

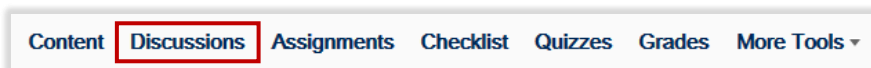
# uiuLEARN TUTORIAL

## GRADES > ASSOCIATE GRADE ITEMS AND DISCUSSIONS

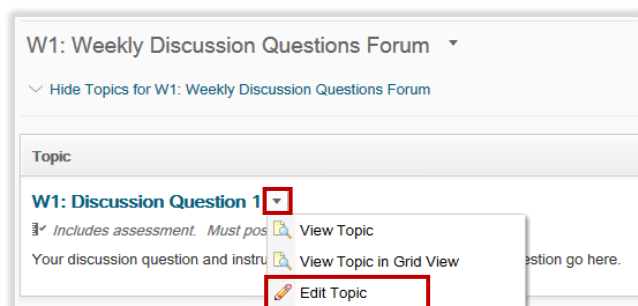
This tutorial covers the basics of associating Grade Items with gradable course content, specifically discussion topics.

Note: You must have already set up your grade items in Grades. If you haven't, refer to the Create Grade Item Tutorials located at [HTTP://UIU.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uiu.edu/online/resources/faculty.html).

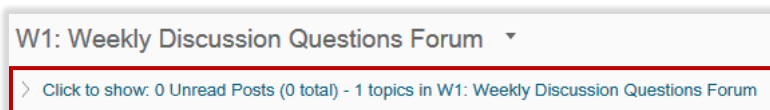
**STEP 1 >** Click on Discussions in the navigation bar.



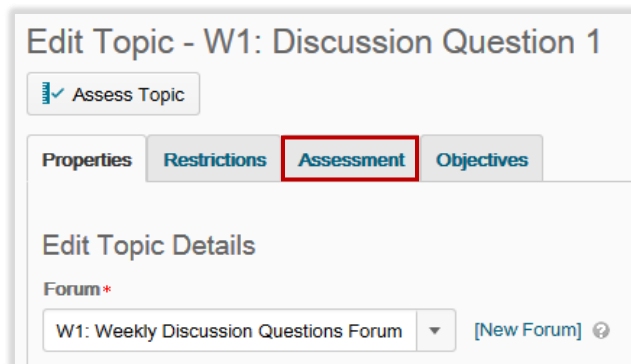
**STEP 2 >** Click on the arrow to the right of the discussion topic title and select Edit Topic.



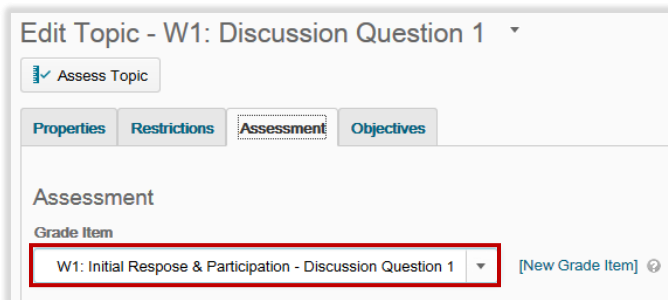
**TROUBLESHOOTING NOTE >** Is your discussion topic “missing”? Click on the “Click to show: ...” link underneath the discussion forum title to expand and show your discussion topic(s).



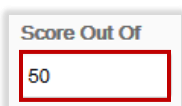
**STEP 3 >** Click on the Assessment tab.



**STEP 4>** Under Grade Item use the dropdown arrow to select the corresponding grade item for the discussion topic you are associating.



**STEP 5>** If it isn't already filled in, enter the number of total possible points for the assignment under Score Out Of.

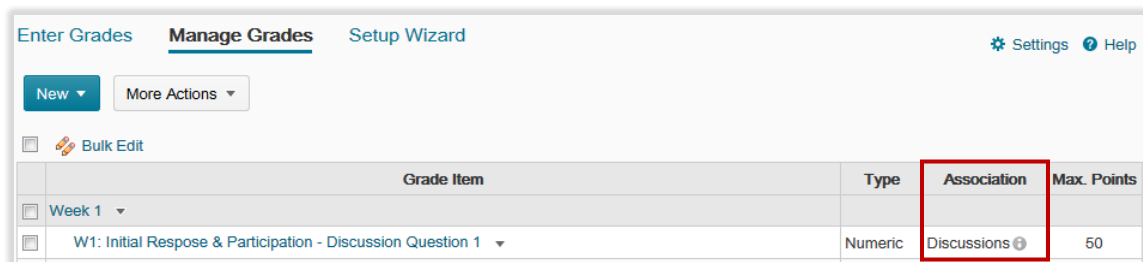


**STEP 6>** Click Save and Close.



✓ **CHECKPOINT 1 – CONFIRM YOU HAVE CORRECTLY ASSOCIATED THE GRADE ITEM & DISCUSSION TOPIC**

Go to Grades. You should see Discussions in the Association column belonging to the discussion topic you associated:



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

✓ **CHECKPOINT 2 – WHAT IF YOU CAN'T FIND A GRADE ITEM?**

If you can't find a grade item that corresponds to your discussion topic you will need to create that grade item. If you are not sure how to do so, go to the Create Grade Item Tutorial located at [HTTP://UII.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uii.edu/online/resources/faculty.html).

❗ IN NEED OF MORE UIILEARN TUTORIALS? FIND THEM HERE: [HTTP://UII.EDU/ONLINE/RESOURCES/FACULTY.HTML](http://uii.edu/online/resources/faculty.html).