to grade from the drop-down menu.



6. With both windows, side by side, one with the forum posts and the other with Single View, you can grade the students' posts much easier.

On the Single View window, check the boxes under **Override** to add a grade and feedback.

| ••• • In Module One: Unit Discussion × +  | 🔍 🔍 🔍 🧃 Grades: View                     |   |                              |
|---|--|---|------------------------------|
| ← → C ▲ moodle.lsua.edu/mod/forum/view.php?id=567203 ☆ I ● ▲  | ← → C 🔒 moodle.lsua.edu                  | /grade/report/singleview/index.php?id=13649&item=grade&group=&itemid=180733 | 🖈 🗉 🔍 😫 i 候 E                |
| E Learner Support - my_LSUA A - Takeyra Wagner  |  |   | Takeyra Wagner 📳 🔹           |
| Teaching Online Course - Summer 2019  | TOC_Summer2019                           | View Setup Scales Letters Import Export                                     |                              |
| Home / My courses / Teaching Online Certification / TOC_Summer2019 / Sept 5 - Sept 12   | 📽 Participants                           | Grader report Mid-Term/Final Grade Entry Grade history Out                  | comes report                 |
| / Module One: Unit Discussion   | Badges                                   | Overview report Single view User report                                     | _                            |
| Search forums   | Competencies                             | ✓ Introduce Yourself Module   | One: C nections Forum >      |
|   | I Grades                                 | Select grade item   | •                            |
| Module One: Unit Discussion   | Announcements and<br>Ask Your Instructor |   | Sellet user +                |
| For this week's DB, choose one or two Moodle activities or resources that will help you measure a student<br>learning outcome in your course? Describe the activity or resource and how you will implement it in your | Getting Started                          |   | Override Exclude             |
| course.<br>You are not required to post more than once, but feel free to respond to other posts and engage with your  | 🗅 Sept 5 - Sept 12                       | First name (Alternate<br>name) Last name Range Grade Feedb                  | All / All /<br>ack None None |
| classmates!   | 🗅 Module Two                             | 0.00 - 20.00 20.00  | • •                          |
| Click the miss below to ream more about woodle resources and activities.     Resources     Activities   | D Module Three                           | 0.00 - 20.00  |                              |
| • Activities  | D Module Four                            | 0.00 20.00 20.00  |                              |
|   | C Module Five                            | 0.00 - 20.00 20.00  |                              |
| Add a new discussion topic  | D Module Six & Seven                     | 0.00 - 20.00 20.00  | 0 0                          |
| Discussion Started by Replies Unread Last   | # Home                                   | 0.00 - 20.00 20.00  | • •                          |

7. You can view all forum posts for a particular student but clicking the student's name in Single View. One the next page, select **Forum posts** under **Miscellaneous**.

| Message Add to your contacts  |              |  |
|---|--------------|--|
| User details<br>Degree-Curr<br>AA/UNDDS                                   | Edit profile | Miscellaneous<br>Full profile<br>View all blog entries<br>Notes  |
| Privacy and policies<br>Data retention summary<br>Policies and agreements |              | Forum posts<br>Forum discussions<br>Advanced Forum posts<br>Advanced Forum discussions<br>Learning plans |