

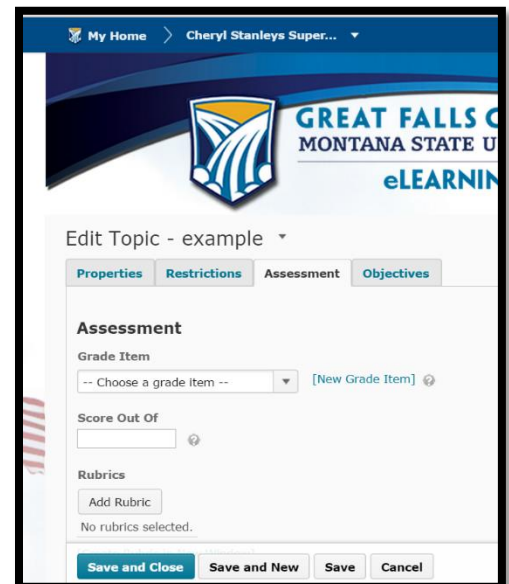
HOW 2

Assessing Discussions

- In the online environment it is important to stay connected with students. One way to do this is by reading through the discussions throughout the week. However, it is also recommended that as an instructor you only grade discussions once during the week.
- The Assessment Tab in the Discussions area is a great tool to assist you with easily grading and providing feedback to students privately in the discussion area.

When Creating a Discussion Add the Assessment

- 1) When **Creating** or **Editing** a **Topic**, select the **Assessment Tab**.
- 2) **Choose the Grade Item** you want associated with the Discussion.
 - a. If a Grade Item is not already created in the Grade Book, you may create one by using the **"New Grade Item"** link provided.
- 3) Give the **"Score Out Of"** the same numeric value as the Grade Item.
 - a. Rubrics are great tools for assessing discussions. That is covered in another tutorial.
- 4) Then click **Save and Close**.
- 5) You have now successfully added an assessment to your Topic.



To Assess the Topic

- 1) The Topic now includes the icon showing it includes an assessment.
- 2) Click on the Down Arrow next to the Topic Name.
- 3) Select Assess Topic.
- 4) Under the Student's Name click on Topic Score.
- 5) On the next screen you can assess, and leave feedback about the discussion posts. *At the bottom of this screen are all topics created by this user and all responses to other users in the course.*
 - a. Be sure to select the Published box in order for this evaluation to link to the Gradebook.

