# Evaluate Discussions and View Statistics

If you plan to evaluate discussions and record scores in the grade book, here are a few tips:

Refer to the Create Discussions link at this website to find instructions for setting a discussion to be evaluated.

## To evaluate a discussion,

* From the Actions menu for the topic to be assessed, select Assess Topic.
* Click on "Topic score" for the student you want to assess. All posted messages will be listed.
* Enter a topic score.
* Click the "Graded" check box if you want the score to immediately go to the grade book.
Enter feedback, as desired.
* Save.

## To view discussion statistics

To view statistics,

* From the Communication group, select Discussions.
* Press on the Statistics tab.

The number of messages authored, read, unapproved, and scored for each student is reported.