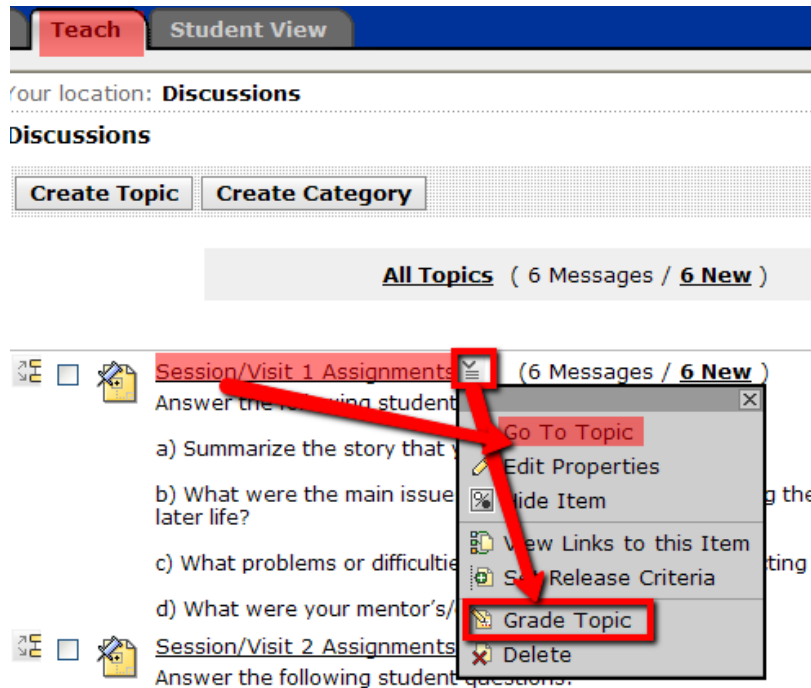


## HOW TO GRADE DISCUSSIONS TOPICS?

1. From the **Teach** tab, from the **Discussions** screen, locate the **Title** of gradable topic. To view the discussions posts, click the Title of the topic.
2. To grade topic, click its **ActionLinks** icon and Click **Grade Topic**.



3. To view the messages posted by a Student:
  - a. Click the **ActionLinks** icon next to the Student's name.
  - b. Click **View Student Posts**.

**Tip:** You can print or download all messages posted by the Student by clicking **Print** or **Save as File**.

  - c. To return to the overview screen, click **Discussion Activity Overview**.
4. Before you enter a grade, if you want to compare a Student's participation in the topic to other Students in the course, compare the values under **Class Averages** to the corresponding values for the Student under **Discussion Activity Overview**.

## HOW TO GRADE DISCUSSIONS TOPICS?

**Grade Discussions for: Session/Visit 1 Assignments**

**Class Averages**  
Average Messages Read: 2  
Average New Messages Posted: 0  
Average Replies Posted: 0

**Grading Criteria:**  
Alphanumeric

**Save Grades**

**Session/Visit 1 Assignments**

Description (click to collapse)  
Answer the following student questions:  
a) Summarize the story that your mentor/client told.  
b) What were the main issues or topics that surfaced during the interview? How do they relate to the developmental stages, tasks, or difficulties in this mentor's/client's later life?  
c) What problems or difficulties did you encounter in conducting the interview with your senior mentor/client? How did you handle them?  
d) What were your mentor's/client's reactions to the interview?  
e) What insights were derived from the life interview by your mentor/client?  
f) What did you do best when listening to the mentor/client? How could you improve your listening and/or integrative skills?  
g) How might this exercise be helpful to you as a physician?  
h) What other comments would you like to make about this session with your mentor/client?

Topic Type: Threaded  
Graded: Yes  
Peer Review: No  
Posting Restrictions: Allow post an  
User Identification: User Name

**Discussion Activity Overview**

To view messages posted by a Student, click the Student's name and then click View Student Posts.

Name	Messages		
	Total Messages Read	New Messages Posted	Replies
[Redacted]	2	0	0
[Redacted]	2	1	0
[Redacted]	0	0	0
[Redacted]	2	0	0
[Redacted]	2	0	0

5. Look under **Grading Criteria** to determine whether you must enter a numeric or alphanumeric (letter) grade, or complete a grading form.
6. Do one of the following:
  - o To enter a numeric or alphanumeric grade, next to the Student's name, enter a grade and click **Save Grades**.
  - o To complete a grading form:
    - a. Next to the Student's name, click **Complete Grading Form**.
    - b. Select a performance indicator for each objective.
    - c. Enter comments.
    - d. Click **Save**.

The grade is saved here and in the **Grade Book** column.