



Grading discussions fact sheet



Remember

- Refer to the Discussion tool fact sheet on how to create the Discussion and add the grading form.
- Each student has to create their own message in order for you to grade their discussion.
- Provide your instructions in the Description box and not as a message, otherwise students will reply to your message and you won't be able to grade their posts.

Grading Discussions



- Ensure that you are on the **Teach** tab.
- Click on the **Discussion** tool.
- On the action link next to the Topic name, select the **Grade Topic** option.



- The class list will be displayed. Click on the action link next to the student's name to be able to **View Student Posts**.

- After you have read the student's contributions, you can click on the **Complete Grading Form** button next to the student's name and complete the grading form.
- The Complete Grading Form button will now change to **View Grade** button.
- If you need to change the mark, you can click on the View Grade button and change it by clicking on the **Edit Grading Form Grade** button.



Remember to add a comment for audit purposes as to why you changed the mark.