

Set up a Forum activity (not Open Forum) so you can include feedback to the student.

Including a place to put student feedback is **not available** by default for the Forum activity. However, there is a simple way to work around this disadvantage. And once you set it up for one forum, you can use it for all other forums.

Basically, you will set your grading method to the Marking Guide type of rubric for one of your forums instead of the default “simple direct grading.” Then you will create a simple Marking Guide type of rubric to only have one criteria called “Feedback.” When you start grading, you'll now have a spot for both the actual grade and student feedback.

How to set up the first forum to include a feedback area when grading

The screenshot shows the Moodle Forum administration interface. A red box at the top points to the forum name 'Forum 1: Learning to Listen (3%)' with the text 'Click on any one of your forums.' A second red box points to the 'Admin' gear icon in the top right corner with the text 'Click the Admin gear icon and choose **Advanced grading**'. A third red box points to the 'Advanced grading' option in the 'Forum administration' dropdown menu with the text 'In the Advanced grading window, change grading method to **Marking guide** then for this first forum select **Create new grading form from scratch**'. Below this, the 'Advanced grading' window is shown with a dropdown menu set to 'Marking guide'. Two buttons are visible: 'Define new grading form from scratch' and 'Create new grading form from a template'.

Click on any one of your forums.

Click the Admin gear icon and choose **Advanced grading**

In the Advanced grading window, change grading method to **Marking guide** then for this first forum select **Create new grading form from scratch**

Advanced grading

Change active grading method to ? Marking guide







Define new grading form from scratch

Create new grading form from a template

Name

Adds feedback/comments area when grading forums

Description

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Causes a place for instructor to include feedback/comments to student when grading.

Marking guide

Grade

Description for students

[Click to edit](#)

Description for Markers

[Click to edit](#)

Maximum score

100

[+Add criterion](#)

[+Add frequently used comment](#)

Marking guide options

- ☐ Show guide definition to students
- ☒ Show marks per criterion to students

Save marking guide and make it ready

Save as draft

Cancel

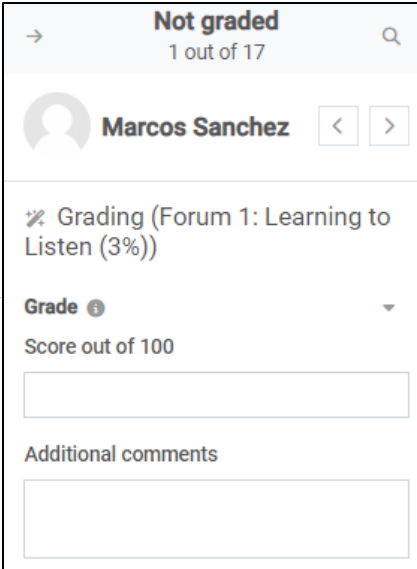
Insert this remaining information in the Advanced grading window.

Once you fill in everything, click **Save marking guide and make it ready**.

When ready to grade the forum, click the link to it, scroll down and click

[Grade users](#)

Notice you now have a place to put a student's grade and Additional comments.



The screenshot shows a mobile interface for grading a forum post. At the top, it says 'Not graded' and '1 out of 17'. Below this is a user profile for 'Marcos Sanchez'. The main section is titled 'Grading (Forum 1: Learning to Listen (3%))'. It includes a 'Grade' dropdown menu with a 'Score out of 100' label. Below the dropdown is a text input field for the grade. At the bottom, there is a text input field for 'Additional comments'.

The next page shows how to use this grading form you created in all of your other Forum activities.

Use the advanced grading form you created for the other forums in your course

This screenshot illustrates the steps to apply a previously created advanced grading form to a new forum. The interface includes a forum header, a sidebar with administration options, a main content area for grading form creation, and a confirmation dialog at the bottom.

Forum Header: The forum is titled "Forum 2: Music & Spirituality (3%)". A red box highlights the forum name with the instruction: "Click on any one of your other forums."

Administration Sidebar: A red box highlights the "Advanced grading" option in the "Forum administration" menu with the instruction: "Click the Admin gear icon and choose **Advanced grading**".

Advanced grading window: The "Change active grading method to" dropdown is set to "Marking guide". A red box highlights the "Create new grading form from a template" button with the instruction: "In the Advanced grading window, change grading method to **Marking guide** then for this next forum select **Create new grading form from a template**".

Grading forms search: The "include my own forms" checkbox is checked. A red box highlights this checkbox with the instruction: "Enable **Include my own forms** and then **Search**. Unless you have other advanced grading forms created, it will automatically bring up the one you created for the first forum. If you have others, you choose the one you want from those that appear."

Marking guide options: The "Show marks per criterion to students" option is selected. A red box highlights this option with the instruction: "When you see the correct grading form, click **Use this form as a template**".

Confirmation Dialog: A green checkmark and the text "Use this form as a template" are shown. A red box highlights the "Continue" button with the instruction: "When the Confirm message appears, click **Continue**".