

Sakai Discussion Topic Setup and Grading

Part I: Logon and Add the Forum Tool to your Sakai course site

Instructions for logging onto Sakai, finding your course site, and adding tools, such as the Forums tool, to your course, can be found in the [Intro to Sakai Workshop](#) handout.

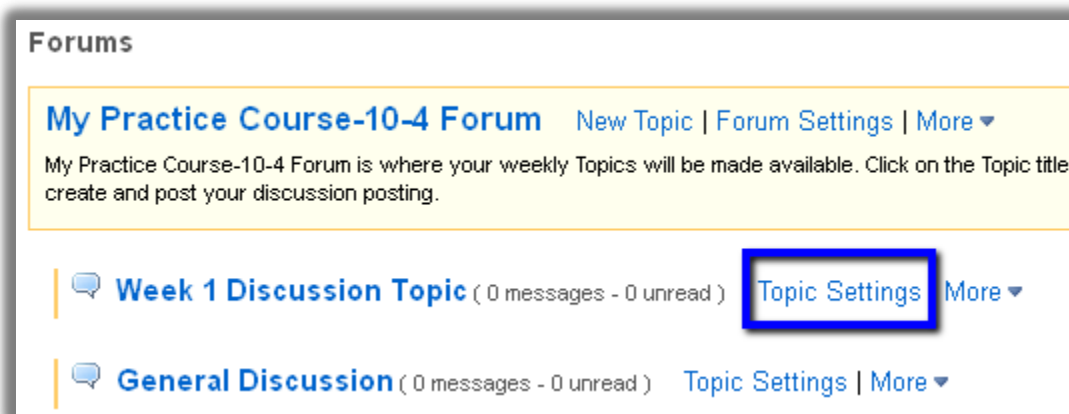
Part II: Add a Discussion Topic to Sakai

Instructions and Tips for Adding [Forums & Topics](#) to your Sakai site are available at the [Durham Tech Sakai Resources](#) wiki.

Part III: Add a Discussion Gradebook item

Instructions for Adding Gradebook items to your [Sakai Gradebook](#) are available at the [Durham Tech Sakai Resources](#) wiki.

Part IV: Associate your Discussion Topic with a Gradebook item



Step 1: On the main menu of your course site, click on **Forums**.

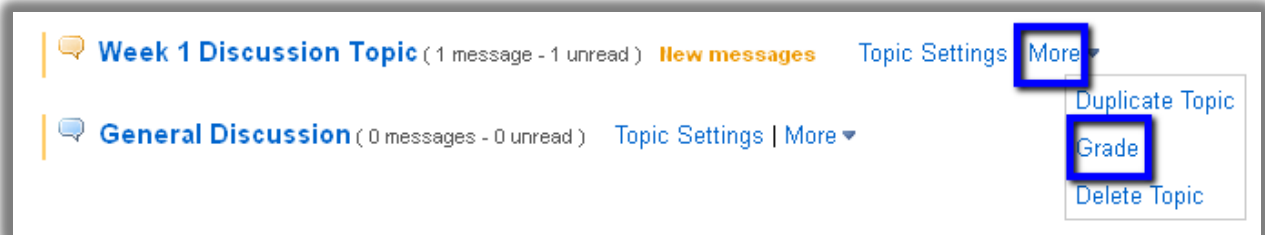
Step 2: To the right of the Topic you want to associate with a gradebook item you've already created, click on **Topic Settings**

Step 3: Scroll to the bottom of the Topic Settings area, in the Grading area, click on the down arrow to the right of *Select a gradebook item*. Click on the Gradebook item you will associate with this Discussion Topic. Click on **Save**.



Part V: Grade your Student Topic postings

After the Discussion Topic due date and time, you can grade your student Topic postings and replies.



Step 1: In your course site, click on **Forums**.

Step 2: To the right of your Topic title, click on the **More** link, then click on **Grade**

Step 3: You'll see the Topic Grading area, such as the sample below.

- 1) Click on a **Student Name** that has authored (submitted) a posting. **A pop-up box will display** the student's postings and replies, with dates and time stamps.
- 2) You'll also see the number of posts the student Read and didn't read (Unread), and the Percent of the Topic postings the student read.
- 3) You'll see a box for adding your **grades** for each student. Note: You'll see N/A beside the instructors or TAs names.
- 4) To add comments, click on the column title **Show Comments**. Text boxes will appear to type instructor comments into.
- 5) Click on **Submit Grades** regularly-they are not saved automatically!

Name	Authored	Read	Unread	Percent Read	Week 1 Discussion Posting	Show Comments	
Durham, SampleStudent (dtccstudent_s)	Details	0	0	1	0%	<input type="text"/>	--Hidden--
Roehrs, Rebekah (roehrsr2365)	Details	0	0	1	0%	N/A	N/A
Roehrs, SampleStudent (roehrsr2365_s)	Details	1	1	0	100%	<input type="text"/>	--Hidden--

After students click on the **Gradebook** link on the course site main menu, they can see their Discussion posting grade and instructor comments.

Week 1 Discussion Posting	-	100/100	Excellent job!
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