*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.
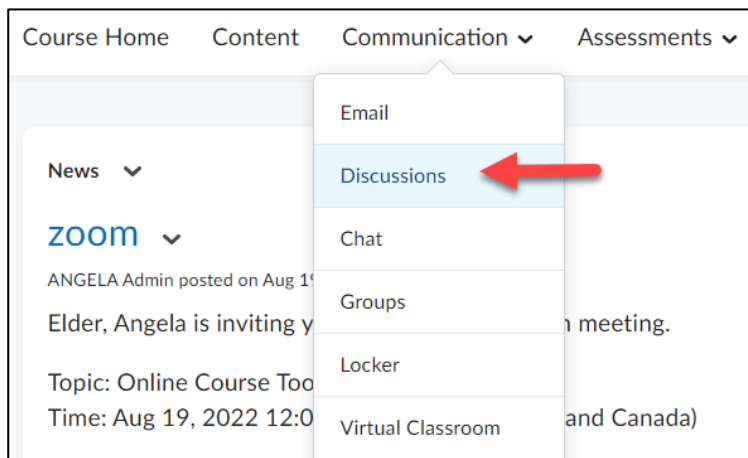
2. **Click** on the down arrow next to a discussion topic and **select** the option for Edit Topic.
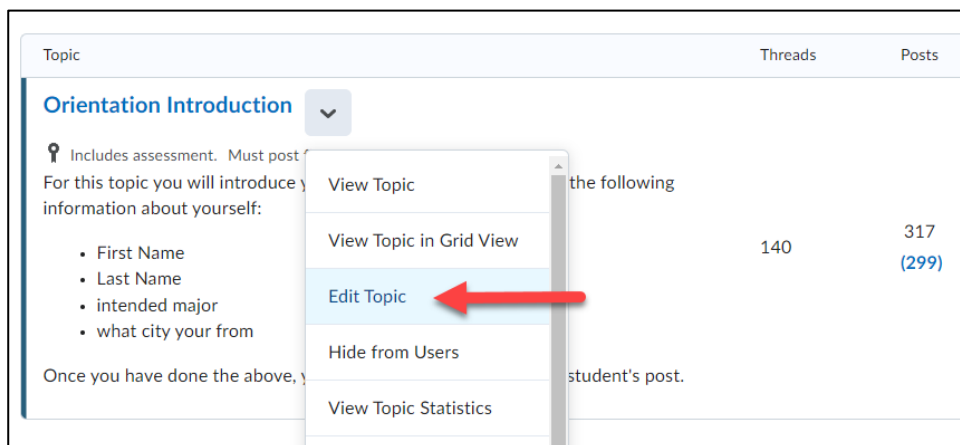
3. **Click** the Grade Out Of box (**1**) and **enter** the amount of points the activity is worth and then ensure that the associated grade has been added to the gradebook (**2**).

4. **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**).

5. **Click** Save and Close button

Adding an existing rubric to a grade item

1. Go to the Communication 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 ⌄
👥 Group/section restrictions.

Topic	Threads	Posts	Last Post
Case Study Discussion ⌄ aefgfAWEf ns bzdfgdfavgfrevbabartisrtgargaf z	0	0	

View Topic

View Topic in Grid View

Edit Topic ⟵

Stuff and Things

Hide from Users

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 ▷

No settings applied

Evaluation & Feedback ▼ **1**

Rubrics

Add Rubric ⌄ **2**

Create New

Add Existing **3**

Evaluate Posts

☐ Allow evaluation of individual posts ❓

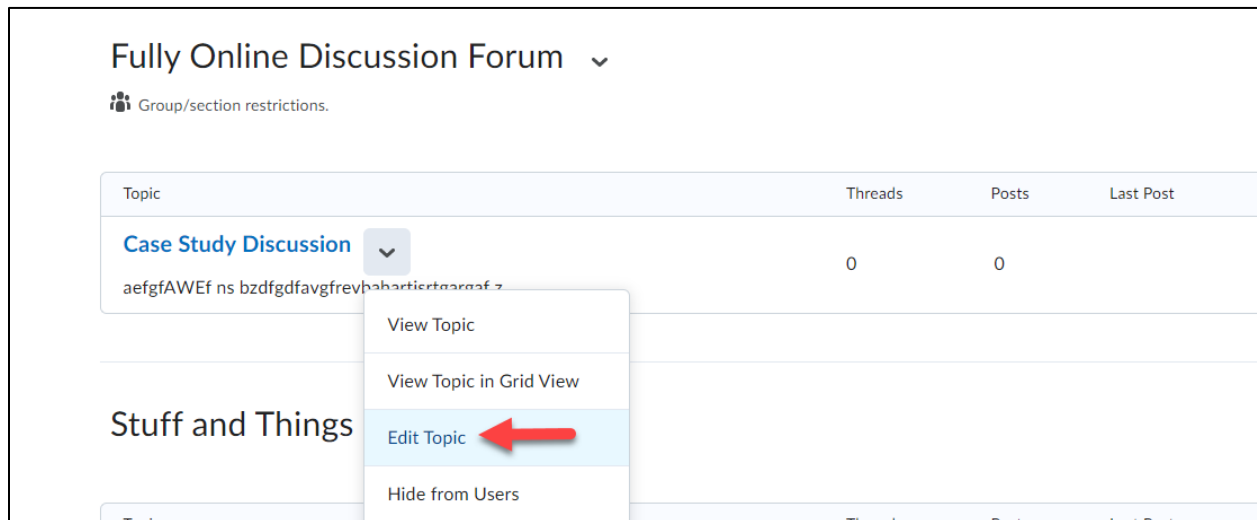☐ Allow learners to rate posts
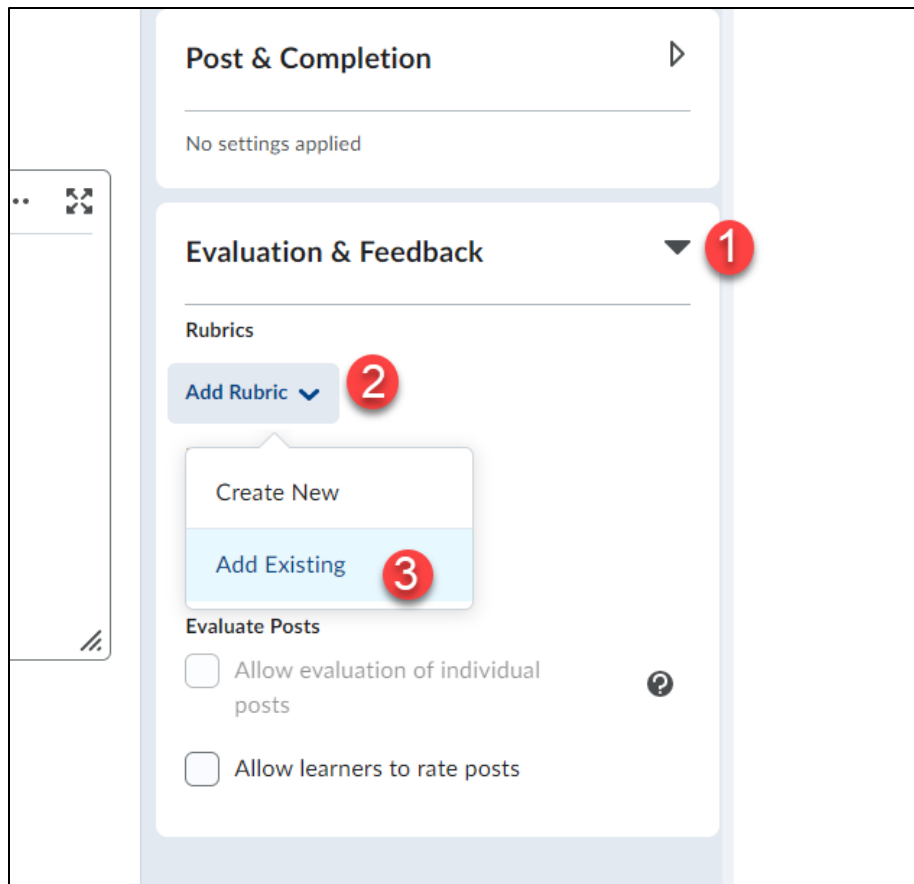
4. **Click** on the box next to the rubric you want to associate with this discussion (**1**) and then **click** add selected (**2**).
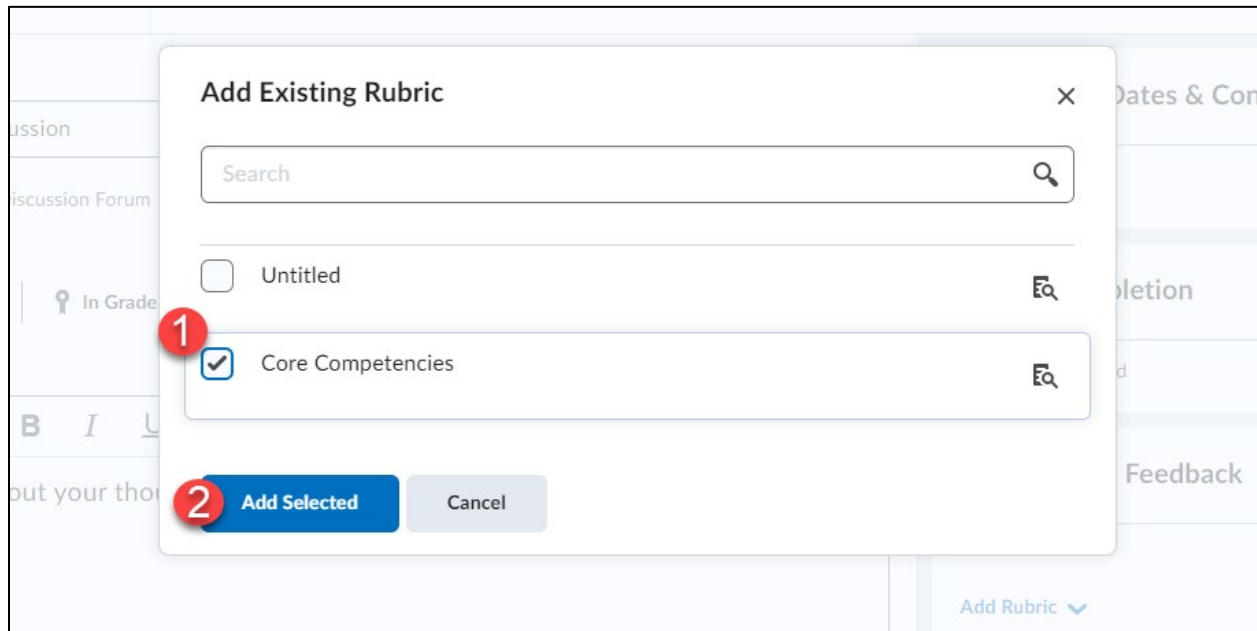
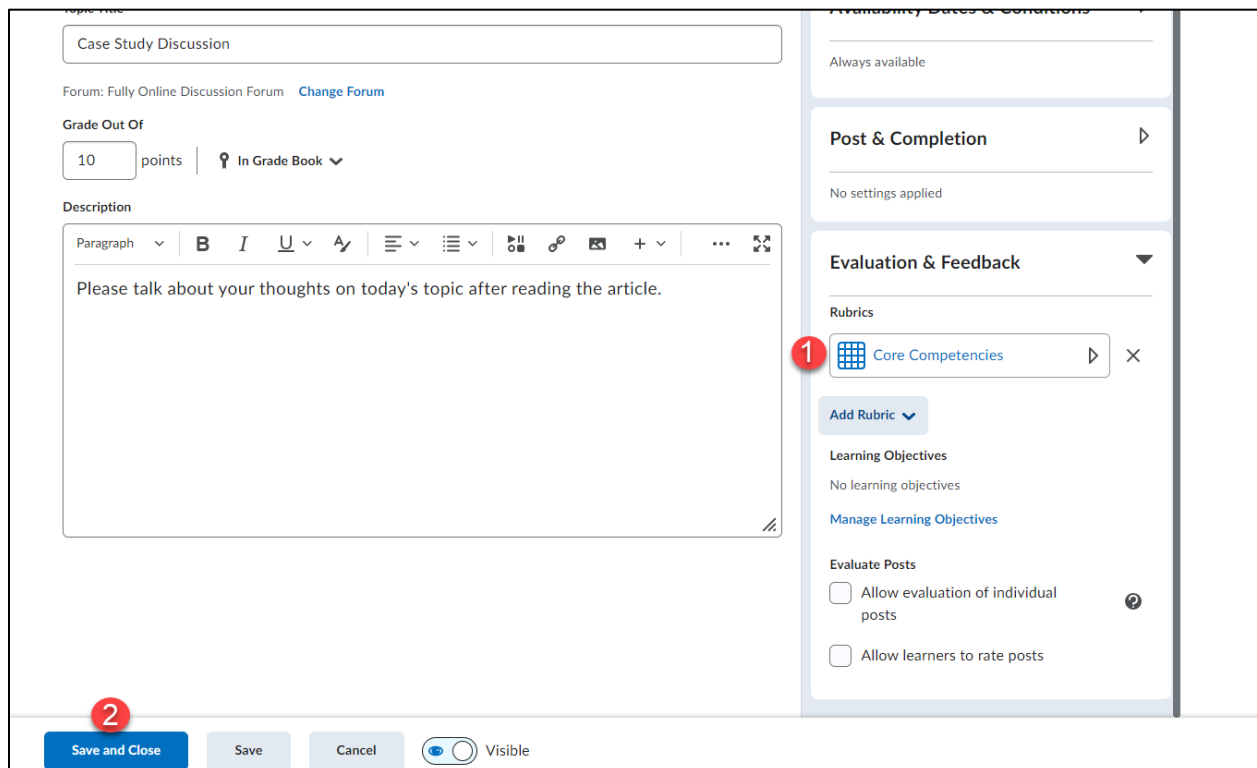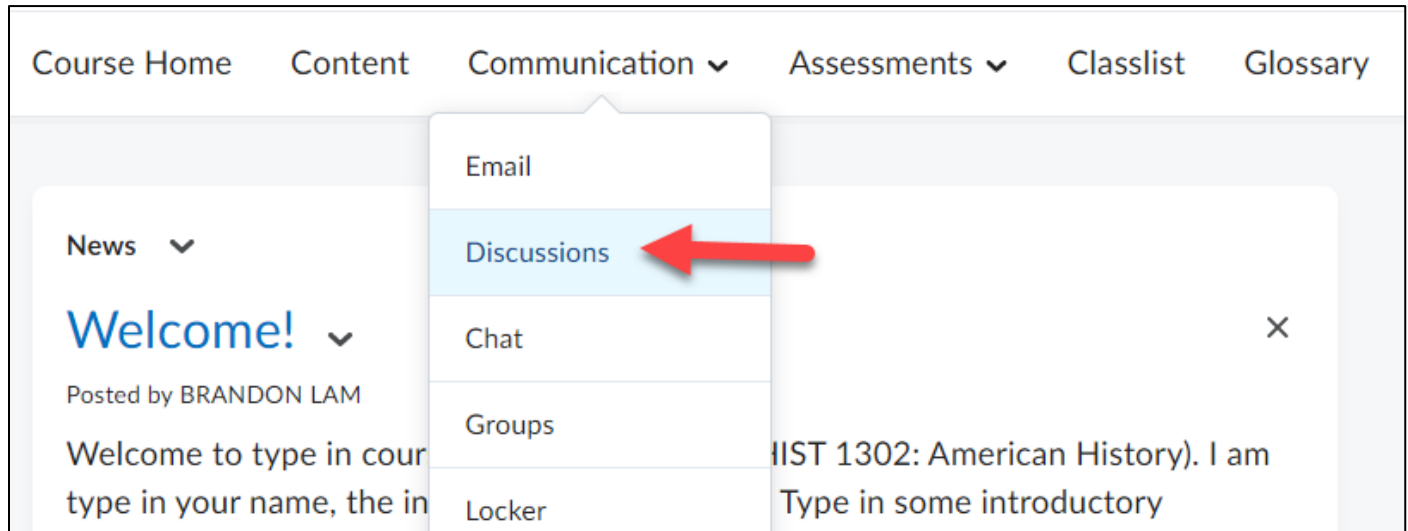5. Once you have the rubric selected, double check that you have selected the rubric on the right side of the page (**1**) and then **click** save and close to confirm the addition (**2**).
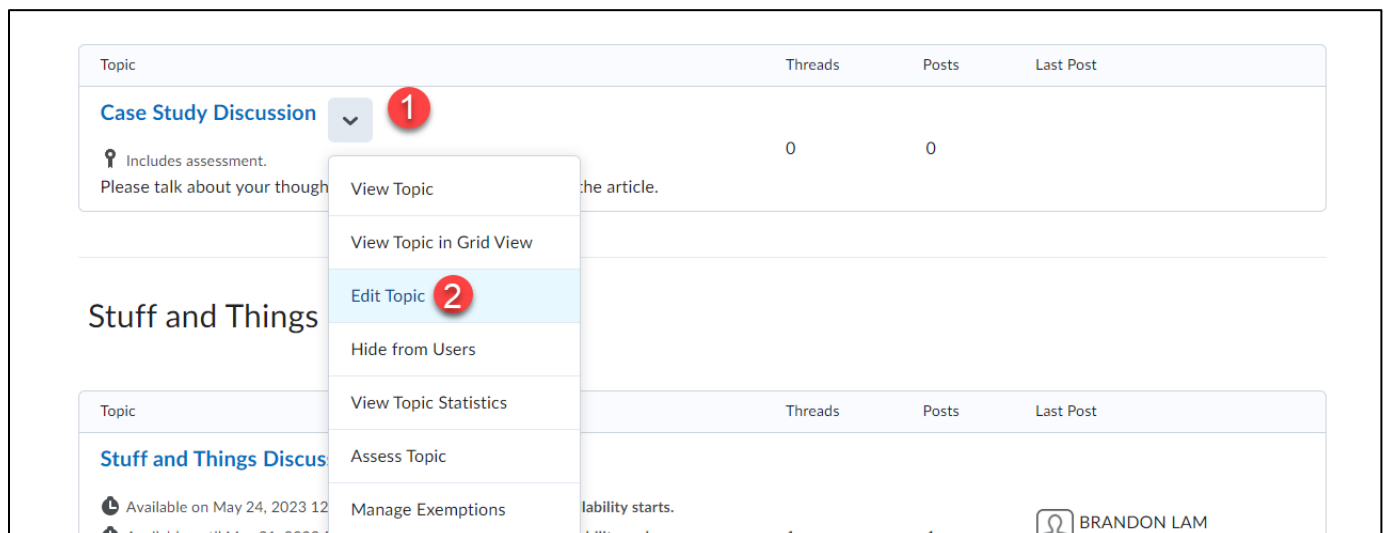
Creating a new rubric in a discussion topic

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

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**).

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	Always available
Forum: Fully Online Discussion Forum **Change Forum**	
Grade Out Of	**Post & Completion** ▷
10 points 🔑 In Grade Book ⌄	No settings applied
Description	**Evaluation & Feedback** ▼
Paragraph ⌄ **B** *I* U ⌄ A⃫ ⌄ ≡ ⌄ ☰ ⌄ ▤ ⵜ 🖼 + ⌄ ... ⤢	**Rubrics**
Please talk about your thoughts on today's topic after reading the article.	Add Rubric ⌄ **1**
	Create New **2**
	Add Existing
	Evaluate Posts
	☐ Allow evaluation of individual posts ❓
	☐ Allow learners to rate posts

4. 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.

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	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 %		💬	Edit
⚑ 📈 Brewer, Jennifer ∨		7.83 / 30, 26.11 %			Enter Grades
⚑ 📈 Brown, Alisha ∨		5.98 / 30, 19.94 %		💬	View Statistics
					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.

	Last Name ▲, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Assessment
☐	⚑ Ahrens, Lacey ∨		[ ] / 10	0* / 2.5	0 %	No feedback provided. ✏	📏
☐	⚑ Barnes, Paige ∨	💬	[10] / 10	2.5 / 2.5	100 %	testing :) ✏	📏
☐	⚑ Brewer, Jennifer ∨		[ ] / 10	0* / 2.5	0 %	No feedback provided. ✏	📏
☐	⚑ Brown, Alisha ∨	💬	[ ] / 10	0* / 2.5	0 %	Great Job! ✏	📏

Set Grades   Clear Grades   Add Feedback   Exempt   Unexempt   Email

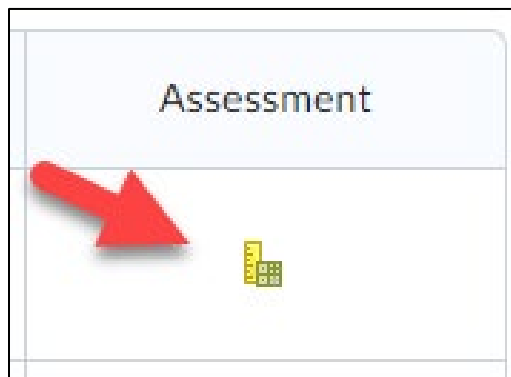To start, **click** on a submission icon to read a post.
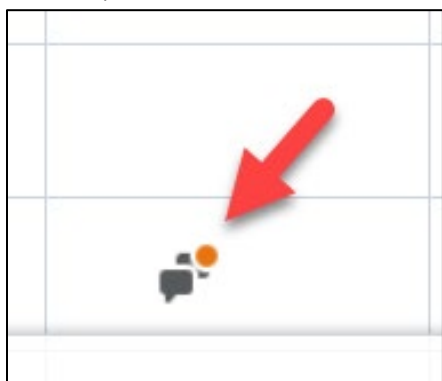
This will open a pop-up window that includes ALL posts by the user. You can score and provide feedback within this window (depending on the type of rubric used (Holistic Or Analytic), you may want to use the Rubric icon for scoring as opposed to manually entering the score in this area. Holistic based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

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

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

	Last Name ▲ , First Name	Submission	Grade	Weighted Gr
☐	⚑ Ahrens, Lacey ˅		[ ] / 10	0* / 1
☐	⚑ Barnes, Paige ˅	🗩	10 / 10	2.5 /
☐	⚑ Brewer, Jennifer ˅		[ ] / 10	0* / 1
☐	⚑ Brown, Alisha ˅	🗩	7.5 / 10	1.88 /
☐	⚑ Brown, Allena ˅	🗩•	[ ] / 10	0* / 1
☐	⚑ Cespedes, Natali ˅	🗩•	[ ] / 10	0* / 1
☐	⚑ Elder, Angela ˅	🗩•	10 / 10	2.5 /
☐	⚑ Faculty, Demo ˅	🗩•	[ ] / 10	0* / 1
☐	⚑ Gonzales, Leeanne ˅		[ ] / 10	0* / 1
☐	⚑ Herbst, Chayton		[ ] / 10	0* / 1
Save and Close	Save Cancel		/ 10	0* /

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.