

Seaport 3: Grade Forum Postings

This document contains instructions for the following tasks:

- Grade Forum Postings – By Individual Student
- Grade Forum Postings – By Class Roster

Grade Forum Postings – By Individual Student

1. After logging in and selecting your course, click **Discussion Forums** in the left navigation menu (Figure 1).
2. Click the topic name.
3. By default, only the first posting is expanded. To see the content of all postings, click either the expand icon [+] or the **Expand All Posts** link (Figure 2).

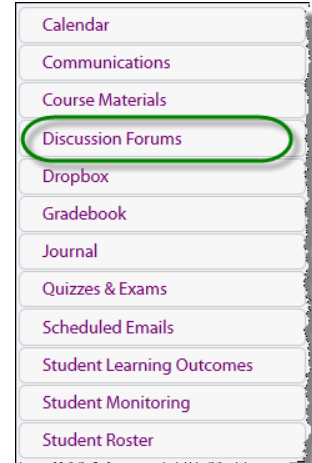


Figure 1

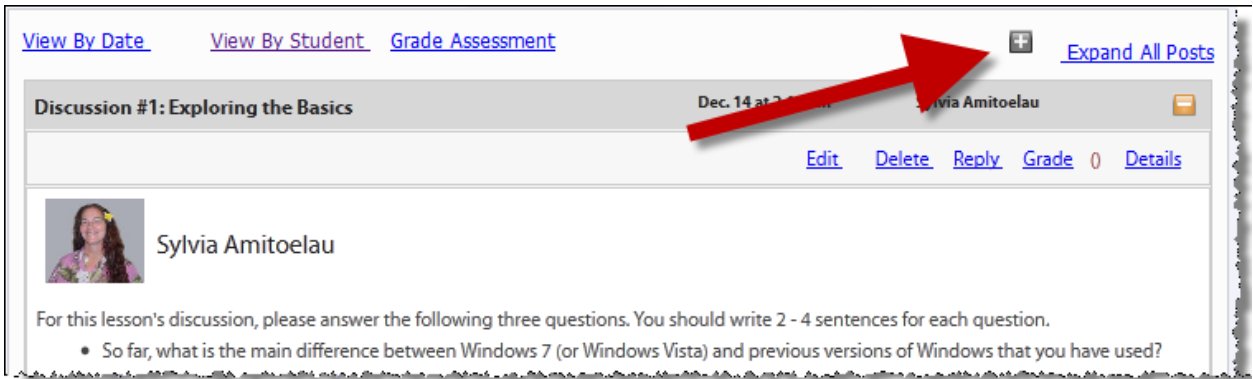


Figure 2

4. To enter grades for a student's posting, locate the student's posting and click **Grade** (Figure 3).

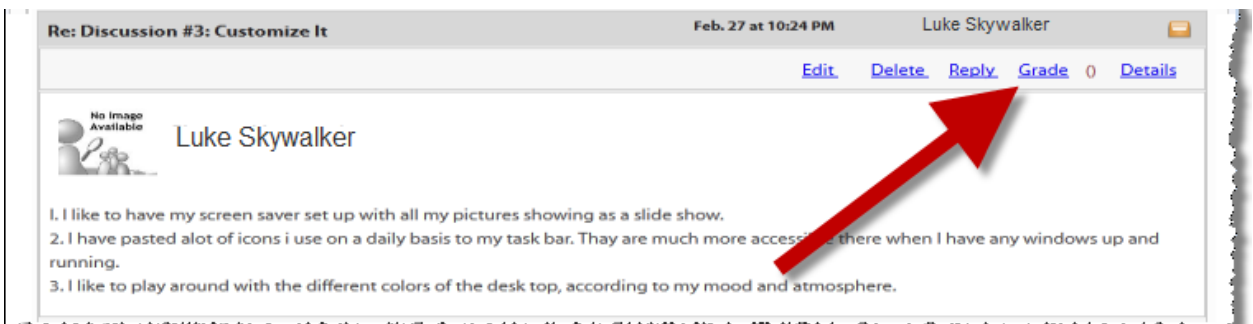


Figure 3

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5. A pop-up window will appear (Figure 4). Enter notes to the student if applicable (Figure 4a). This feedback can only be seen by the individual student and will appear in their Student Summary.
6. Enter text in the My Notes section if needed (Figure 4b). This text is private and can only be viewed by the instructor.
7. Enter the score in the Points box (Figure 4c). The Total Points number indicates the maximum point value of this assessment as defined in the Gradebook – Assessments List.
8. Click **Save** (Figure 4d). All data will be saved, the grade pop-up window will close, and you will return to the forum thread.

Student Grade

Student Name*: Luke Skywalker
lskywalker4@student.cccd.edu

Notes to Student: **a** You covered all the main points except one. You didn't discuss how you use gadgets.

My Notes: **b**

Points: **c** 4

Total Points: 5.00

Cancel Save **d**

Figure 4

Notes to Student, My Notes, and Points are all kept in the course Gradebook and can be seen by going to **Gradebook – Gradebook Grades**.

9. The points for the student's posting will appear to the right of the Grade link (Figure 5). You may need to refresh the web page in order for the points to appear. To refresh a web page, press **F5** on the keyboard or click the Internet browser's **Refresh** button.

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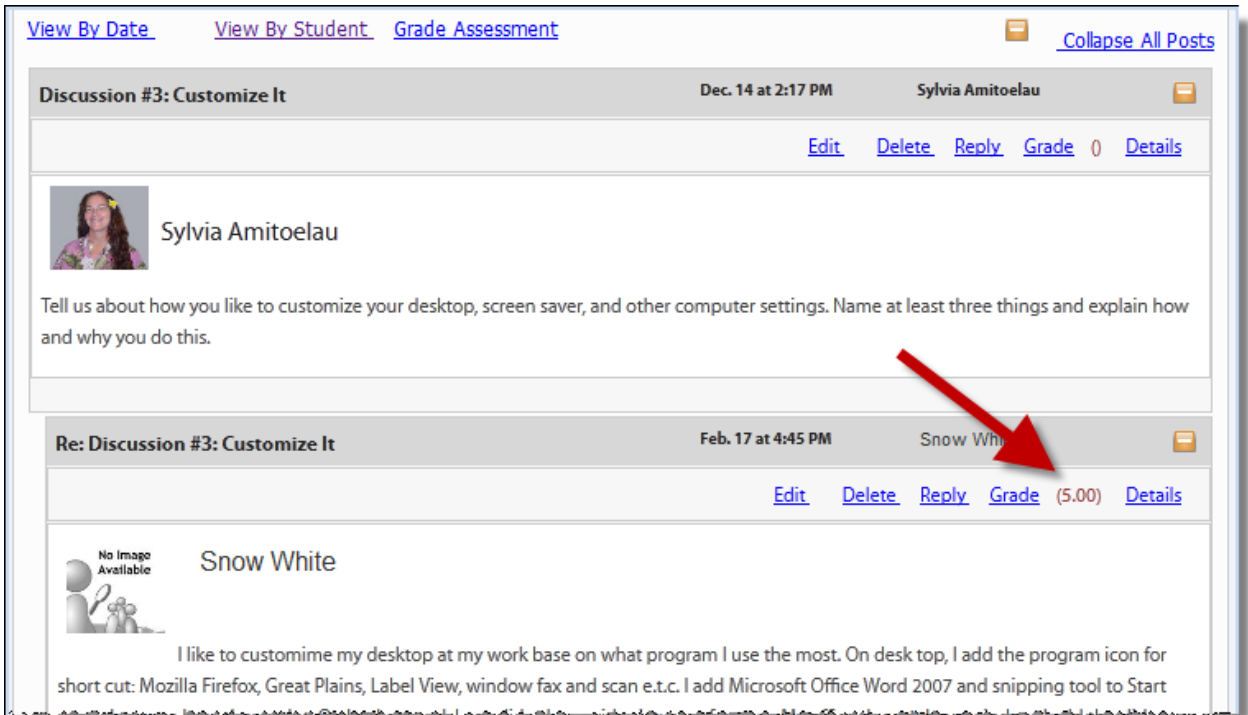


Figure 5

If you are in the **View by Student** screen, click **Grade Assessment** to enter points for the selected student (Figure 6). You will get a pop-up window similar to the one shown in Figure 4.

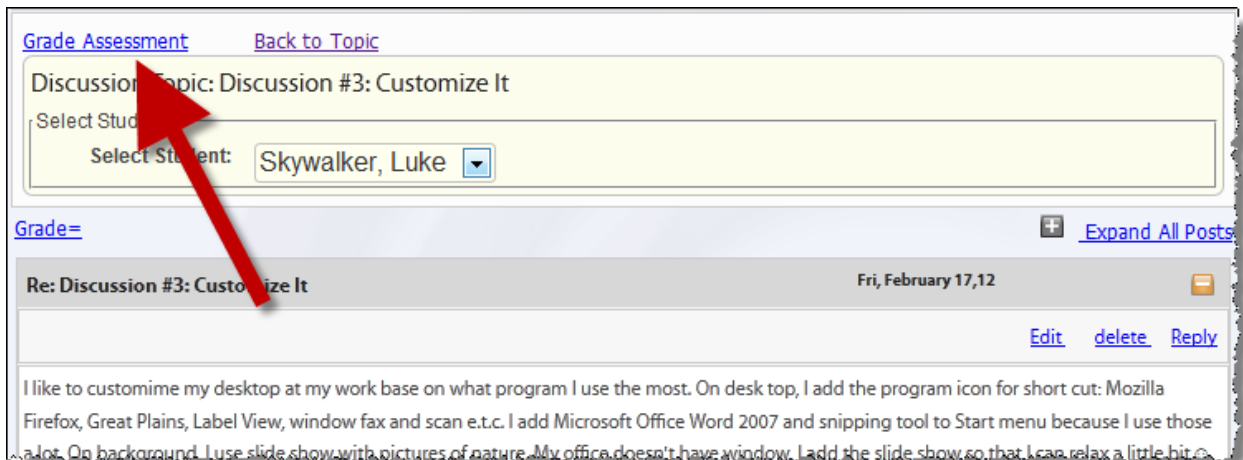


Figure 6

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Grade Forum Postings – By Class Roster

1. After logging in and selecting your course, click **Discussion Forums** in the left navigation menu (Figure 7).

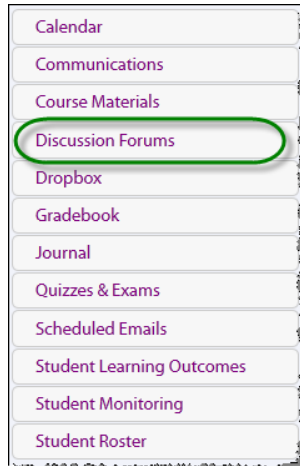


Figure 7

2. Click on the topic name.
3. By default, only the first posting is expanded. To see the content of all postings, click either the expand icon [+] or the **Expand All Posts** link (Figure 2).
4. To enter grades for the entire class, click **Grade Assessment** (Figure 8).

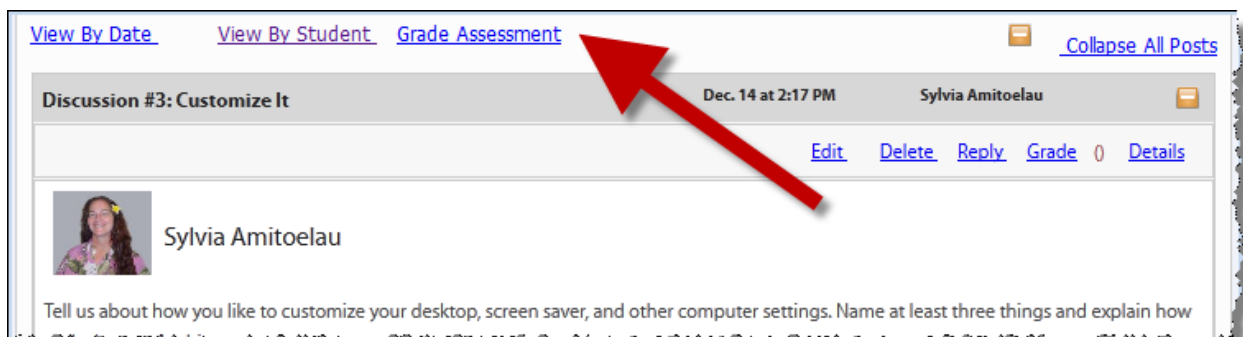


Figure 8

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5. A pop-up window will appear listing the first 10 students in the roster (Figure 9). To display more than 10 students at a time, click the **Number of Rows Per Page** down arrow and select either 5, 10, 20, 30, 40, or 50 rows. (Figure 9a). You may need to resize your window to see all the rows.
6. Enter the scores to the right of each student's name (Figure 9b). A score is saved as soon as you click outside of the cell (no Save button is needed). You will not be able to right-click and open the Feedback pop-up window from here. If you want to provide feedback to the student for this assessment, see the **Grade Forum - By Individual Student** section above or go to **Gradebook - Gradebook Grades**.
7. Advance through the roster by clicking on the forward arrows if needed (Figure 9c).
8. Click **Close Window** (Figure 9d).

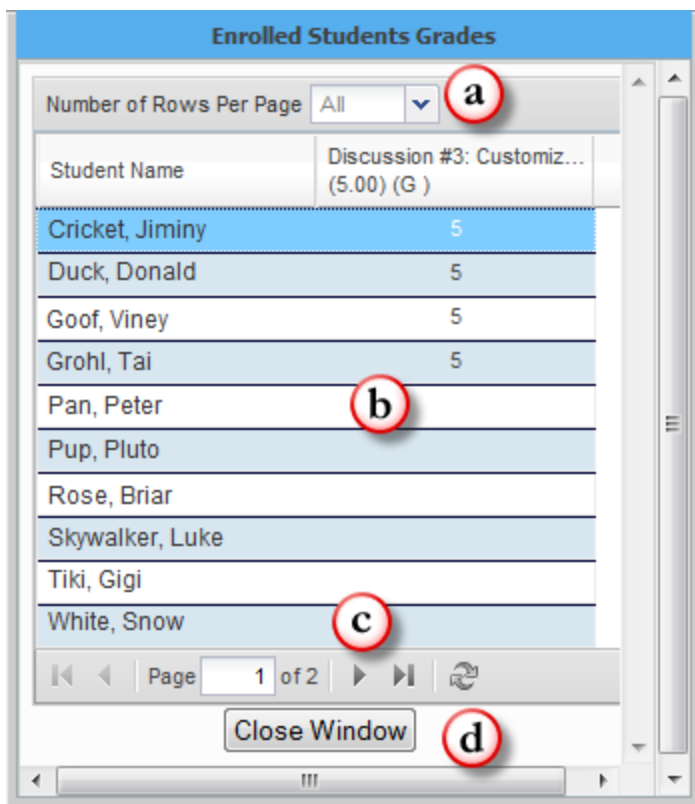


Figure 9

9. To return back to the main Discussion Forum screen that lists all the topics, click **Discussion Forums** (Figure 7).