1. Click Communications
2. Click Discussion
3. Click the down arrow next to the discussion topic you want to add a grade item to.
4. Click Edit Topic

![Screenshot of the Edit Topic options]

- View Topic
- View Topic in Grid View
- Edit Topic
- View Topic Statistics
- Subscribe
- Delete
5. Click the Assessment Tab
6. Click the down arrow in the dropdown menu below the heading Grade Item
7. Choose the corresponding grade item

![Image of the Assessment section with Discussion 1 selected]
8. Select and complete the features you would like to apply.
9. Click Save and Close