

# Grade a Discussion

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To set a discussion up so it can be graded, see [Configure a Discussion Topic for Assessment](#)

(<https://vtac.lonestar.edu/help/a058>).

To grade a discussion with a rubric, see [Grade a Discussion with a Rubric](#)

(<https://vtac.lonestar.edu/help/a261>).

## Grade All Posts in a Topic

**NOTE:** You must first associate a grade item with the discussion topic or you will not see **Assess Topic** in the options.

Show Video Walkthrough

1. Click the arrow next to the topic name and select **Assess Topic**.
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2. A list of students will show up with a **Topic Score** link under each student's name. Click on the **Topic Score** link, and a window will appear with all of that student's posts in the topic.
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3. To evaluate the student's posts, do the following:
  - Click on the **Score** field to enter a grade for the student.
  - Add feedback for the student in the **Overall Feedback** area.
  - A scored/unscored flag indicates the current grade status of the post(s).
  - A word count appears on the Assessment page during the discussions assessment process, and it also appears inline with the post details in the Discussions Reading View and Grid View.
  - Click **Publish** if your feedback is finalized and you want the grade to appear in the gradebook. Click **Save Draft** if you would like to modify your feedback at a later time.
  - In the upper right of the assess topic screen, find the options menu and rubric access and statistics buttons. Use these to move between rubrics as well as other discussion posts quickly.
4. From the **Assess Topic** page, you can view student scores and the dates and times that feedback was published.
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5. To **Publish** or **Retract** feedback for specific students:
  - Select the students using the checkboxes in the first column.
  - Click the link to **Publish Feedback** or **Retract Feedback**.
  - Click **Yes** to confirm your selection.
6. To **Publish** or **Retract** feedback for **all** students:
  - On the **Assess Topic** page, click the gray button to **Publish All Feedback** or **Retract All Feedback**.
  - Click **Yes** to confirm your selection.

To see the original discussion post or other students' replies to that post, click on the title of the post.

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