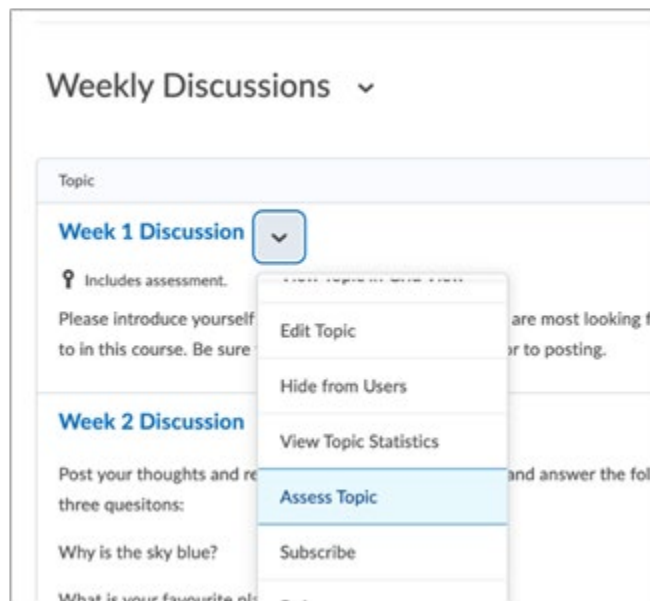




Grading a Discussion

In order to grade a Discussion, a Discussion Topic associated with a grade item must have been previously set up. Once students have posted their replies, instructors can begin the grading process. There are multiple ways in which you can go about grading a Discussion, some more efficient than others. This document will outline the steps on how to grade a discussion most efficiently.

1. Access the Discussions page from the ribbon and navigate to the Discussion Topic that you wish to grade.
2. To grade the posts, open the drop-down menu beside the topic name and select “Access Topic”.



3. You will be redirected to a page that lists all students in the course. To see post(s) from a particular student, click on the “Topic Score” link below the student’s name.

<input type="checkbox"/>	First Name, Last Name	Score	Status
<input type="checkbox"/>	[Redacted]		
<input type="checkbox"/>	Topic Score	-- / 10 (-%)	Not yet evaluated
<input type="checkbox"/>	[Redacted]		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Draft: Jun 24, 2021 9:27 AM
<input type="checkbox"/>	[Redacted]		
<input type="checkbox"/>	Topic Score	-- / 10 (-%)	Not yet evaluated
<input type="checkbox"/>	[Redacted]		



- You will be able to see the student's main thread, as well as any comments that they have posted within their own thread or other threads within the topic. The student's displayed posts pertain only to the discussion topic which you are assessing.
- Enter the student's score in the top right. If you have enabled "Allow assessment of individual posts, you can grade each post the student has made. Depending on how you have set the calculations, the Post Score will update each time you grade the student's additional posts.
- If desired, you may also add feedback in the "General Feedback" section. This will be visible to the student after the grade has been published.
- When you are finished leaving feedback, press the blue "Publish" button to release the grade to the student immediately, or the "Save Draft" button if you wish to publish later.



- Repeat the grading process for each student.
- To publish all students grades at the same time, go back to the main page that lists all students. Select "Publish all Feedback". A message will appear advising you "Users will receive feedback on publishing. Do you want to continue?". Click yes to finish publishing feedback.

