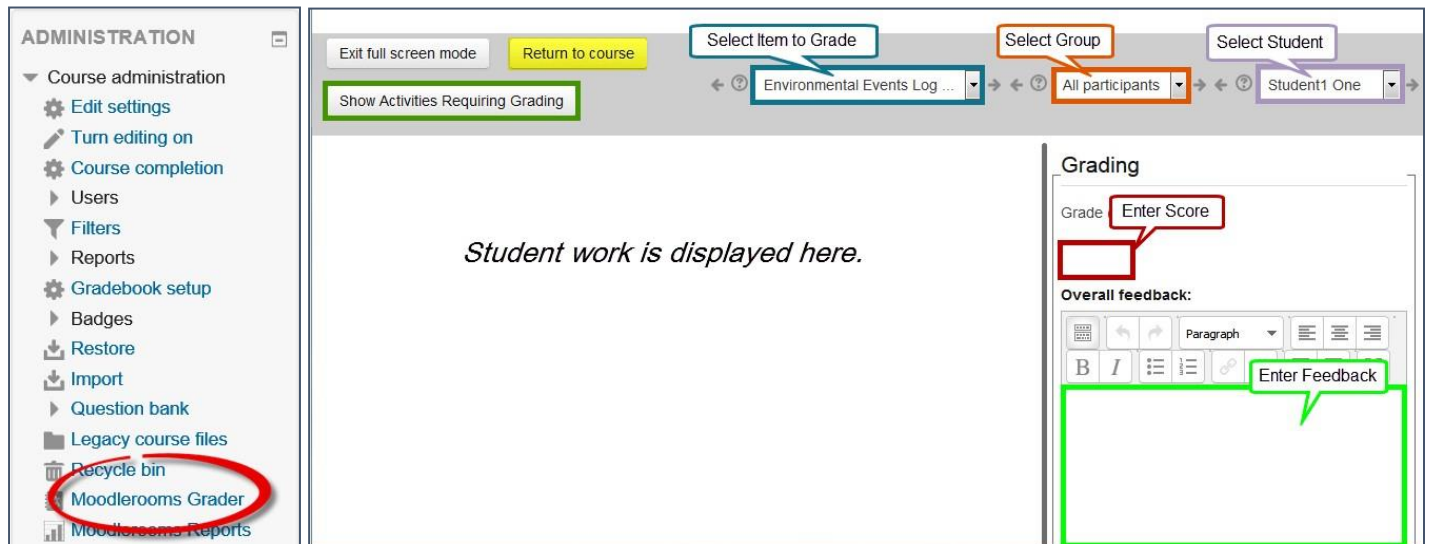
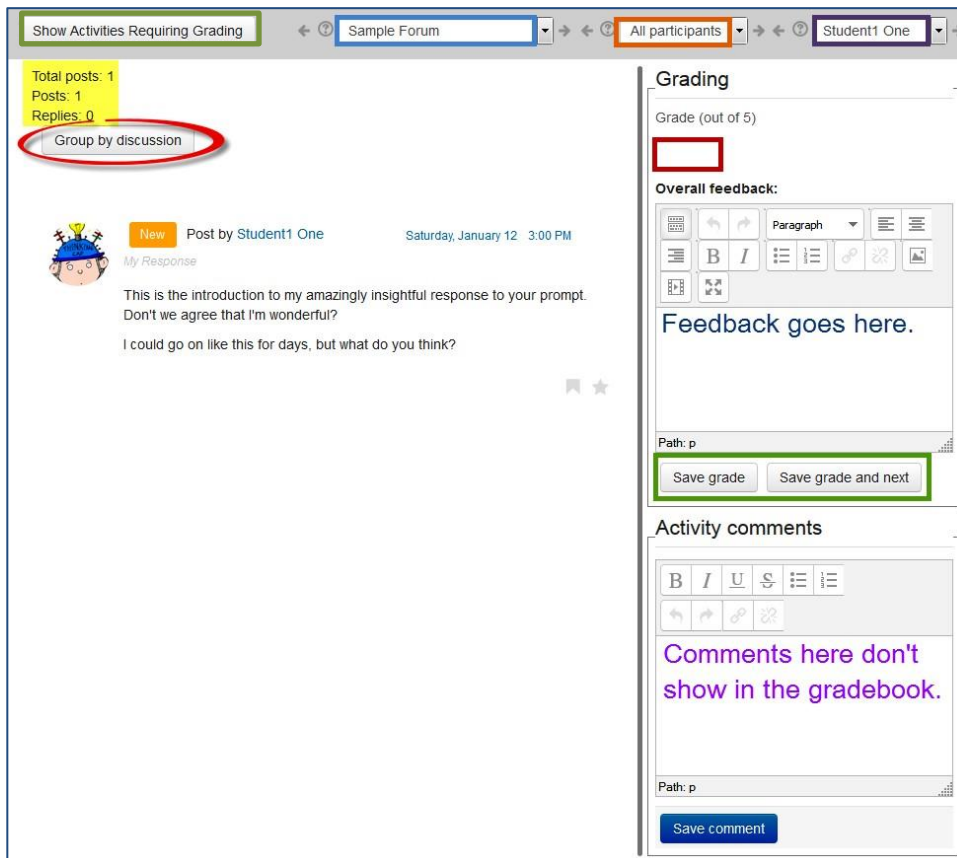


Our Moodle offers a special grading tool that makes assigning grades for discussion posts and online text assignments quick and easy. It works for both simple direct grading and advanced grading such as rubrics and checklists. You'll find **Moodlerooms Grader** in the **Course administration** block on your course home page. Here's how it looks:



**Note:** Most course sites will feature menus only for activities and users. In this example, there is an additional menu for groups because the entire course is set up to include groups, not just individual activities.

## Discussion Forum Grading



Forums set to "Manual" grade type can be graded easily in this interface. Note that the total number of posts is indicated in the upper left corner.

To enter grades:

1. Click on **Show Activities Requiring Grading** (upper left).
2. Select the forum from the pull-down menu of **graded activities**.
3. Review the student's post(s). Click on **Group by discussion** to see a post in context. Posts will be displayed in chronological order.
4. Enter points for the student's post(s) in the **Grade** field.
5. Add feedback in the field provided.
6. Click on **Save grade** or **Save grade and next** to bring up the next student.

## Assignment Grading

### Online Text

To grade an online text submission:

1. Open **Moodlerooms Grader** and click on **Show Activities Requiring Grading**.
2. Select the assignment you wish to grade from the pull-down list of **activities**.
3. Review the first submission. Note that you can **Launch PDF editor...** to mark up submissions.
4. Enter a **grade** in the box provided.
5. Add **feedback** and/or **files** if desired.
6. **Save** the grade or **Save grade and next** to grade the next submission (only one student has submitted this assignment, so there is no Save and Next link).

The screenshot shows the Moodle Grader interface for an online text submission. The top navigation bar includes "Exit full screen mode", "Return to course", "Online Text Assignment", "All participants", and "Student3 Three". Below the navigation bar, there are buttons for "Show All Activities" and "Online text". The main content area is split into two columns: "Online text" and "Grading".

The "Online text" column displays the student's submission: "It's been an amazing week—I never thought I could learn so much so quickly!".

The "Grading" column contains the following elements:

- A "Grade (out of 10)" input field with a red box around it.
- An "Overall feedback:" section with a rich text editor containing the text "Feedback goes here." and a "Path: p" field.
- A "File feedback:" section with a rich text editor containing the text "Drag & drop files here." and a "Path: p" field.
- An "Annotate PDF" section with a "Launch PDF editor..." button and a "Save grade" button circled in red.
- An "Activity comments" section with a rich text editor containing the text "Comments here don't show in the gradebook." and a "Save comment" button.

### File Submission

Grading uploaded files works the same way as online text except that student work is not viewed directly in the viewing pane (unless you launch the pdf editor). While you can download student files from this page, it's more efficient to use the **Download all files** option from the **View all submissions** page.

### Offline Activity

You can enter grades and feedback for assignments that don't require an electronic submission through **Moodlerooms Grader**. Instead of beginning by selecting **Show Activities Requiring Grading**, be sure that all activities are listed in the pull-down menu of graded items.



**Bonus Tip:** To access assignments or forums quickly from the Moodlerooms Grader page, click on **Exit full screen mode** (upper left) and use the **Activities** block in the left column to navigate to the item.