



# Qualitative Assessment in Discussions

Once your students start participating in discussion topics you may need to assess their work. A class discussion works best when set up ahead of time to insure assessment ability. In this tutorial you will learn how to use the Qualitative Assessment tool for discussion in D2L.

## Step 1. Editing Assessments

Discuss

1A. Start by clicking on the discuss tab.

In order to assess a topic you have to set up the assessment options. When you create a new topic it is best to edit the assessment options so you don't have to go back and do it later.



1B. The action icon for assessment is not shown if the assessment options are not edited.



1C. To do this click the edit pencil next to the topic you would like to assess.

Assessment

1D. Then click on the assessment tab on the edit topic page.

Assessment

Grade Item: -- Choose a grade item --  
Score Out of: -- Choose a grade item --  
Assignments  
Essays

1E. The first step is to link the discussion topic to a grade item so that the grade you entered for this particular discussion topic can be transferred into the grade book automatically.

[New Grade Item]

1F. If you do not have a grade item you created for this topic you can also create a new grade item.

**1G.** If you choose to create a new grade item you will be asked to give it a name,

**1H.** category,

**1I.** maximum amount of points possible,

**1J.** grade scheme,

**1K.** and decide its visibility restrictions.

**1L.** When done, click save.

## Step 2. Calculation Options

**2A.** Once you have selected the grade item you will need to enter what the total score will be out of. This score should match the grade item you are assessing.

**2B.** Checking the "assess each message and automatically calculate the topics score" will allow you to assess each message individually.



2C. If you check this option you will also need to choose how the topic score will be calculated.

### Calculation Options

- Average message scores - assigns the average score of message scores from a specific student in a topic.
- Maximum message score - takes the highest score given to a student for the messages in a topic.
- Minimum message score - takes the lowest score given to a student for the messages in a topic.
- Mode message score - the score that occurs most frequently.
  - Mode message score – Highest on multiple - uses the higher number that is most frequent.
  - Mode message score – Lowest on multiple - uses the lower score that is most frequent.

There are five different calculation options. The average message scores option assigns the average of messages scores from a specific student in a topic. The maximum message score takes the highest score given to a student for the messages in a topic. The minimum message score takes the lowest score given to a student for the messages in a topic. The mode message score-highest on multiple and the mode message score-lowest on multiple are the last of the calculation options. The mode message score is the score that occurs most frequently. These two options are useful when there are more than one multiple. The highest on multiple uses the higher number that is most frequent. While the lowest on multiple uses the lower score that is most frequent.

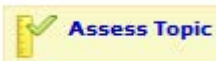


2D. Below the calculation option is a checkbox which allows you to include unassessed messages in the calculated score as zero.



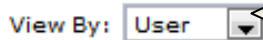
2E. After you have finished editing your assessment options for your topic, click save.

## Step 3. Assessing Topics



3A. You can now assess your student's work by clicking the "Assess topic button" that appears after clicking save.

### Assess Topic by User



3B. From here you can search for students using groups or user information.

Search For:

Search In:  First Name  Last Name  Org Defined ID

**3C.** In order to find a specific student you can use the search bar provided.

**3D.** It allows you to search under the user tab for a student by his/her first, last or both first and last name.

[Show Search Options](#) **3E.** If you do not see these options click on the “show search options” button.

First Name, Last Name, Org Defined ID

Student Ozdemir

Topic Score

**3F.** Clicking on a specific student will bring up their messages from a topic being assessed.

Topic Score Details

Forum: History of Revolutions

Topic: 19th century dictators

User: Student Ozdemir

Messages: 2 message(s) posted

Topic Score: 21 / 25

Graded

Feedback: Basic Advanced

Good Job!

If you did not choose to assess each message individually you will be giving the student an overall score for his/her messages.

Topic Score: 21 / 25

Graded

**3G.** Do this by entering the desired score in the topic score box. This is used to assess a student’s messages from a topic as a whole.

Feedback: Basic Advanced

Good Job!

If you chose one of the other calculation options you will need to enter a score for each message a specific student has posted.

Topic Score: 21 / 25

Graded

Feedback: Good Job!

**3H.** After reading the messages from the student you can choose to provide feedback on their post.

Topic Score: 21 / 25

Graded

Feedback: Good Job!

**3I.** If no more grading needs to be done you can also mark the graded checkbox before saving.

Save

**3J.** After entering the desired grades and feedback, click the save button at the bottom

Score	Graded
21 / 25 (84%)	<input checked="" type="checkbox"/>

20 users per page

**3K.** The graded checkbox can also be found on the assess topic page.

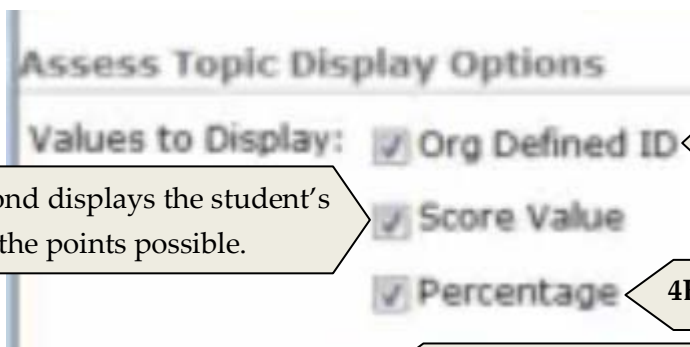
# Step 4. Other Options for Assessing



4A. Other options on this page are the “display options,” the “mark all graded,” and the “clear all graded.”



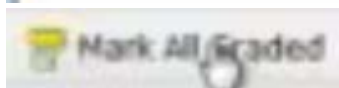
4B. When you click on the “display options” button a small window will pop up.



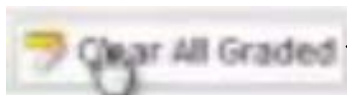
4C. It will have three checkboxes. The first displays the students ID number alongside their name.

4D. The second displays the student’s score out of the points possible.

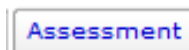
4E. And the last shows their score as a percentage.



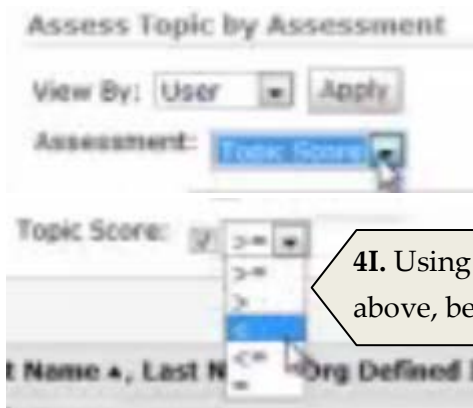
4F. The “mark all graded” option allows you to check all the graded checkboxes. Doing this sends all the student’s scores to the grade book.



4G. The clear all graded allows you to clear off all the checkboxes. It also takes the grades out of the grade book.



4H. Under the assessment tab you can search for scores using the topic score.



Show this option by clicking “show search options” and checking the “topic score checkbox.”

4I. Using the drop down arrow you can choose to see scores above, below, or equal to the score you would like to view.

If you follow these steps you will be easily assessing your students.