

Rubric Best Practice to Grade Discussions

This manual contains the following process on how to:

1. Attach a rubric to the discussion topic as a reference for students

(this allows them to see the criteria used for grading only)

- 2. Add the rubric to the grade item and grade from this tool.
- **3.** Create one grade item for each discussion topic.

# Attach rubric to the discussion topic as a reference for students (this allows them to see the criteria used for grading only)

1. Go to Assessments in the course navigation menu and select Discussions.



2. Click on the down arrow next to a discussion topic and select the option for Edit Topic.

Торіс			Threads	Posts
Orientation Introduction	~			
For this topic you will introduce y information about yourself:	View Topic	the following		
• First Name	View Topic in Grid View		140	317 ( <b>299</b> )
Last Name     intended major	Edit Topic	+		
what city your from Once you have done the above.	Hide from Users	student's post.		
	View Topic Statistics			

**3.** Click the Grade Out Of box (1) and enter the amount of points the activity is worth and then ensure that the associated grade has been added to the gradebook (2).



Click on the tab for Add Rubric (1) and then select the Discussion Rubric you want to use OR create a new rubric for this discussion (2).

Topic Title * Orientation Introduction Forum: Test Forum Change Forum	Availability Dates & Conditions
Grade Out Of       10     points     ♥ In Grade Book ✓       Description	Post & Completion
	Evaluation & Feedback     Rubrics   Add Rubric     Create New   Add Existing   Add Existing   Evaluate Posts     Evaluate Posts     Allow evaluation of individual posts     Image: Allow learners to rate posts

\_\_\_\_\_

### 5. Click Save and Close button

Topic Title *	Availability Dates & Conditions
Orientation Introduction	
Forum: Test Forum Change Forum	Always available
Grade Out Of       10     points     Y     In Grade Book	Post & Completion
Description	No settings applied
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Evaluation & Feedback
	Rubrics
	Untitled
	Add Rubric 🗸
	Learning Objectives
	No learning objectives
	Manage Learning Objectives
	Evaluate Posts
	Allow evaluation of individual posts
	Allow learners to rate posts
Save and Close Save Cancel  Visible	

## Adding an existing rubric to a grade item

1. Go to the Assessments tab and select Discussions.



2. Click on the down arrow next to a discussion topic and select the option for Edit Topic.

Fully Online Discussion Forum ~								
Торіс			Threads	Posts	Last Post			
Case Study Discussion	Case Study Discussion       aefgfAWEf ns bzdfgdfavgfrevhabartisrtgargaf z			0				
	View Topic							
	View Topic in Grid View							
Stuff and Things	Edit Topic							
Tania	Hide from Users		Threads	Dente	Last Dast			

**3.** Click the Evaluation & Feedback tab (1), click the menu to add a rubric (2), and click add existing to select a rubric you already have made for this discussion (3).

	Post & Completion	⊳
5.2	No settings applied	
** iči	Evaluation & Feedback	- 1
	Rubrics	
	Add Rubric 🗸 🙎	
	Create New	
1	Add Existing 3 Evaluate Posts	
	Allow evaluation of individual posts	Ø
	Allow learners to rate posts	

 Click on the box next to the rubric you want to associate with this discussion (1) and then click add selected (2).

	Add Existing Rubric	latos & Con
ussion		
iscussion Forum	Search	
<b>9</b> In Grade	Untitled Eq.	letion
	Core Competencies	d
B I L	2 Add Selected Cancel	Feedback
	Add Rubric 🗸	

Once you have the rubric selected, double check that you have selected the rubric on the right side of the page (1) and then click save and close to confirm the addition (2).

10 points 💡 In Grade Book 🗸	Post & Completion	Þ
escription	No settings applied	
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	+ × ···· 🕅 Evaluation & Feedback	•
r lease taik about your thoughts on today's topic after reading the art	Rubrics	
	Core Competencies	×
	Add Rubric 🗸	
	Learning Objectives	
	No learning objectives	
	Manage Learning Objectives	
	Evaluate Posts	
	Allow evaluation of individual	
	posts	<u>ا</u>

#### Creating a new rubric in a discussion topic

1. Navigate to the Assessments tab and **select** the discussions page.



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2. Find the discussion you want to make the new rubric for and **click** the arrow menu to the right of it (1) and then **click** on edit topic (2).

Topic			Threads	Posts	Last Post
Case Study Discussion	v <b>1</b>		0	0	
<b>1</b> Includes assessment.			0	0	
Please talk about your though	View Topic	:he article.			
	View Topic in Grid View				
Stuff and Things	Edit Topic 2				
	Hide from Users				
Торіс	View Topic Statistics		Threads	Posts	Last Post
Stuff and Things Discus	Assess Topic				
Available on May 24, 2023 12	Manage Exemptions	lability starts.			
Available until May 21, 2022 (	-	hilita on de	1	1	SC BRANDON LAM

**3.** On the right side of the page **click** the Add Rubric tab (1) and then **select** Create New (2).

Topic Title *	Availability Dates & Conditions
Case Study Discussion	
Forum: Fully Online Discussion Forum Change Forum	Always available
Grade Out Of       10       points       Y       In Grade Book	Post & Completion
Description	No settings applied
Please talk about your thoughts on today's topic after reading the article.	Evaluation & Feedback          Rubrics         Add Rubric         Create New         Add Existing         Evaluate Posts         Allow evaluation of individual posts         Output         Image: Allow learners to rate posts

The create rubric page will open and allow you to create a custom rubric and attach it to the current discussion. Enter a name for this rubric in the name box (1) and add descriptions of the criteria to achieve each level and their respective point values (2). Near the bottom of the page, you can add descriptions of the levels that each total of point values will reflect (3). Once you are done making changes to the rubric, click Attach Rubric (4) to save your changes and attach it to the current rubric.

Example							
Type: Analytic 🗸	Scoring	Points 🗸 🗧 🔁	Reverse Level Orde	r			
•••	\$	Level 4 4 pt	Level 3	pt	Level 2	Level 1	4
Criterion 1							
2							/4
-		Initial Feedback					_
Criterion 2							/ 4
	Initial Feedback						
			+	Add Criterion			
Add Criteria G	oup						Total –
Overall Score Each submission	is assigned	a level of achieven	nent based on its o	overall rubric s	core.		
Level	4	Leve	13	Level	2	Level 1	
ф 11	or m	ore 8	or more	5	or more	•	or more
3		1					
3							

This rubric will also be saved for future use and can be added by selecting Add existing on future discussions when adding a rubric.

#### Create one grade item for each discussion topic.

When you grade a discussion topic from the gradebook, the student will be able to view the rubric complete with individual scores and comments. IF you do this within the Discussion tool itself, the student would NOT be able to view these details.

1. From within the Enter Grades area, **click** on the down arrow next to the discussion topic you wish to grade and select the option for Enter Grades.

Last Name 🛦 First Name			Discussions ¥				
	1 🗸	Subtotal	Virtual Campus Tour Assignment 🗸	Virtual Campus Discussion	D2L Software Updates		
🎙 🗹 Ahrens, Lacey 🗸 🗸		5 / 30, 16.67 %			Properties		
🎙 🗹 Barnes, Paige 🗸		2.22 / 30, 7.41 %		en.	Edit		
🎙 🗹 Brewer, Jennifer 🗸 🗸		7.83 / 30, 26.11 %		$\rightarrow$	Enter Grades		
🎙 🗹 Brown, Alisha 🖌		5.98 / 30, 19.94 %		# <sup>9</sup>	View Event Log		

**2.** Scroll down to the student list. You will see an icon in the Submission column for each student who submitted a posting. Under the Assessment column you will see a ruler icon which when clicked on will pull up the associated rubric.

<mark>۹</mark> د	Set Grades 🦞 Clear Grades 📲 Add Feedback 🥳	Exempt	Email				Ļ
	Last Name 🔺 , First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Assessment
	🎙 Ahrens, Lacey 🗸 🗸		/ 10	0* / 2.5	0 %	No feedback provided.	L.
	🎙 Barnes, Paige 🗸 🗸	ę?	10 / 10	2.5 / 2.5	100 %	testing :)	la .
	🎙 Brewer, Jennifer 🗸 🗸		/ 10	0* / 2.5	0 %	No feedback provided.	la -
	🎙 Brown, Alisha 🗸	<b>*</b>	/ 10	0* / 2.5	0 %	Great Job!	ł

To start, **click** on a submission icon to read a post.

<b>*</b>

This will open a pop-up window that includes ALL posts by the user. You can score and provide feedback within this window (depending on the type of rubric used (Holistic Or Analytic), you may want to use the Rubric icon for scoring as opposed to manually entering the score in this area. Holistic based rubrics may work best with manual scoring, while Analytic rubrics would work best using scored via the rubric icon).

AB Alisha Brown		
Filters 🗸	Sort: Oldest First 🗸	
Post: 9 threads, 17 replies (26 Unscored)	Score	Overall Grade Average post score
Replied in thread "Introduction" Introduction Aug 31, 2016 4:25 PM Hello <   Authored by: Daniel Valdez Authored by: Daniel Valdez Authored on: Aug 30, 2016 8:11 PM Subject: Introduction Hello, i'm Daniel Valdez. I'm in college for a process operations degree. I'm from Angleton.	/5	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$
Replied in thread "Introduction" Introduction Sep 1, 2016 10:26 AM		

**3.** Now, **click** on the rubric icon in the Assessment column for the student.



**4.** Use the Rubric to assess the student by clicking on the level of performance they achieved for each criterion. To add feedback, **click** on the Add Feedback link. Criterion. **Click** Publish when done.

Test Rubric									
(not graded yet)									
Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	Criterion Score				
Criterion 1 Add Feedback	~				4 / 4				
Criterion 2 Add Feedback		~			3 / 4				
Criterion 3 Add Feedback			~		2 / 4				
Total					9 / 12				
Publish	Save Draft				•				

	Last Name 🔺 , First Name	Submission	Grade	Weighted Gr
	🎙 Ahrens, Lacey 🗸		/ 10	0* / 2
	🎙 Barnes, Paige 🗸	F	10 / 10	2.5 /
	🎙 Brewer, Jennifer 🗸 🗸		/ 10	0* / 2
	🎙 Brown, Alisha 🗸	<b>P</b> =	7.5 / 10	1.88 /
	🎙 Brown, Allena 🗸	<b>*</b> *	/ 10	0* / 2
	🎙 Cespedes, Natali 🖌	<b>*</b>	/ 10	0* / 2
	🎙 Elder, Angela 🗸 🗸	<b>*</b> *	10 / 10	2.5 /
	🎙 Faculty, Demo 🗸	<b>*</b> *	/ 10	0* / 2
	🎙 Gonzales, Leeanne 🗸		/ 10	0* / 2
	🎙 Herbst, Chayton		/ 10	0* / 2
Save a	and Close T <sub>C</sub> Save Cancel			

5. The grade for the student will be added to the gradebook. Make sure to **click** Save and Close when done.

#### **Process Review from within Grades:**

- **Click** the submission icon to view the post.
- **Click** the assessment icon to complete rubric scoring.
- Use the rubric to assess the student and **click** publish when done.
- **Click** save and close.