



Grade a Topic

This tutorial shows the instructor how to grade a student's topic post.

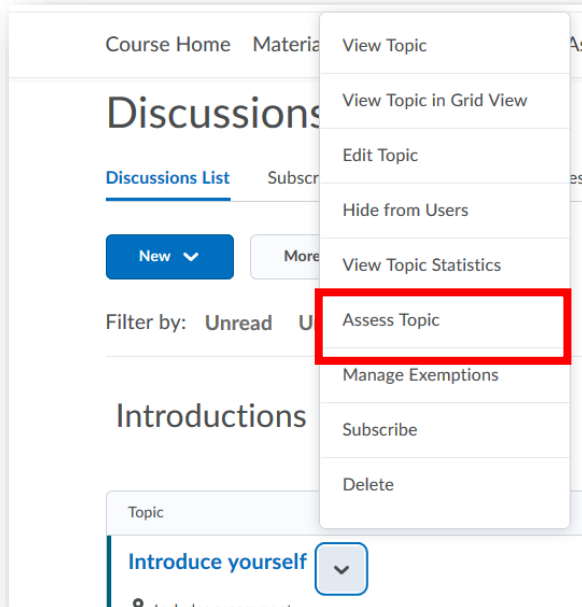
- From the Discussions tool, click the dropdown arrow beside the topic and choose asses topic:

Introductions ▾

Topic

Please Introduce yourself to the class ▾

Note: you must have a grade item for the discussion topic.



Note: You must have a grade item linked to the topic.



- Click “Topic Score” under the student you would like to asses:

| First Name, Last Name | Score |
|-----------------------|-------------|
| Jan MockStudent | |
| Topic Score | - / 10 (-%) |
| George MockStudent | |
| Topic Score | - / 10 (-%) |
| Deb MockStudent | |
| Topic Score | - / 10 (-%) |
| Chad Student | |
| Topic Score | - / 10 (-%) |

- If you have a rubric attached to the discussion, Click the boxes in the rubric that apply to the student:

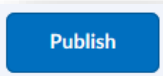
| Criteria | Level 4 4 points | Level 3 3 points | Level 2 2 points | Level 1 1 point | |
|---|---------------------|---------------------|---------------------|--------------------|--------|
| Criterion 1 Add Feedback | | | | | / 4 |
| Criterion 2 Add Feedback | | ✓ | | | 3 / 4 |
| Criterion 3 Add Feedback | | | | | / 4 |
| Total | | | | | 3 / 12 |



- You also have the option to add feedback for a particular criterion by clicking the “Add Feedback” link under each criterion as shown on the previous page.
- If you do not have a rubric associated with a discussion, you can enter the score manually in the “Score” field:

| Post | Score |
|---|---|
| <p>Hi There - Dec 16, 2019 10:07 AM</p> <p>Hi</p> <p>My name is George. Online Learning can save time in traveling to and from a physical classroom.</p> <p>George</p> <p style="text-align: right;">Average Rating: ★★★★★ (0 ratings)</p> | <p style="text-align: center;">5 /5</p> |

- Click the “Publish” to have the students view your feedback:



You can also choose “Save as Draft” to wait until you click “Save and Close” in the next step to have it published

- When you are returned to the user list, ensure that the word “Published” appears so the gradebook is updated