



Course Discussions and Grading

Introduction

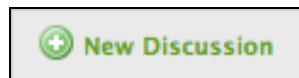
Discussions are the best way to interact with other Digication users. The most obvious way to use discussions are to lead the equivalent of a classroom discussion without being in the classroom. However, discussions are also used to assign and grade student work, distribute course materials, make announcements or send important messages to students by email.

Creating a Discussion

Step 1: Starting from your course or community page, select the **Discussions** tab.



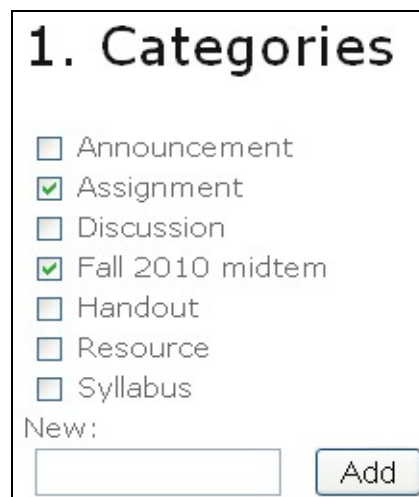
Step 2: Click the **New Discussion** button.



Step 2: On the New Discussion page, Click the **Choose categories** button.



Step 3: You can select any number of **categories** to be associated with the Discussion. Later you can use these categories for organization.



In this example we added "Fall 2010 midterm" as a custom category.

Step 4: Select which **students** or **groups** will participate in the discussion.

2. Who can see this?

Faculty, TAs, Admins

Student Groups:

All Students

Monday 10:00

Tuesday 3:00

Step 5: Select whether or not students can reply and add to the discussion (you might not want students to reply if you are using this discussion as an announcement or to post course materials).

3. Who can reply to this?

Faculty, TAs, Admins

Students

Step 6: You can also create a time sensitive window for students to reply to the discussion (An assignment due-date perhaps).

If student can reply to this and you want to limit replies to a specific time, specify:

After:

mm/dd/yyyy

hh:mm am

Before:

11/01/2010

mm/dd/yyyy

10:00 am

hh:mm am

Step 7: Now select the grading options for your discussion. This is the only way to create gradable assignments in Digication.

Students can see others' replies Yes, this is gradable, add to gradebook

I want students to view their own grades

Maximum Points:

100

Relative Weight:

10

Step 8: Click the **Back** button at the bottom of the page to return to the “New Discussion” window.

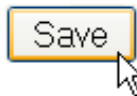


Step 9: From this point the rest of the process is as simple as sending email. Fill in a title, body, and add attachments the same way you would with email.

You can also notify students in the course of this new discussion by email.



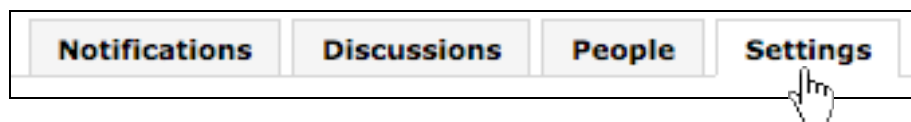
Step 10: To complete the process and begin the discussion, click **Save**.



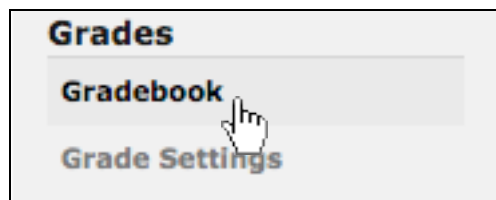
Grading

Now that we have a discussion, we can make use of Digication’s grading tools.

Step 1: From your course, click the **settings** button.



Step 2: Click the **Gradebook** button



Step 3: This is the **Gradebook** for your Digication course. From this page you can monitor student progress, apply grades to specific assignments and adjust settings for how your course will be graded.

In the gradebook below, you will see that **students** are listed in rows on the left, while **gradable discussions** are listed in columns along the top. Because the categories in the gradebook correspond to discussions, to add more columns to the chart you must create additional gradable “discussions”.

Students	Average	Graded *(i	2010 Fall Midt	2010 Fall Final
Mandy Chan	97.5%	2/2	95	100
Donald Tracia	90%	2/2	80	100
Matthew White	90%	1/2	90	

Step 4: To change a student’s score for an assignment, **enter** a number or letter grade in the corresponding box. And click **Save**.



By default the averages are only calculated from the completed assignments. Also note that this list can be printed or exported as an excel spreadsheet.

Step5: Below the Gradebook you will find the **Assignment Details** and **View Settings**. Here you can review and adjust the way assignments are graded.

Assignment Details		View Settings
Maximum Points	<input type="text" value="100"/>	Calculate average by: <input checked="" type="checkbox"/> 100% scale <input type="checkbox"/> letter grades Average from <input checked="" type="checkbox"/> graded assignments only <input type="checkbox"/> all assignments
Relative Weight	<input type="text" value="10"/>	
Assignment Average	<input type="text" value="n/a"/>	
update		

Conclusion

We hope this guide was helpful in getting started with courses.

For more information about your e-Portfolio, please visit the Digication website at <http://www.digication.com> or use the *Help* section within the program.