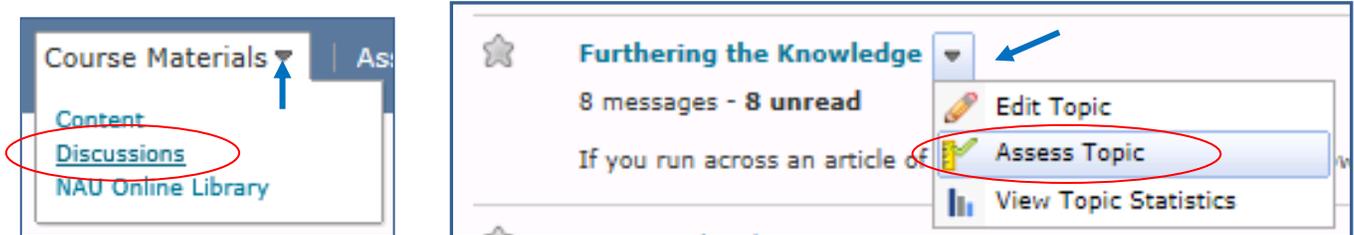




How to: Grade discussions

First, go to *Discussions*, listed in the drop down menu under Course Materials. Identify which discussion you intend to grade and **click** on the drop down menu to the right of the discussion title. Then select *Assess Topic*.



Next, identify the student you wish to grade, and **click** *Topic Score* (*not* the student's name).

Last Name ▲, First Name	Score	Graded
Abourezk, Nikki		
Topic Score	- / 10 (0%)	<input type="checkbox"/>
Aho, Melissa		
Topic Score	- / 10 (0%)	<input type="checkbox"/>
Alarie, Kim		
Topic Score	- / 10 (0%)	<input type="checkbox"/>

Score Goes Here

Check mark the *Graded* box. Doing so ensures the grade you recorded is reported to the grade book within the class.

All of the student's postings will be listed at the bottom of the Topic Score box. You may enter in specific feedback if you so choose. Enter in the points earned and be sure to check mark the Graded box. Once done, **click** *Save*. A Confirmation notice will pop up, just click **Overwrite**, and then *Close* to go back to the Assess Topic screen.

Confirmation

This will overwrite the feedback that was left for this user in the grades area with the feedback entered here. Are you sure you want to continue?

Overwrite **Cancel**