

Tying a Discussion to the Gradebook

This handout is for attaching a pre-existing grade item to a pre-existing discussion. For other options check our page at tamuc.edu/oat.

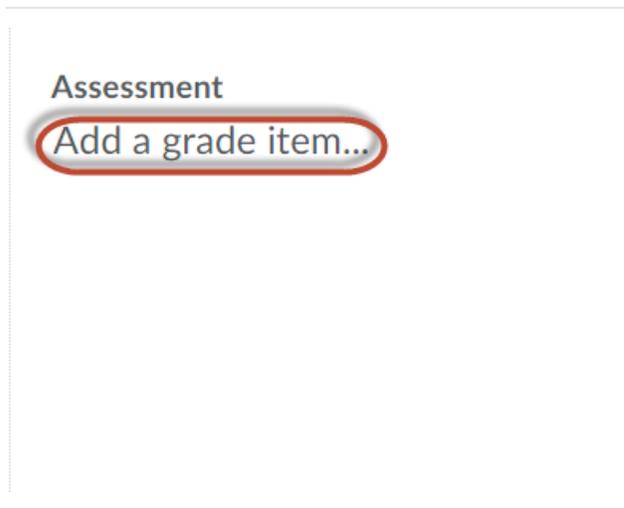
1. Go to Content. You can do this from other places, but from Content is the easiest way I've found.



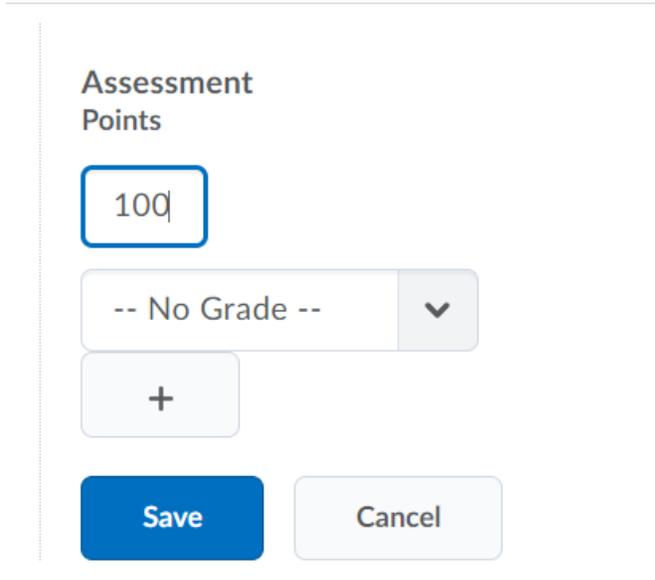
2. Click on the name of your discussion. Let it open up in the window.



3. Scroll all the way to the bottom of the screen. In the right hand corner there's a box that says "Assessment." Click where it says "Add a Grade Item" under "Assessment".

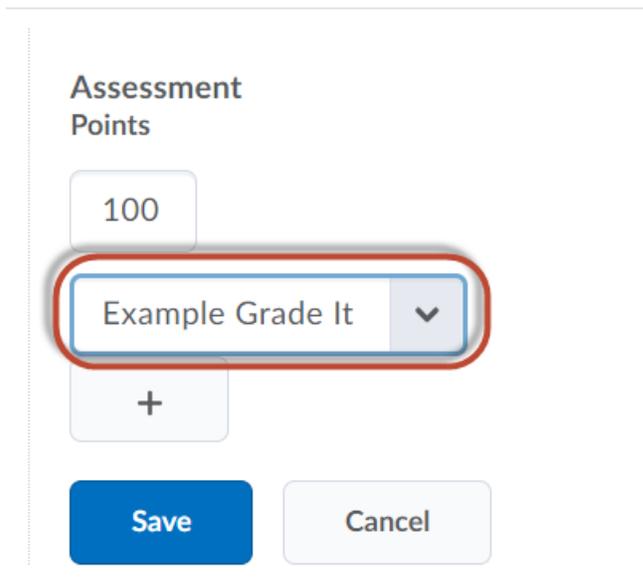


- Put your points in the box that says “Out”.



The screenshot shows a form titled "Assessment Points". It contains a text input field with the number "100" inside, which is highlighted with a blue border. Below this is a dropdown menu with the text "-- No Grade --" and a downward arrow. Underneath the dropdown is a button with a plus sign "+". At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (grey).

- Click the drop-down menu here. Your grade item should appear as one of the options. Select it.



The screenshot shows the same "Assessment Points" form. The text input field now contains "100" and is no longer highlighted. The dropdown menu is now highlighted with a red border and contains the text "Example Grade It" with a downward arrow. The plus sign button, "Save" button, and "Cancel" button remain visible below.

- Hit save.