



## Grading a Discussion Topic

### Why Do I Need This Workflow?

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

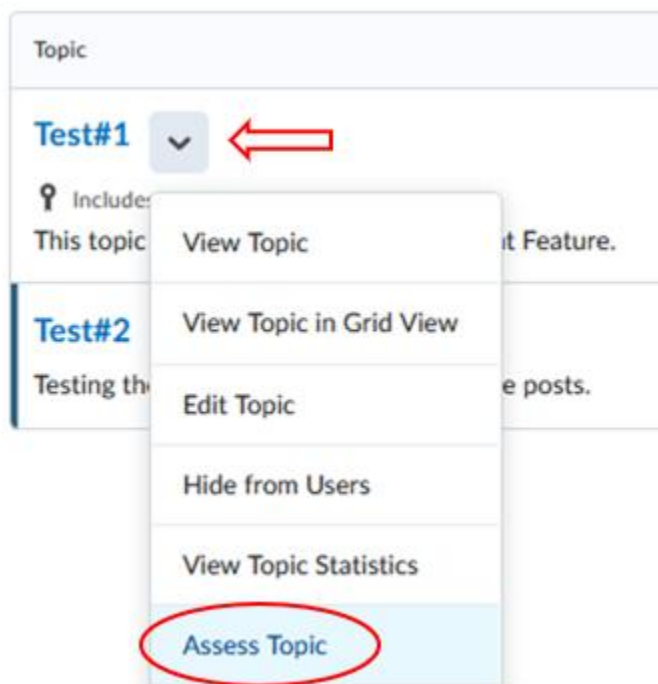
### Workflow steps:

#### Step one:

Navigate to the Discussions Tool by clicking the **Communication** tab in the navbar, then selecting **Discussions**.

#### Step two:

Next to the Topic you want to grade, click the down arrow to open the context menu, then select Assess Topic.



### Step three:


Using the **Search For** bar, find the student you would like to grade, then click **Topic Score**.




## Assess Topic - Test#1


Publish All Feedback   Retract All Feedback   Add Feedback to All   Manage Columns

Users   Assessments

Filter by: Groups ▾   Apply

Search For...  [Show Search Options](#)



 Publish    Retract Feedback    Add Feedback

<input type="checkbox"/>	Learner	Score	Status
	Student Shanks		
<input type="checkbox"/>	Topic Score	- / 10 (-%)	Not yet evaluated
	Student Ellerkamp		
<input type="checkbox"/>	Topic Score 	8 / 10 (80%)	Draft: Mar 19, 2026 1:00 PM






### Step four:


A menu to grade the student will populate. You will be able to read their reply, assign an **Overall Grade**, and provide feedback in the HTML box provided.

**Overall Grade**

**Overall Feedback**

Format ▾   **B**   *I*   U ▾       ▾    ▾         + ▾

testing visibility on discussion topics 

### Step five:

When you are finished, select **Update**. You will be able to see the assigned score on the discussion assessment page.

	Student Ellerkamp		
<input type="checkbox"/>	Topic Score	8 / 10 (80%)	Published: Apr 27, 2026 11:01 AM