5. Enter a description (optional).
6. Select options for the Topic (optional):
   Allow anonymous posts: Select this option

2. Click **Start a New Thread** (Figure 6).
3. Enter a subject and a message.
4. Select the appropriate message options:
    If you want your thread to be the top post in
    the Topic, select **Pin thread**.
    If you want to receive notifications when
    updates are made to this thread, keep
    Subscribe to this thread selected.
    If you want to attach a file to the message,
    click **Add Attachments**.

5. Click **Post.**

Reply to a Thread
1. Click on the title of the student's thread to which
    you'd like to reply.
2. Click **Reply to Thread** (Figure 7).
3. Enter your reply in the message field.
4. Click **Add Attachments** e message.
5. Click

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- **Include in my summary of activity**: receive a daily summary of all posts to a Forum or Topic.
- **Show notifications in minibar only**: receive no email notifications, but have alerts for new posts show up in Kodiak.

5. Click **Subscribe** (Figure 9).

Note: To unsubscribe from a Forum or Topic, click the drop-down arrow next to its title, and select **Unsubscribe**

Grading Discussion Posts

You must set up a Topic for assessment before it can be graded; you have the option to link Discussion Topics to both Grade items and rubrics. You can enter a numeric score and provide feedback on students' posts to each Topic. Although you can assess students' Discussion posts through a rubric, the scores you enter on the rubric do not automatically post to the Grades area, and students are not able to see them.

Set up a Topic for Assessment
1. Go to the "Discussions List" page.
2. Click the drop-down arrow next to the Topic you want to assess, and click **Edit Topic.** The "Edit Topic" page will open with the "Properties" tab displayed.
3. Click the **Assessment** tab (Figure 10).
4. Select a Grade item (optional):

If you want the Topic to be linked to a Grade item you have already created, select the item from the "Grade Item" drop-down list.

If you want to create a new Grade item for the Topic, click **New Grade Item**.

Note: If you create a new Grade item, you will be required to enter a name and the maximum number of points for it in the "New Grade Item" window. Because there is no function to transfer the Rubric score to be the actual points grade, it is strongly recommended that the Grade Item points total be the same as the Rubric points total if you are using one; otherwise, you will have to convert the score.

5. Enter the maximum points assigned to the Topic in the "Score Out Of" field. By default, "10" will appear in the field. (Figure 11).

Note: You should leave the "Allow assessment of