HOW TO ASSOCIATE A GRADE ITEM WITH A DISCUSSION TOPIC
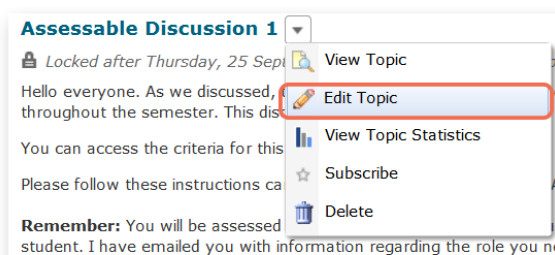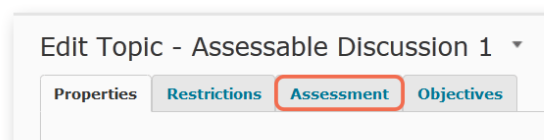
This document shows you how to associate a *Grade Item* with an existing *Discussion Topic*, allowing you to grade student contributions using a simple grade (score-based) method. DO NOT use this method if you intend to grade using a *Rubric*.
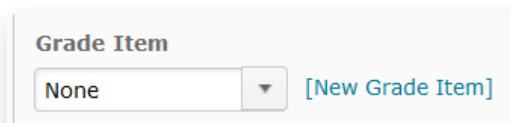
1. Navigate to the *Discussions* tool, locate your *Discussion* topic, click the small drop down arrow next to it and select the *Edit Topic* option.
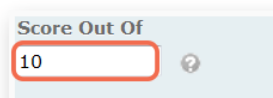
2. Click on the *Assessment* tab (towards the top of the screen).

3. You can choose to associate an existing *Grade Item* or to create a new *Grade Item*. For more information about creating a new *Grade Item*, [click here](#). Make note of the maximum score that you record for the *Grade Item*, as you will need it for step 4.

4. Record a *Score Out Of* (it must match the score associated with your *Grade Item*).

5. Leave all the other settings as they are and click on the *Save and Close* button.

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