

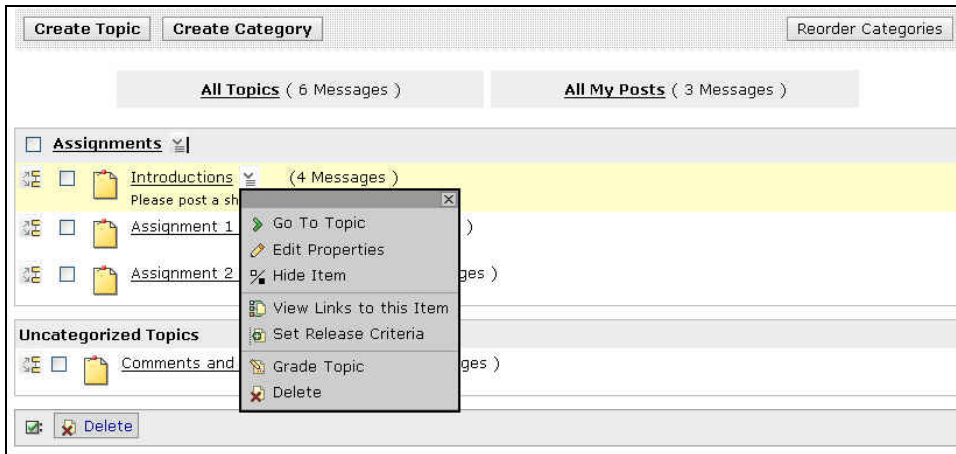


## Grading Topic Messages

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:

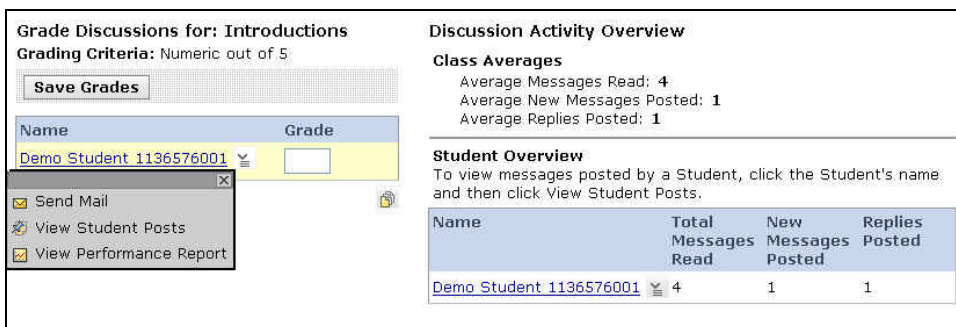
- **Folder** or **Learning Module**
- **Discussions** tool
- **Discussions** topic

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**.



## Discussion Activities

- 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.

The screenshot shows the 'Grade Discussions for: Introductions' interface. On the left, there is a 'Grading Criteria: Numeric out of 5' section with a 'Save Grades' button and a table for grading. The table has two columns: 'Name' and 'Grade'. The first row shows 'Demo Student 1136576001' with an empty grade box. On the right, there is a 'Student Discussion Posts' section with 'Print' and 'Save as File' buttons. It lists two posts: one from 'Demo Student 1136576001' with subject 'Re: test1' and date 'November 29, 2005 1:37 PM', and another with subject 'sample introduction' and date 'November 30, 2005 11:24 AM'. Both posts have a 'View Complete Thread' button.

Name	Grade
Demo Student 1136576001	<input type="text"/>

**Student Discussion Posts**

Author: Demo Student 1136576001

Topic: Introductions  
New Messages Posted : 1 (Class Average 1)  
Replies Posted : 1 (Class Average 1)  
Messages Read : 4 (Class Average 4)

**Subject:** Re: test1      **Date:** November 29, 2005 1:37 PM  
That you for the information. It will help me complete the assignment.  
View Complete Thread

**Subject:** sample introduction      **Date:** November 30, 2005 11:24 AM  
I am a marvelous student in your class!  
View Complete Thread


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

The screenshot shows the 'Grade Discussions for: Introductions' interface. It features a 'Grading Criteria: Numeric out of 5' section with a 'Save Grades' button. Below this is a table with two columns: 'Name' and 'Grade'. The table contains two rows: 'J. Smith' with a grade of '5.0' and 'Demo Student 1136576001' with a grade of '5.0'. A small icon is visible at the bottom right of the table area.

Name	Grade
J. Smith	5.0
Demo Student 1136576001	5.0

## Discussion Activities

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.



The screenshot shows a web browser window with the address bar displaying "https://online6.csus.edu - Member Ma...". The main content area is titled "Edit Value for: Introductions" and shows the following information:

- Member: Demo Student 1136576001
- Two radio buttons: "Revert to Original: 1" (unselected) and "Change To:" (selected).
- A text input field next to "Change To:" containing the value "5".
- A "Comment:" label above a large empty text area.
- Three buttons: "Save", "Cancel", and "View Audit History".

The browser's status bar at the bottom shows "Done" on the left and "online6.csus.edu" on the right.