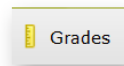


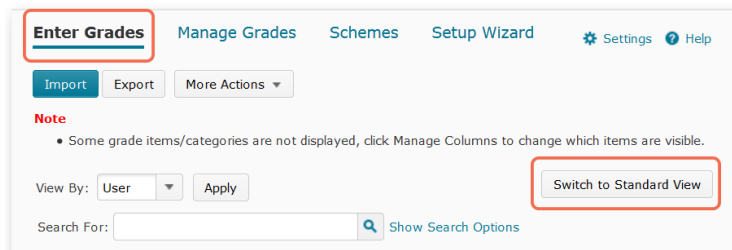
HOW TO GRADE CONTRIBUTIONS TO A DISCUSSION TOPIC VIA THE GRADES TOOL

There are two ways that you can grade contributions to a *Discussion* using a simple grade (scoring) method: via the *Grades* tool; or via the *Discussions* tool. The method you choose really is down to personal preference. In this document, we show you how to grade using the *Grades* tool. Using this option, you can easily see which students have submitted. You can also filter by name or group, so that you can focus on grading particular cohorts, groups or individuals. NOTE: A *Grade Item* must be associated with your *Discussion* topic for this method to work.

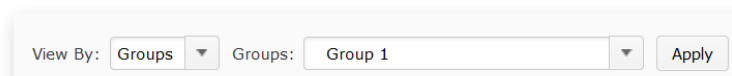
1. Go to the *Grades* tool.



2. Ensure that the *Enter Grades* *Grades* tab is selected. If the button to the far right says *Switch to Standard View*, click on it to return to the normal view.



3. If you want to mark work by a particular group of students, set the *View By* option to *Groups*, click the *Apply* button, select the relevant *Group* from the drop-down menu, and then click *Apply* again.

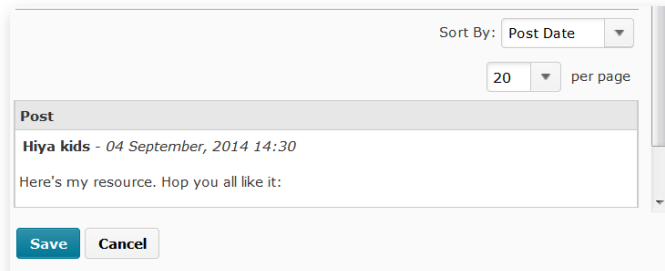


4. Locate the *Grade Item* that you associated with your *Discussion*. The name of the *Grade Item* will appear as a column header in the *Grades* tool. You may need to scroll to the right to find it, especially if you have created several *Grade Items*. Students who have posted/replied to the *Discussion* will have a small speech bubble icon in the *Grade Item* column. Click on the icon to start grading a student's posts.

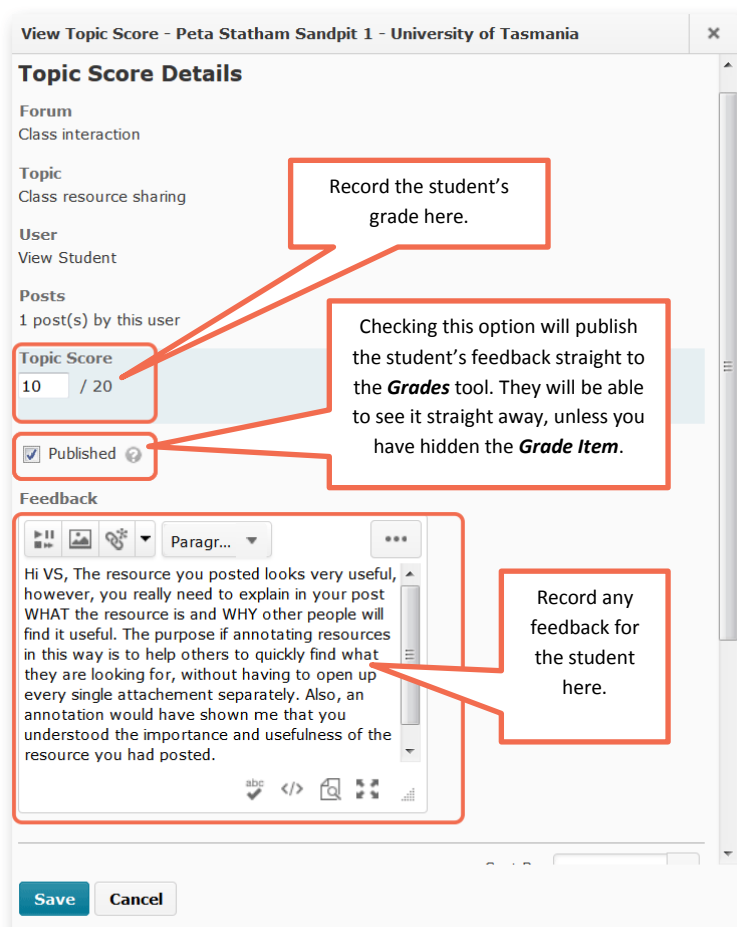
First Name ▲, Last Name, Org Defined ID	Final Grades	Testing Rubrics ▼	Resource sharing discussion ▼
	Final Calculated Grade ▼		
View, Student, u7775	-%	DN	

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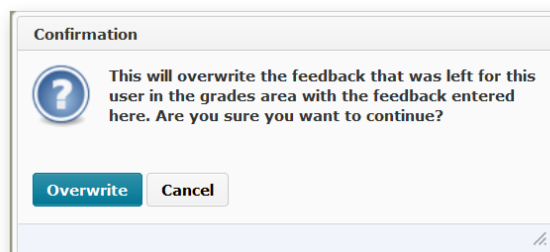
5. A new window will open. Scroll to the bottom of the window to see all the posts (and replies) that the student has contributed to the discussion.



6. When you scroll back up, you should be able to see the some grading and feedback options. Once you have filled them in, click on the **Save** button.







7. You may get a message like the one shown on the right. Click the **Overwrite** button – this will replace any old comments with your new feedback comments. If you don't want to replace your old comments, click the **Cancel** button.



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8. If you chose to publish the student's grade, you will notice that the student's grade appears in the **Grades** tool. If the **Grade Item** is not hidden, the student should also be able to see their grades and feedback in their view of the **Grades** tool.

First Name ▲, Last Name, Org Defined ID	Final Grades	Testing Rubrics ▼	Resource sharing discussion ▼
	Final Calculated Grade ▼		
 View, Student, u7775	-% 	 DN	 PP