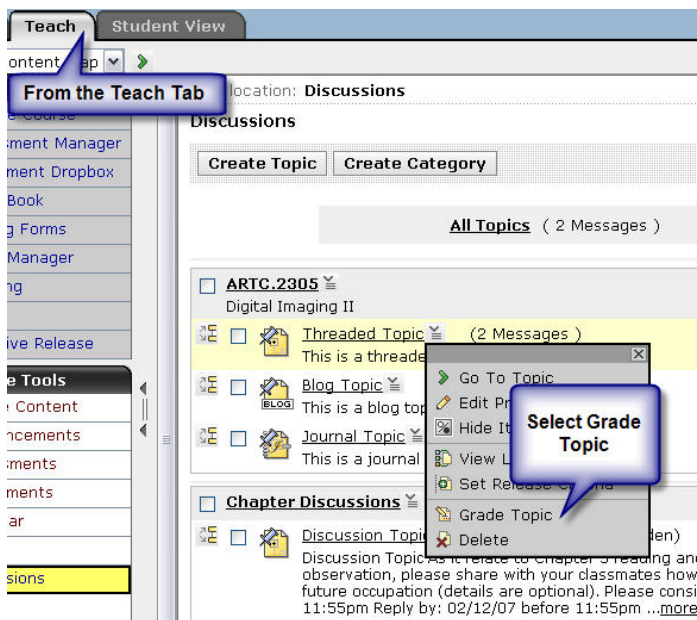




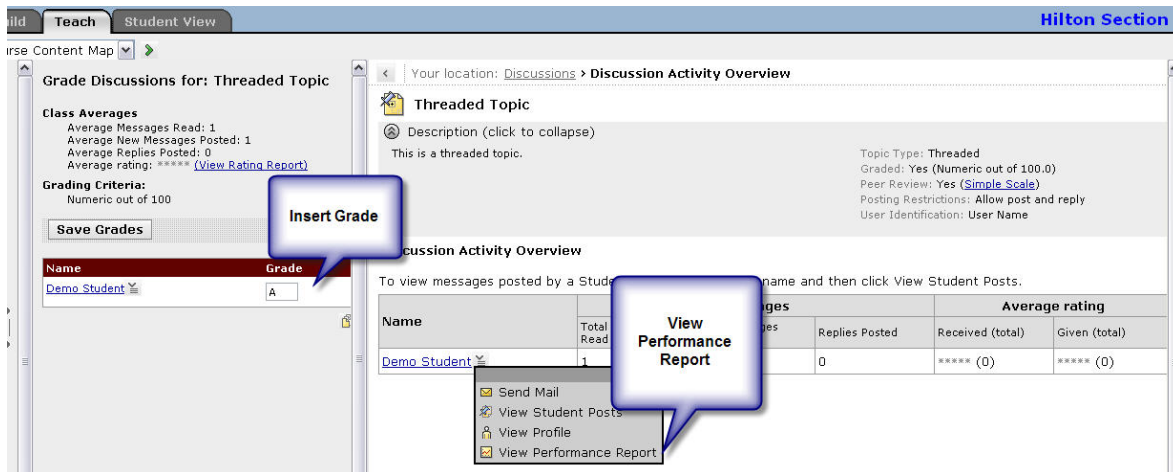
Grading Discussions



When you are ready to grade a topic, go to the Teach tab, click on the drop-down menu for the topic and click on Grade Discussions.

You will see a list of your students that have either viewed and/or posted to the topic. To view the individual student's posts, click on the student's name and click on View Student Posts.

You will now see the number of read messages, original posts, and replied posts for the student selected. You will also see all the student's posts for that topic. If you need additional information about the student you can click on the student's name and click on View Performance Report. This will allow you to view the students tracking within the course, which includes a link to the student's grades.



To give a student a grade, you can insert it under Grade next to the student's name and click Save. The grade will automatically be added to the Grade Book.

Editing Grades in Topics

You can edit the grades you have assigned to Students for a gradable discussion topic. Any grading changes made in Discussions will also be reflected in the Grade Book.

1. From the Teach tab, from the Discussions screen, locate the gradable topic and click its Action Menu icon.
2. Click Grade Topic.
3. Under Name, locate the Student whose grade you want to edit and, under Grade, click the displayed value.
4. Do one of the following:
 - a. To change the value back to the first grade that was entered for the Student, select Revert to Original.
 - b. To change the grade to a new value, select Change To and enter a new value in the text box.
5. If you want to enter an explanation for the change, in the Comment text box, enter a comment. This comment appears only in the Grade Book audit history and therefore would be a notation to yourself as to why the grade was changed.
6. If you want to see a history of all changes made to a Student's grade, click View Audit History. The Grade Audit History pop-up window appears:
 - a. To sort by any column, click that column's title.
 - b. To change the sort order, click the column's title again.

- c. To print the audit history, use your browser's print function.
 - d. To export the audit history as a comma or tab-delimited file:
 - i. Click Export Log
 - 1. Under Specify Export Format, select either Comma or Tab Delimited.
 - ii. Click Export
 - e. Click Done
7. Click Save.