



Grading a Discussion Topic

You can grade a Discussion Topic directly from the Discussion Tool. Please note, you will only be able to grade if you have set up the grade item under the assessment tab in the discussion settings.

1. Navigate to the Discussions Tool by clicking Communication and selecting Discussions.
2. Next to the Topic you want to grade, click the down arrow for the context menu and select Assess Topic.

Course Home Content Assessments Communication Progress Edit Course Awards More

Discussions List View Topic View Topic in Reading View Edit Topic Hide from Users View Topic Statistics **Assess Topic** Subscribe Delete

Filter by: Unread Collapse All Forums

Topic	Threads	Posts	Last Post
Introductions Includes assessment	1	1	Student Maxwell Fri at 3:02 PM

3. Find the student that you'd like to grade. Click on Topic Score.

Assess Topic - Introductions

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<input type="checkbox"/>	First Name, Last Name	Score	Status
	Student McAfee		
<input type="checkbox"/>	Topic Score	10 / 10 (100%)	Published: Jul 3, 2020 3:55 PM
	Student Maxwell		
<input type="checkbox"/>	Topic Score	- / 10 (-%)	Not yet evaluated

4. This will bring up a menu to grade the student. You will be able to read their reply, assign a score in the top right-hand corner, and provide feedback in the box provided.

Student Maxwell
1 thread, 0 replies

Topic Score: 9 / 10

General Feedback

Paragraph B I U ...

Thank you for your post.

Sort By: Post Date

Post

My Introduction - Jul 3, 2020 3:02 PM
My name is Student Maxwell, I'm excited for this course.

20 per page

Publish Save Draft

When you are done, click Publish.

5. You will be able to see the assigned score on the discussion assessment page.

	Student Maxwell		
<input type="checkbox"/>	Topic Score	9 / 10 (90%)	Published

The video [here](#) will show this process in action - the example in the video will go a step further and show you how to grade with an attached rubric.

