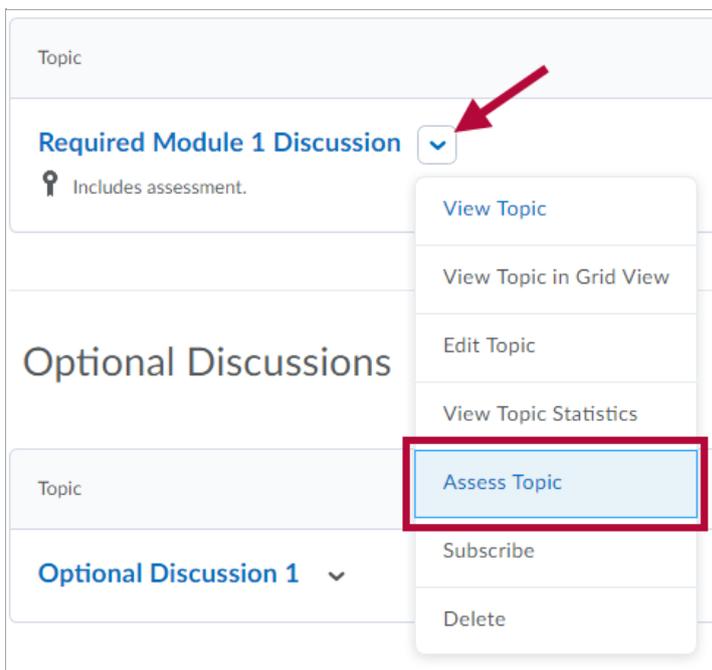


Grade a Discussion With or Without a Rubric

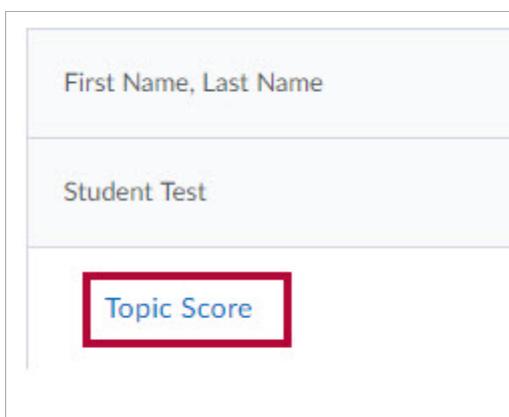
Last Modified on 03/24/2026 12:58 pm CDT

See [Connect a Rubric to a Discussion Topic \(https://vtac.lonestar.edu/help/a257\)](https://vtac.lonestar.edu/help/a257), for information on how to connect a rubric to your discussion.

1. Go to **[Collaboration]** -> **[Discussions]**.
2. Click the dropdown arrow next to the topic to access the context menu, and click on **[Assess Topic]**.



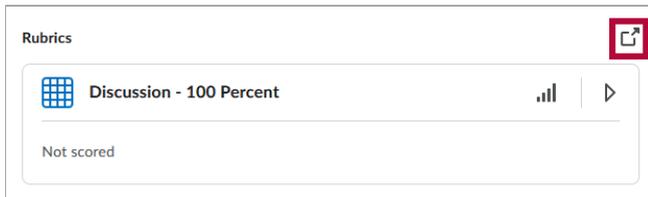
3. Click on **[Topic Score]** below a student's name. The rubric opens in a popup window and brings up all of the student's posts for this topic below the rubric.



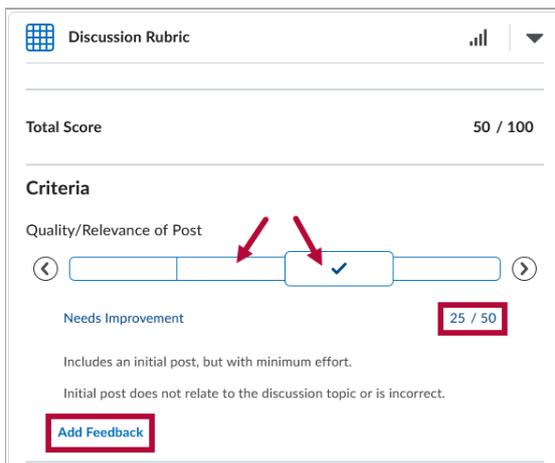
4. If you have a rubric attached, click the arrow pointing to the right to expand it. If you have added more than one rubric, you can click the arrow for each rubric to expand them individually.



Alternatively, you can click the pop-out icon to pop-out all rubrics in another window.



5. If you are using the expanded view, you can click the **squares** for each level of the criterion to choose that level. Click **[Add Feedback]** to add or edit feedback for that criterion, and click the **criterion score** if you wish to edit the score for that criterion.



6. If you are using the pop-out view, you can click the **squares** for each level of the criterion to choose that level. Click **[Add Feedback]** to add or edit feedback for that criterion, and click the **criterion score** if you wish to edit the score for that criterion.

Discussion Rubric			
(not graded yet)			
Criteria	Excellent	Satisfactory	Criterion Score
Quality/Relevance of Post Add Feedback	50 points Initial post is thoughtful, reflective and related to the discussion topic. It prompts further discussion of the topic.	40 points Initial post partially relates to the discussion topic. There is some thought included, it is somewhat reflective, and/or may prompt further discussion of the topic. ✓	40 / 50
Quality/Relevance of Replies Add Feedback	25 points Replies are relevant to the initial posts. They are thoughtful, reflective, and respectful of other's postings. ✓	20 points Replies are somewhat relevant to the initial post. Replies could be more thoughtful, reflective, and/or respectful of others' postings.	25 / 25
Followed Directions Add Feedback	25 points Posts original thread and replies to 2 or more other students' posts. Met all due dates.	15 points Posted original thread and replied to one other student's post. Missed a due date.	/ 25

7. If you wish to publish the score on saving, click the **[Publish]** button found at the bottom of the page. If you prefer to save the score as draft (for example, if you want to release all the scores at once), click the **[Save Draft]** button.

Rubrics ✕

Untitled 📊 ▶

9 / 12
Level achieved: Level 3

Overall Grade 🔑 📊 **Learner View of Grade**

75 / 100 🔑 📊 75 / 100 - 75 %

Overall Feedback

Par... ▼ **B** ▼ ☰ ▼ ☰ ▼ + ▼ ⋮ ↻

Update **Retract**

8. If you have not scored every criteria in the rubric, you will receive a warning that the rubric is incomplete. You can choose to go back and complete the rubric or publish anyway.

Confirmation

Not all rubric criteria have been scored.
Publish anyway?

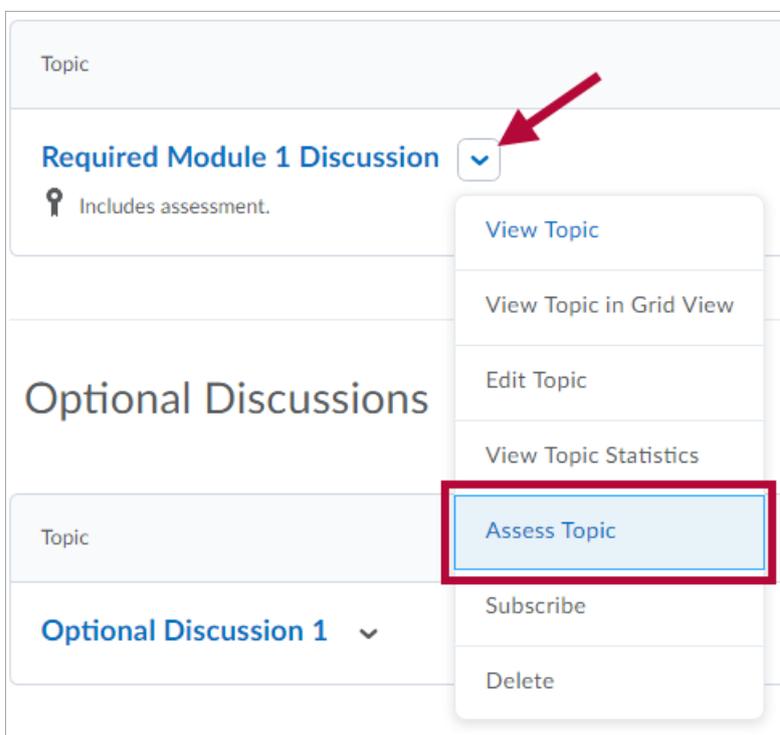
[Publish](#) [Cancel](#)

9. Once you are finished grading each individual student's discussion posts, click the **[Save and Close]** button.

ALERT: The score transfer does not occur if Allow assessment of individual posts or a Percentage rubric is selected.

Publish a topic score to the Gradebook

1. On the Discussions List Page click **[Assess Topic]** from the context menu of the topic you want to assess.



The screenshot shows a table of discussion topics. The first row is titled "Required Module 1 Discussion" and includes a key icon and the text "Includes assessment." A red arrow points to a dropdown arrow icon next to the topic name. A context menu is open, listing several options: "View Topic", "View Topic in Grid View", "Edit Topic", "View Topic Statistics", "Assess Topic" (highlighted with a red box), "Subscribe", and "Delete". Below this, the "Optional Discussions" section is visible, with the first row titled "Optional Discussion 1" and a dropdown arrow icon.

2. Click on **[Topic Score]** underneath the student you wish to grade.

First Name, Last Name
Student Test
Topic Score

3. Select the number of points and click **[Save and Close]**.
4. Check the box in the **Publish to Grades** column beside each student whose score you want to release, then click **[Save]** or **[Save and Close]**.

First Name, Last Name	Score	Publish to Grades
Student Test		
Topic Score	16 / 20 (80%)	<input checked="" type="checkbox"/>

20 per page ▼

Save and Close Save Cancel