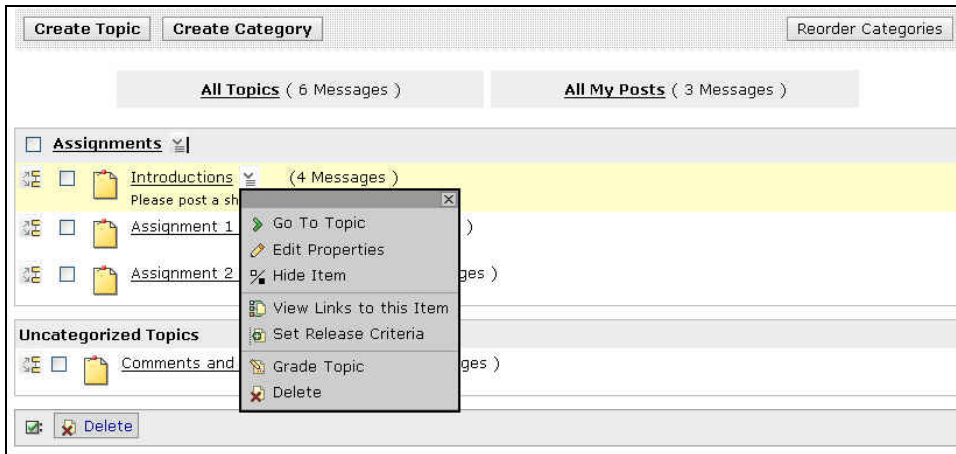## *Grading Topic Messages*

You can easily enter grades for a discussion topic that is marked as gradable from wherever you have a link to the discussion topic, which can be from a:
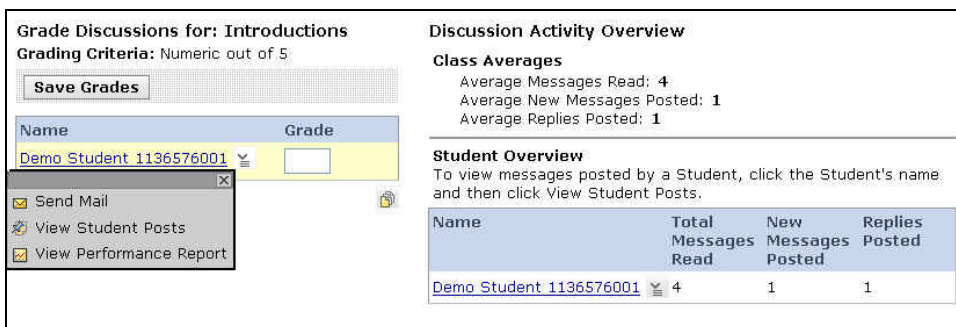
- **Folder** or **Learning Module**
- **Discussions** tool
- **Discussions** topic

1. Click the **Teach** tab.
2. Navigate to the **Folder** or **Learning Module** where you have a link to the discussion topic, or click the **Discussions** button or icon from the **Course Tools** menu, or navigate to a discussion topic.
3. Click the **ActionLinks** button next to the name of the topic, and select **Grade Topic**.

4. If you wish to update grades already posted, skip to step 7.

   To enter new grades: Click the **ActionLinks** menu next to the name of the student you wish to grade and select **View Student Posts**.

5. The messages posted by the student in this topic are displayed on the right side of the screen. You can now review the posts and enter a numeric value in the grade box for that student.

6. Click **Save Grades** to save the new grades. If you are finished grading this topic, you can skip the remaining steps.
7. <u>To update existing grades for this topic</u>: Click the grade value in the Grade column for the student you want to grade.

8. Enter a new grade value in the **Change To** box and any comment you wish regarding the reason for this change.

9. Click **Save** to save the new grade value and comment.