



## Link a Grading Form

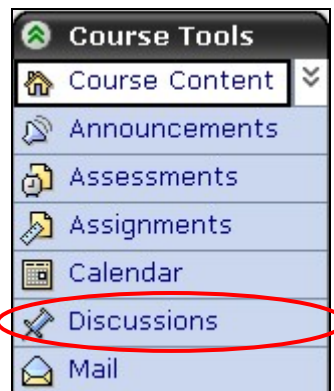
### Link a Grading Form

In a previous tutorial we demonstrated how to create a Grading Form. In this tutorial we will demonstrate how to Link a Grading Form to a Discussion Topic.

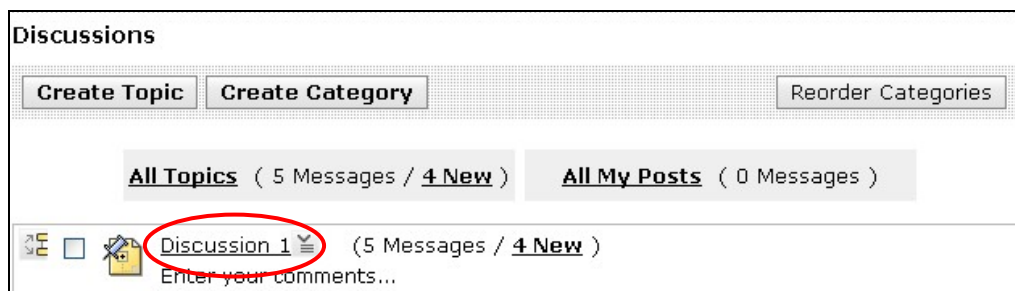
**Step 1:** To begin, click on the **Build** tab after you have logged into your course.



**Step 2:** Click **Discussion** from the Course Tools Menu. The Discussion page will appear.



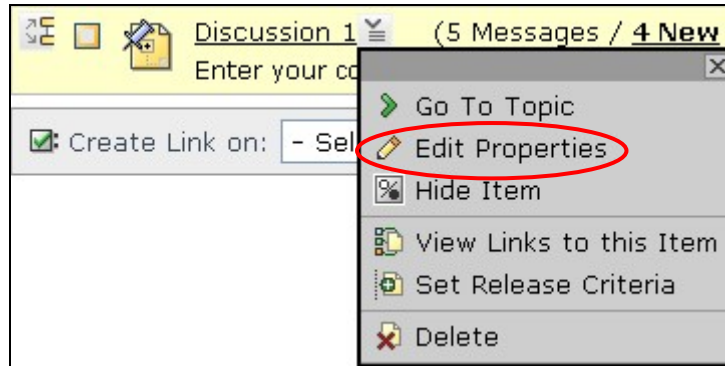
In this example, we have already created a Discussion Topic titled *Discussion 1*, which we will use to link the Grading Form.



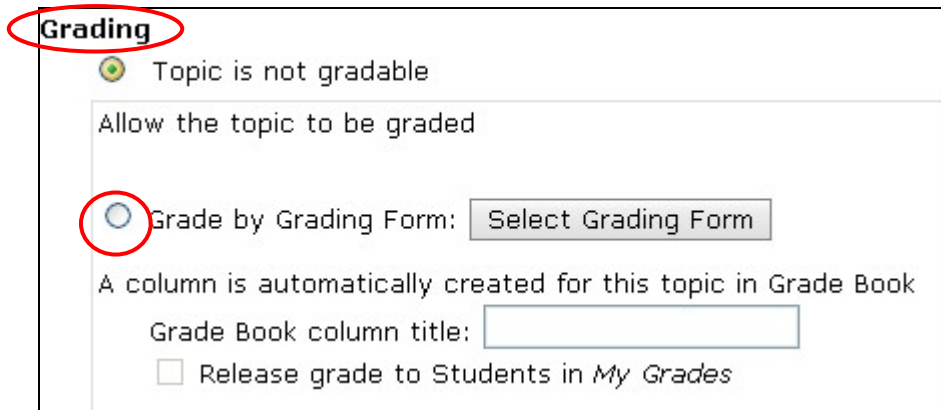
**Step 3:** Next, Click the **Action Link** associated with Discussion 1. A drop down menu will appear.



**Step 4:** Select **Edit Properties** from the drop-down menu.



**Step 5:** Scroll Down to the **Grading** section. Using the radio button Select **Grade by Grading Form**.



**Step 6: Click Select Grading Form.**

A screenshot of a dialog box titled "Grade by Grading Form". It contains a radio button selected for "Grade by Grading Form" with a "Select Grading Form" button next to it. Below this, it says "A column is automatically created for this topic in Grade Book" and "Grade Book column title: Disc 1". At the bottom, there is a checked checkbox for "Release grade to Students in My Grades".

Ensure that the check box is selected.

**Step 7: Select Discussion Grading form**

A screenshot of a dialog box titled "Select Grading Form". It contains the text "Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool." Below this is a radio button selected for "Discussion Grading form". At the bottom are "Select" and "Cancel" buttons.

**Step 8: Click Select**

A screenshot of the "Select Grading Form" dialog box, identical to the previous one, but with the "Select" button highlighted by a red oval.

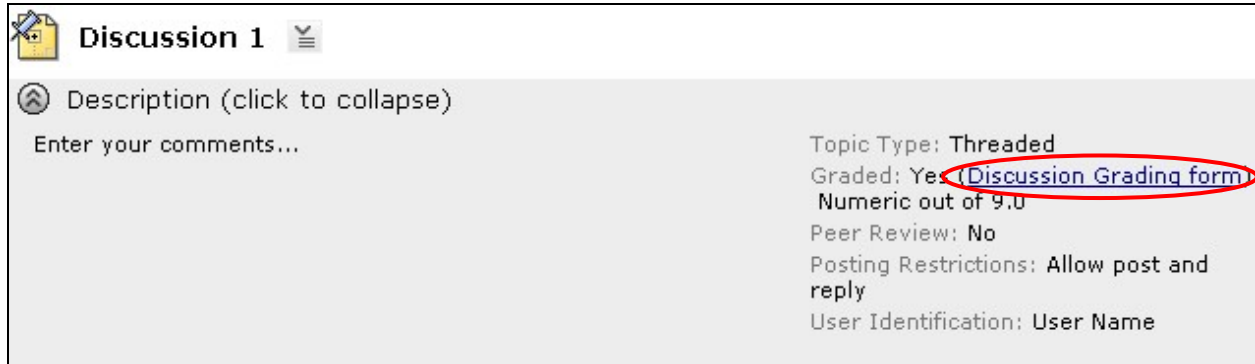
**Step 9: Click Save**

A screenshot of a single "Save" button.

To confirm that the form was properly linked to the Discussion, **click** on the Discussion you linked (Discussion 1).



Notice that on the graded section it indicates that you linked the Assignments grade form. Congratulations!



## Conclusion

We hope this guide was helpful.

For more information about online course development, please visit the TLiTC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).