


# Create a Gradable Threaded Topic

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To create a Threaded Discussion Topic, while in the Build tab, click on **Discussions**, then click on the **[Create Topic]** button.

**Create Topic**

Select **“Threaded topic”**, then click **[Next]**.

 **Threaded topic.**  

Create a threaded topic for a more traditional online discussion. Users post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

In the next screen, type in the threaded discussion topic’s title, then give it a description if needed.

Scroll down to the Grading section, and under **“Allow the topic to be graded”**, choose the appropriate option.

**Grading**  
 Topic is not gradable  
**Allow the topic to be graded**  
 Numeric grade: Out of   
 Alphanumeric grade  
 Grade by Grading Form: **Select Grading Form**  

A column is automatically created for this topic in Grade Book  
Grade Book column title:   
 Release grade to Students in *My Grades*

If you’d like to assign students a specific number of points based on their participation in the discussion board, select the **“Numeric Grade”** option.

**Allow the topic to be graded**  
 Numeric grade: Out of   
 Alphanumeric grade  
 Grade by Grading Form: **Select Grading Form**

## Using a Grading Form (Rubric)

If you’d like to grade the students’ participation using a grading form (rubric), select **“Grade by Grading Form”**, then click the **[Select Grading Form]** button.

**Select Grading Form**

Select the grading form you want to use, then click **[Select]**. (Please Note: The grading form must be set up ahead of time, before attaching it to a discussion topic.)

**Select Grading Form**

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.


[Discussion Board Rubric](#)

Your grading form is now attached to your threaded topic.

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form: [Discussion Board Rubric](#) 

After choosing which grading method you will use (numeric grade or grading form), type in a name for the gradebook column that will automatically be generated. (Notice that the column name is automatically populated with the threaded topic title but can be changed if needed.)

Check the box beside **“Release grade to Students in My Grades”** if you would like the grades to be visible immediately after you grade a student’s participation.

A column is automatically created for this topic in Grade Book

Grade Book column title:

Release grade to Students in *My Grades*

Click **[Save]** when ready.