Add Points to a Discussion

1. At the top of the Course Home page, click “Gradebook.” The “Gradebook” will open.

2. For the “Select Gradebook View” dropdown menu, select the week you want to change. Then, click “Go.” The week will open.

3. Click the item that you would like to change the points to. For example, “Discussion.”
4. Enter the points that you would like to change the item to. Be sure to check “Share w/Student?” before clicking “Save Changes.”