

# uiuLEARN TUTORIAL

## GRADES> CREATE GRADE ITEMS FOR DISCUSSIONS

This tutorial covers the basics of creating Grade Items that represent Discussion Topic Questions in the gradebook (Grades). There are 3 options to create a grade item so this tutorial contains 3 sets of instructions. Click on any of the links below to take you to those specific instructions:

1. [OPTION 1 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN THE DISCUSSIONS LIST \(also associates item to gradable content\)](#)
2. [OPTION 2 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN WEEKLY CONTENT \(also associates item to gradable content\)](#)
3. [OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA](#)

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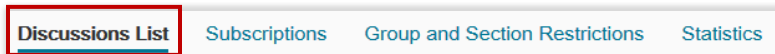
### OPTION 1 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN THE DISCUSSIONS LIST

To complete Option 1, you must have already set up your Discussion Forum and Discussion Topic. In this option, you will complete two tasks at the same time: 1) create a grade item for your Grades and 2) associate that grade item with the discussion question.

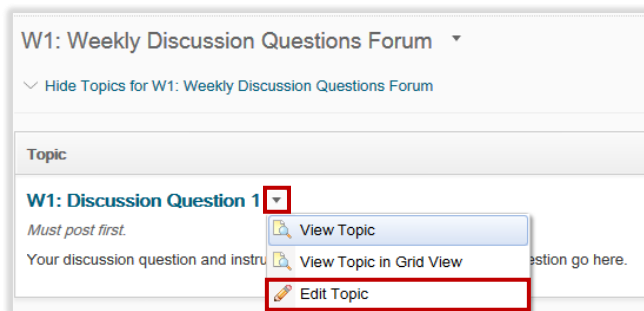
STEP 1> Click on Discussions in the navigation bar.



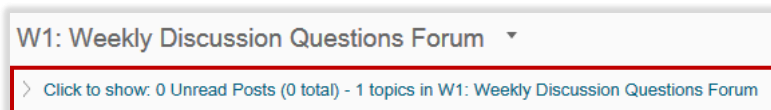
STEP 2> Click on Discussions List if you are not already there.



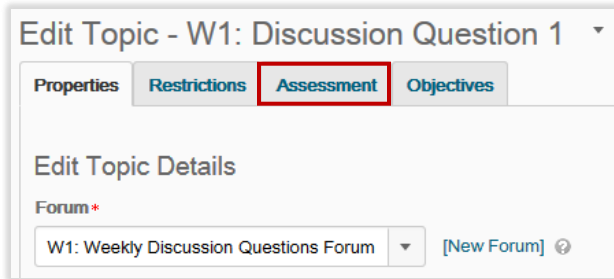
STEP 3> Click on the dropdown arrow to the right of the Topic title and select Edit Topic.



TROUBLESHOOTING NOTE> Is your discussion topic “missing”? Click on the “Click to show: ...” link underneath the discussion forum title to expand and show your discussion topic(s).



STEP 4> Click on the Assessment tab.



Edit Topic - W1: Discussion Question 1

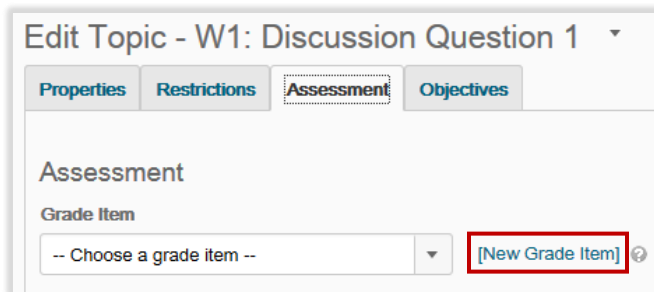
Properties Restrictions **Assessment** Objectives

Edit Topic Details

Forum\*

W1: Weekly Discussion Questions Forum [New Forum]

STEP 5> Click on [New Grade Item].



Edit Topic - W1: Discussion Question 1

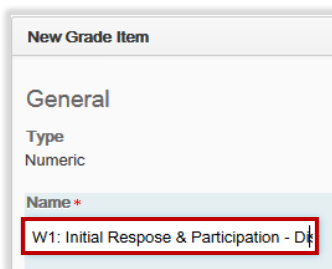
Properties Restrictions **Assessment** Objectives

Assessment

Grade Item

-- Choose a grade item -- [New Grade Item]

STEP 6> Type the name of your grade item (W#: discussion topic title) in the Name box. Even though there is an option to create a Short Name (a way to shorten how the name appears in the gradebook), it's important to stay consistent with your assignment title so that it's easily identified by yourself and your students. Don't forget to use the "W#:" (week number) prefix.



New Grade Item

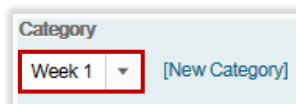
General

Type  
Numeric

Name\*

W1: Initial Respose & Participation - Dk

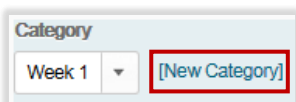
STEP 7> Click the dropdown arrow to select the Category (week the discussion topic/grade item pertains to) and proceed to Step 8. Or, if you have not already created a Category for this grade item, you can create one now by clicking on [New Category] before proceeding to Step 8.



Category

Week 1 [New Category]

OR click on [New Category]

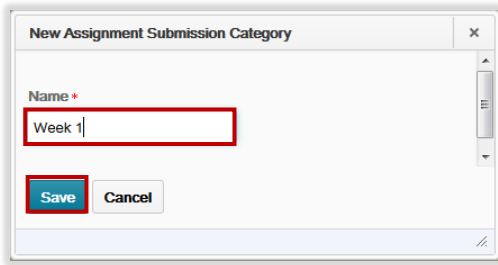


Category

Week 1 [New Category]

Enter the category Name (Week #) and click Save.

Enter the category Name (Week #) and click Save.



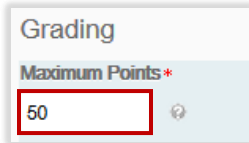
New Assignment Submission Category

Name \*

Week 1

Save Cancel

STEP 8> Enter the total points possible for the discussion and participation in Maximum Points.

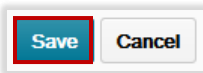


Grading

Maximum Points \*

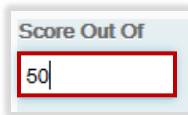
50

STEP 9> Click Save.



Save Cancel

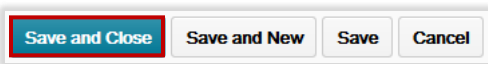
STEP 10> Enter the total points possible for the discussion response & participation in Score Out Of.



Score Out Of

50

STEP 11> Click Save and Close.



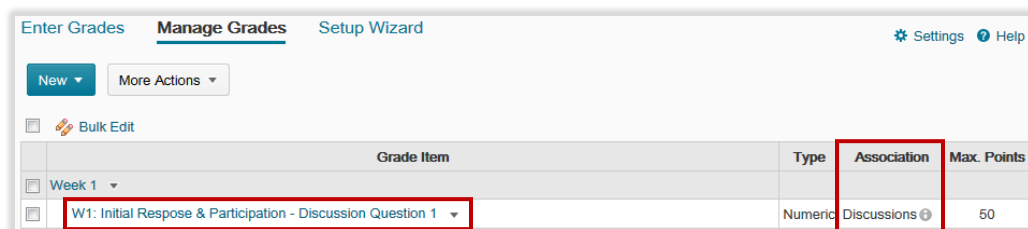
Save and Close Save and New Save Cancel

## ✓ CHECKPOINT

With completion of Step 11 you have:

- Created your grade item
- Associated that grade item with the discussion question

Check your work by going to Grades. You will see the grade item under the W# category. To see that it has been associated properly it should say Discussions in the Association column:



Enter Grades Manage Grades Setup Wizard Settings Help

New More Actions

Bulk Edit

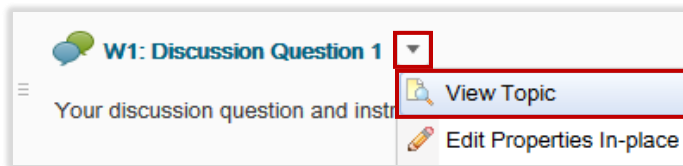
Grade Item	Type	Association	Max. Points
Week 1			
W1: Initial Response & Participation - Discussion Question 1	Numeric	Discussions	50

RETURN TO TOP

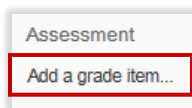
## OPTION 2 – CREATING A GRADE ITEM VIA THE DISCUSSION TOPIC IN WEEKLY CONTENT

To complete Option 2, you must have already setup a discussion topic and have it displayed in your weekly content. In this option, you will complete two tasks at the same time: 1) create a grade item for your Grades and 2) associate that grade item with the discussion topic.

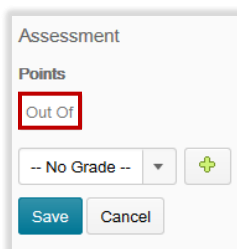
**STEP 1>** Go to the week that the discussion topic resides in and click the discussion topic title or the dropdown arrow to the right of the title and select View Topic.



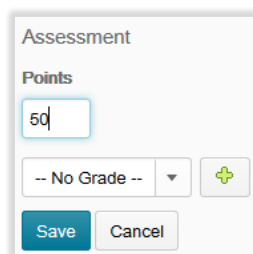
**STEP 2>** Under Assessment (in the bottom right-hand corner) click on “Add a grade item...”.



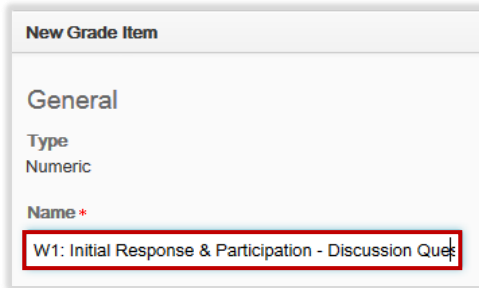
**STEP 3>** Enter the total possible assignment points under Points in the box that says Out Of.



**STEP 4>** Click on the green plus sign.



STEP 5> Type the name of your grade item (W#: discussion topic title) in the Name box.



**New Grade Item**

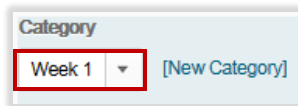
General

Type  
Numeric

Name \*

W1: Initial Response & Participation - Discussion Que

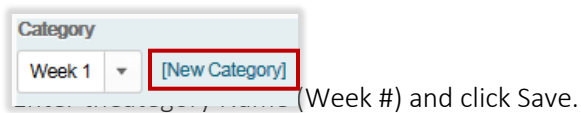
STEP 6> Select the Category (Week #) the grade item belongs to and proceed to Step 7. Or, if you have not already created a Category for this grade item, you can create one now as shown below before proceeding to Step 7.



Category

Week 1 [New Category]

OR click on [New Category]

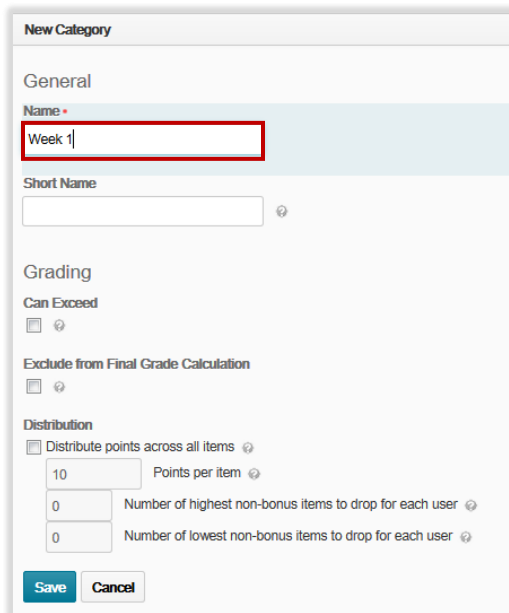


Category

Week 1 [New Category]

(Week #) and click Save.

Enter the category Name (Week #) and click Save.



**New Category**

General

Name \*

Week 1

Short Name

Grading

Can Exceed

Exclude from Final Grade Calculation

Distribution

Distribute points across all items

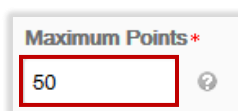
10 Points per item

0 Number of highest non-bonus items to drop for each user

0 Number of lowest non-bonus items to drop for each user

Save Cancel

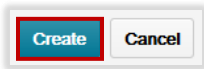
STEP 7> Enter the number of total points possible for the discussion under Maximum Points.



Maximum Points\*

50

STEP 8> Click Create.



STEP 9> Click Save.

A screenshot of a form titled 'Assessment'. It contains a 'Points' field with the value '50', a dropdown menu with the selected item 'W1: Initial Response & Parti', a green plus icon, and 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border.

Once you click Save you it will look like this under Assessment:

A screenshot of a card titled 'Assessment'. It displays 'Week 1:' followed by 'W1: Initial Response & Participation - Discussion Question 1' and a score '- / 50'.

## ✓ CHECKPOINT

With completion of Step 9 you have:

- Created your grade item
- Associated that grade item with the discussion topic

Check your work by going to Grades> Manage Grades and looking at the Association column:

A screenshot of the 'Manage Grades' interface. It shows a table with columns for 'Grade Item', 'Type', 'Association', and 'Max. Points'. The 'Association' column for the selected item is highlighted with a red box.

Grade Item	Type	Association	Max. Points
Week 1 W1: Initial Response & Participation - Discussion Question 1	Numeric	Discussions	50

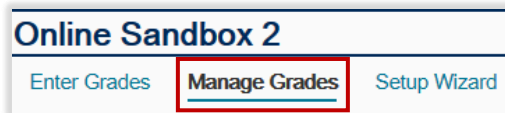
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## OPTION 3 – CREATING A GRADE ITEM VIA THE GRADES AREA

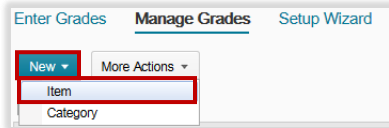
STEP 1> Click on Grades in the navigation bar.



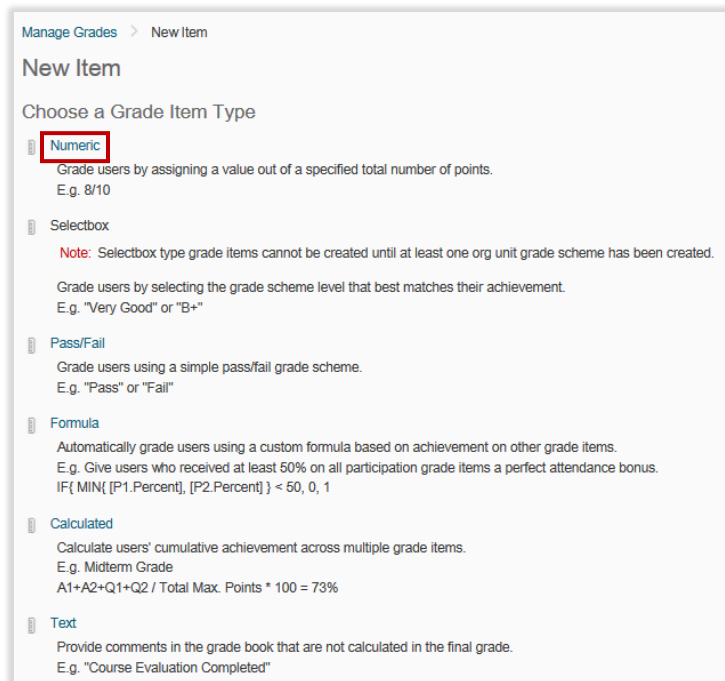
STEP 2> Click on Manage Grades (unless your default setting already placed you there).



STEP 3> Click on New and select Item.



STEP 4> You will now be at the New Item> Choose a Grade Item Type screen. You have a number of grade item types to select from, however for this example we will use the most common type for this example, which is numeric. Click on Numeric.



**STEP 5>** Type the name of your grade item (W#: assignment title) in the Name box. Even though there is an option to create a Short Name (a way to shorten how the name appears in the gradebook), it's important to stay consistent with your assignment title so that it's easily identified by yourself and your students. Don't forget to use the "W#:" (week number) prefix.

The screenshot shows the 'New Item' dialog box with three tabs: 'Properties', 'Restrictions', and 'Objectives'. The 'General' section is active, showing 'Type' set to 'Numeric'. The 'Name' field is highlighted with a red box and contains the text 'W1: Initial Respose & Participation - Dis'.

**STEP 6>** Select the Category (Week #) the grade item belongs to and proceed to Step 7.

The screenshot shows the 'Category' dropdown menu with 'Week 1' selected and highlighted by a red box. A '[New Category]' link is also visible.

Or, if you have not already created a Category for this grade item, you can create one now as shown below before moving on to Step 7.

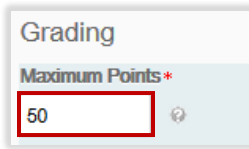
The screenshot shows the 'Category' dropdown menu with '[New Category]' highlighted by a red box.

Enter the Category Name (Week #) and click Save.

The screenshot shows the 'New Category' dialog box with the 'General' section active. The 'Name' field is highlighted with a red box and contains the text 'Week 1'. Other fields include 'Short Name', 'Grading' (Can Exceed, Exclude from Final Grade Calculation), and 'Distribution' (Distribute points across all items, Points per item, Number of highest non-bonus items to drop for each user, Number of lowest non-bonus items to drop for each user). 'Save' and 'Cancel' buttons are at the bottom.

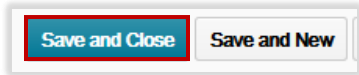


STEP 7> Enter the assignment points in Maximum Points.



A dialog box titled "Grading" with a "Maximum Points\*" field containing the number "50". A red box highlights the input field.

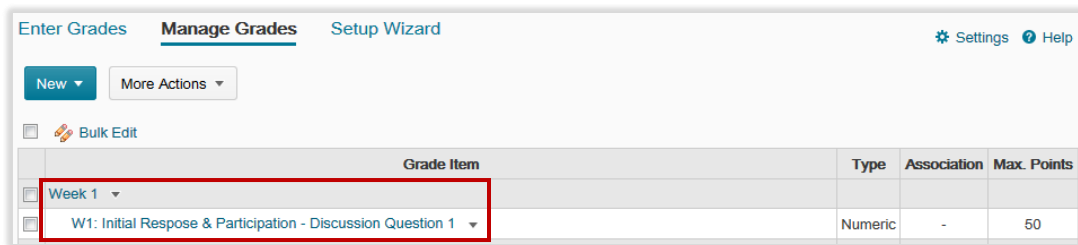
STEP 8> Click Save and Close. Or Click Save and New if you are ready to create another Grade Item right away.



Two buttons: "Save and Close" (highlighted with a red box) and "Save and New".

## ✓ CHECKPOINT

Check your work by going to Grades. You should see your grade item (discussion question) under Week 1 and the points to the right:



The screenshot shows the "Manage Grades" interface. A table lists grade items. The first item is highlighted with a red box:

Grade Item	Type	Association	Max. Points
Week 1 W1: Initial Respose & Participation - Discussion Question 1	Numeric	-	50

Option 3 only creates the grade item in Grades. You still need to associate the newly created grade item with the discussion topic in order to prepare for assessment of discussion topics throughout the course. For instructions on associating grade items to gradable content, visit: <http://uiu.edu/online/resources/faculty.html>.

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