## 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*.

Properties

 Navigate to the *Discussions* tool, locate your *Discussion* topic, click the small drop down arrow next to it and select the *Edit Topic* option.

Assessable Discussion 1	•		٦
🔒 Locked after Thursday, 25 Sept	ß	View Topic	<del>,</del>
Hello everyone. As we discussed, throughout the semester. This dis	ø	Edit Topic	сι
You can access the criteria for this	h	View Topic Statistics	Π
Please follow these instructions ca	☆	Subscribe	AF
Remember: You will be assessed	Û	Delete	ıal
student. I have emailed you with in	for	nation regarding the role you n	ee

- 2. Click on the **Assessment** tab (towards the top of the screen).
- 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*, <u>click here</u>. Make note of the maximum score that you record for the *Grade Item*, as you will need it for step 4.
- Record a Score Out Of (it must match the score associated with your Grade Item).
- Leave all the other settings as they are and click on the Save and Close button.

Grade Item		
None	*	[New Grade Item]
None		[]

Edit Topic - Assessable Discussion 1

Restrictions Assessment

Objectives







## TASMANIAN SCHOOL OF BUSINESS AND ECONOMICS