

## Discussion Forum: How to change the “per-post” grade value

For each discussion you setup, Do the following to adjust the value of the “per post” grade. This is reported to the “Grade the Forum” screen under Utilities for the discussion forum.

- Under the Discussion, select “Settings”, then choose “Advanced Settings”
- Toward the bottom of the “Content” tab, for **Max Rating** you can choose the number of points that each discussion post is worth. Select “Save” to save this setting change.
- This setting will show for each discussion post at the bottom of the post area in the lower left corner.

Rating  out of

- You can enter your rating for the post you are viewing, and select “Save”
- To Grade the Forum, Choose Utilities, “Grade Forum” and then you will see the accumulated points for the student,

[32-FIT](#)      2    2    5    40%   

- You can enter the grade for that student in the right-hand “Percentage” column (as either points, percentage or letter grade) depending on how you have setup the grading system.
- You can also enter comments the student will see in their Grade Report.
- (Remember, clicking on the student’s name here shows the student’s complete set of posts for this forum)
- Select Submit Grades to save your entries on this page.