

DISCUSSIONS – GRADE A DISCUSSION TOPIC

Evaluate learners on their discussion participation by grading discussion topics. This tutorial shows how to grade a discussion topic.

Step 1.

On your **Discussions tool**, navigate to the **Discussions List** tab.

Step 2.

Navigate to the **topic** you want to evaluate.

Step 3.

Click the topic's **context menu** and select **Assess Topic**.

The Assess Topic option only appears if you link the topic to a grade item.

Step 4.

Select a view option from the **View Options** menu, which allows you to change between **Show Topic Score View** and **Show All Scores View**.

Step 5.

Navigate to the learner you want to evaluate, and click **Topic Score** to assign a grade.

Step 6.

The **Assess Topic panel** will show up. Here you can **view the number of threads** the user has posted, **edit the user's grade** and if the **Assess with Embedded Rubrics** feature is enabled, the rubric will also display. You can also include any comments to the learner in the **Feedback** field.

Step 7.

When you are done grading, click **Save and Close**. You will then be returned to the Assess Topic page.

Step 8.

Select **Publish to Grades** for each learner you have evaluated to update to your grade book.

Step 9.

When you are ready, click **Save and Close**.

If you still require assistance on the matter, CITL offers support for your online course issues.
Please contact our Support Centre at <https://citl.mun.ca/support/>