

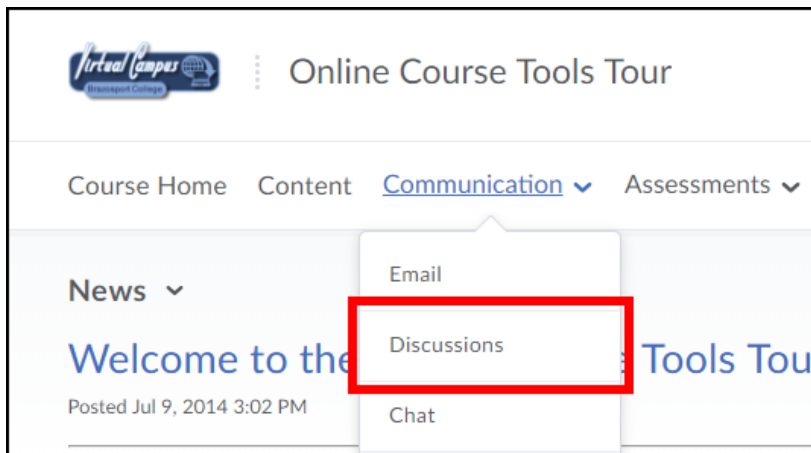
## Rubric Best Practice to Grade Discussions

This manual contains the following process on how to:

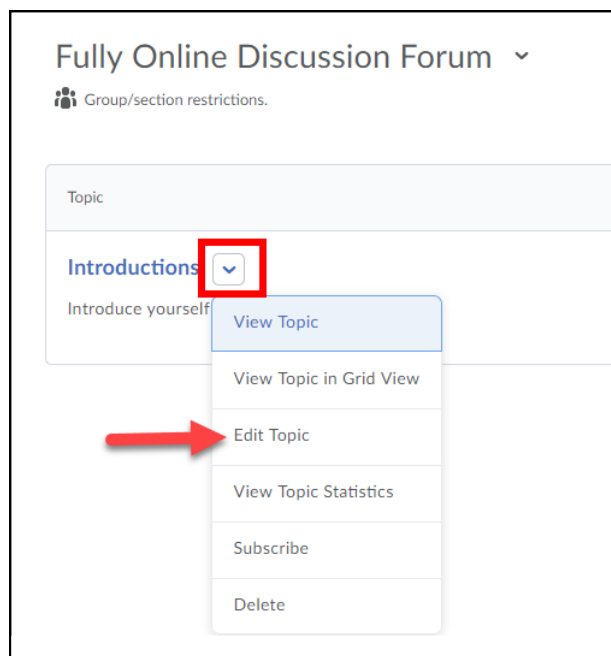
1. Attach a rubric to the discussion topic as a reference for students (this allows them to see the criteria used for grading only)
2. Add the rubric to the grade item and grade from this tool.
3. Create one grade item for each discussion topic.

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

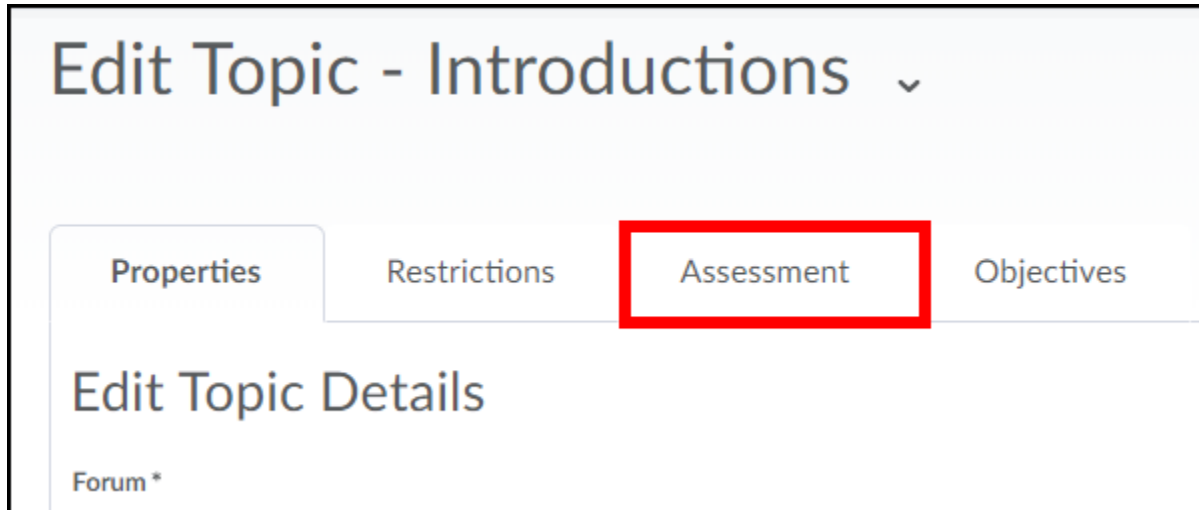
1. Go to Communications in the course navigation menu and select Discussions.



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



3. Click the Assessment tab.



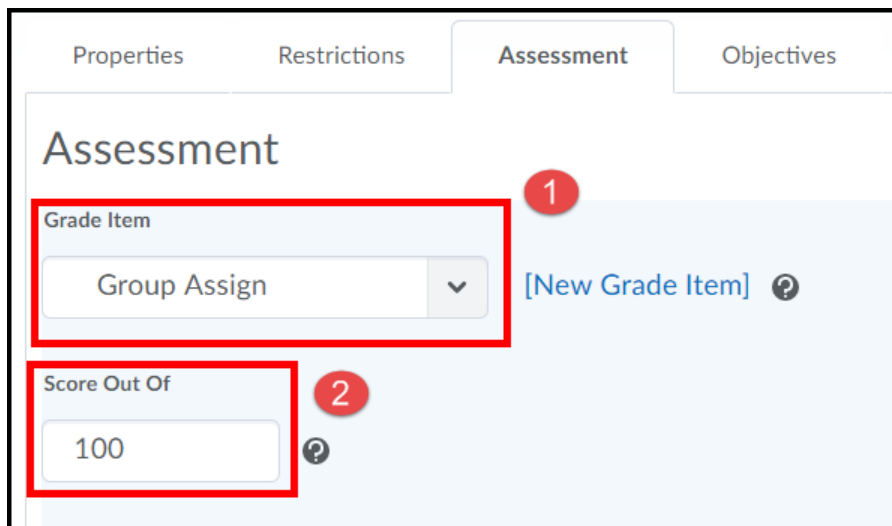
Edit Topic - Introductions ▾

Properties Restrictions **Assessment** Objectives

Edit Topic Details

Forum \*

4. Select the **Grade Item** the discussion topic is associated with in your gradebook (click the *New Grade Item* link to create one if one doesn't already exist) (1). Enter a **Score Out of** (or how many points the activity is worth) (2).



Properties Restrictions **Assessment** Objectives

Assessment

Grade Item

Group Assign ▾ [New Grade Item] ?

Score Out Of

100 ?



5. Click on the button for Add Rubric (1) and then select the Discussion Rubric you want to use (2).  
**NOTE: the Rubric must have been created via the Rubrics prior to attaching it to the discussion item.**  
Then click on **Add Selected** (3).

Score Out Of  
10

Rubrics  
Add Rubric  
No rubrics selected.  
[Create Rubric in New Window]

Select Rubric

Search For... Show Search Options

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method
<input type="checkbox"/>	Assignment 1 Rubric	This rubric is for....	Points	Analytic
<input type="checkbox"/>	Test Rubric		Points	Analytic
<input type="checkbox"/>	Test Rubric for MO		Percentages	Holistic

Add Selected Cancel

6. Click Save and Close button

Posts

Allow assessment of individual posts

Calculation

-- Select a calculation method --

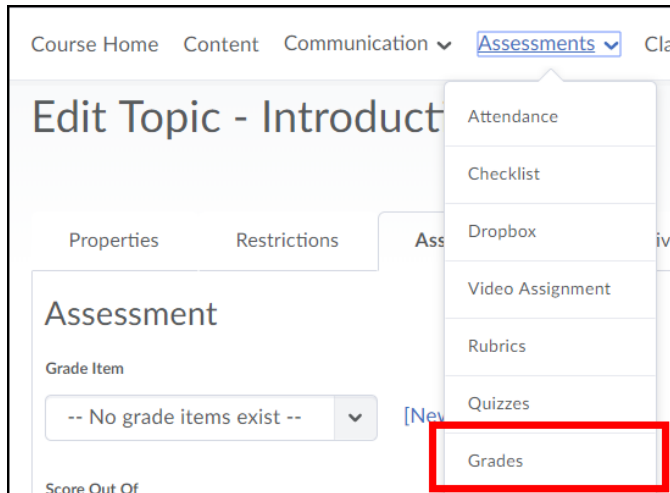
Include unassessed posts

Save and Close Save and New Save Cancel

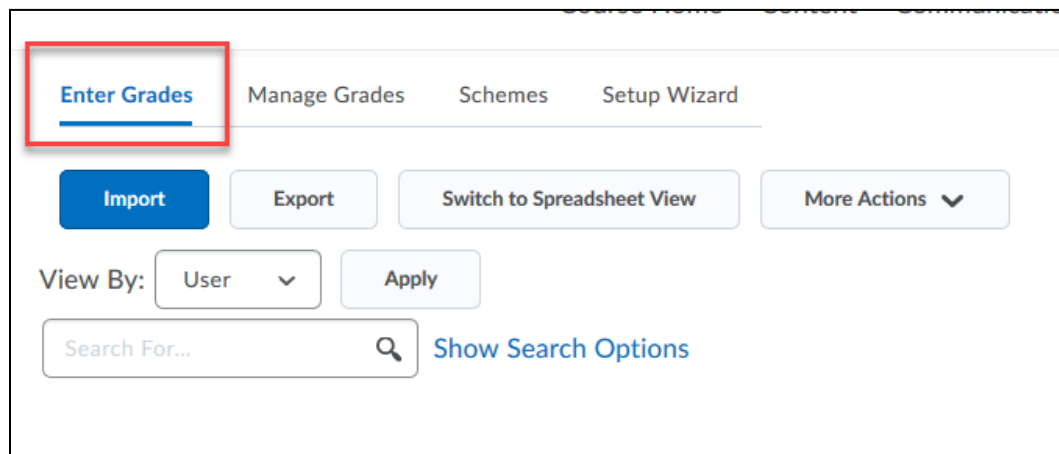


## Adding a rubric to a grade item

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



2. Click on the Enter Grades link



3. Click on the down arrow next to the discussion topic title in which you want to attach the rubric and select the option for Edit

Assgn ▾			
Oral Speech ▾	Assignment 5 ▾	Subtotal	Midterr
- / 100, - / -, -%	- / 100, -		- /
- / 100, - / -, -%	- / 100, -		- /
100 / 100, 10 / 10, 100 %	- / 100, -		- /
- / 100, - / -, -%	- / 100, -		- /
100 / 100, 10 / 10, 100 %	- / 100, - / -, -%	10 / 10, 100 %	- /

Properties  
**Edit**  
 Enter Grades  
 View Statistics  
 View Event Log

4. Scroll down to the Rubrics area, click on the button for Add Rubric (1) and then select the Discussion Rubric you want to use (2). **NOTE: the Rubric must have been created via the Rubrics prior to attaching it to the discussion item.** Then click on Add Selected (3).

Score Out Of  
10

Rubrics  
Add Rubric 1  
 No rubrics selected.  
[\[Create Rubric in New Win](#)

Select Rubric

Search For... Show Search Options

<input type="checkbox"/>	Name ▲	Description	Type	Scoring Method
<input type="checkbox"/>	Assignment 1 Rubric	This rubric is for...	Points	Analytic
<input type="checkbox"/>	Test Rubric		Points	Analytic
<input type="checkbox"/>	Test Rubric for MO		Percentages	Holistic

Add Selected 2 Cancel 3



5. Click the Save and Close button. The Rubric is now ready for use in grading discussions.

Posts

Allow assessment of individual posts ?

Calculation

-- Select a calculation method --

Include unassessed po

Save and Close Save and New Save Cancel

### 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**.

Oral Speech	Assignment 5	Subtotal	Midterm
- / 100, - / -, -%	- / 100, -	- /	- /
- / 100, - / -, -%	- / 100, -	- /	- /
100 / 100, 10 / 10, 100 %	- / 100, -	- /	- /
- / 100, - / -, -%	- / 100, -	- /	- /
100 / 100, 10 / 10, 100 %	- / 100, - / -, -%	10 / 10, 100 %	- /



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.

<a href="#">Set Grades</a> <a href="#">Clear Grades</a> <a href="#">Add Feedback</a> <a href="#">Exempt</a> <a href="#">Unexempt</a> <a href="#">Email</a>							
<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	Ahrens, Lacey ▼		<input type="text"/> / 10	- / -	-%	No feedback provided.	
<input type="checkbox"/>	Brewer, Jennifer ▼		<input type="text"/> / 10	- / -	-%	No feedback provided.	
<input type="checkbox"/>	Brown, Alisha ▼		<input type="text"/> / 10	- / -	-%	No feedback provided.	

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

<a href="#">Exempt</a> <a href="#">Unexempt</a> <a href="#">Email</a>		
	Submission	



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).

**Alisha Brown**  
8 threads, 17 replies  
25 unscored posts

Average Post Score: 0 / 10

General Feedback

Paragraph B I U

Sort By: Post Date

Post	Score
<p><b>Introduction</b> - Aug 31, 2016 4:25 PM</p> <p>Hello...</p> <p>&lt;&lt;&lt; Replied to post below &gt;&gt;&gt;</p> <p>Authored by: Daniel Valdez Authored on: Aug 30, 2016 8:11 PM Subject: Introduction</p> <p>Hello, i'm Daniel Valdez. I'm in college for a process operations degree. I'm from Angleton.</p>	<input type="text"/> /10

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

Assessment





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.

Orientation Introduction - Lacey Ahrens

### Test Rubric

(not graded yet) Saving...

Criteria	Level 4 4 points	Level 3 3 points	Level 2 2 points	Level 1 1 point	
Criterion 1 <a href="#">Add Feedback</a>	✓				4 / 4
Criterion 2 <a href="#">Add Feedback</a>		✓			3 / 4
Criterion 3 <a href="#">Add Feedback</a>			✓		2 / 4

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

[Set Grades](#)
[Clear Grades](#)
[Add Feedback](#)
[Exempt](#)
[Unexempt](#)
[Email](#)

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade
<input type="checkbox"/>	Ahrens, Lacey ▼		<input type="text" value="7.5"/> / 10
<input type="checkbox"/>	Brewer, Jennifer ▼		<input type="text"/> / 10
<input type="checkbox"/>	Brown, Alisha ▼		<input type="text"/> / 10
<input type="checkbox"/>	Brown, Allena ▼		<input type="text"/> / 10
<input type="checkbox"/>	Cespedes, Natali ▼		<input type="text"/> / 10
<input type="checkbox"/>			<input type="text"/> / 10



**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.

