



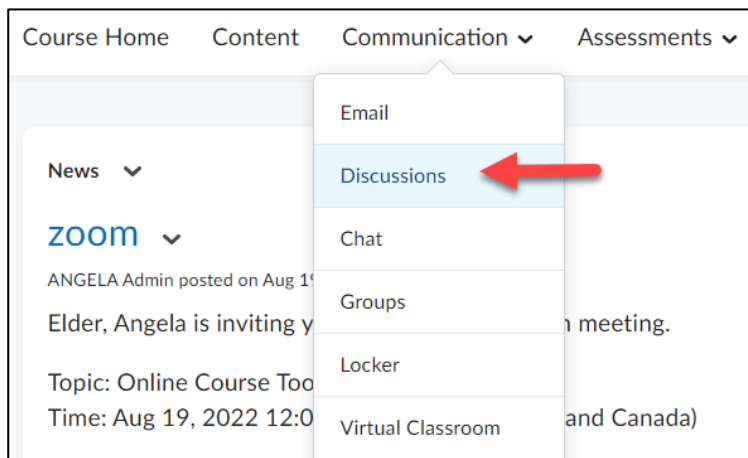
Rubric Best Practice to Grade Discussions

This manual contains the following process on how to:

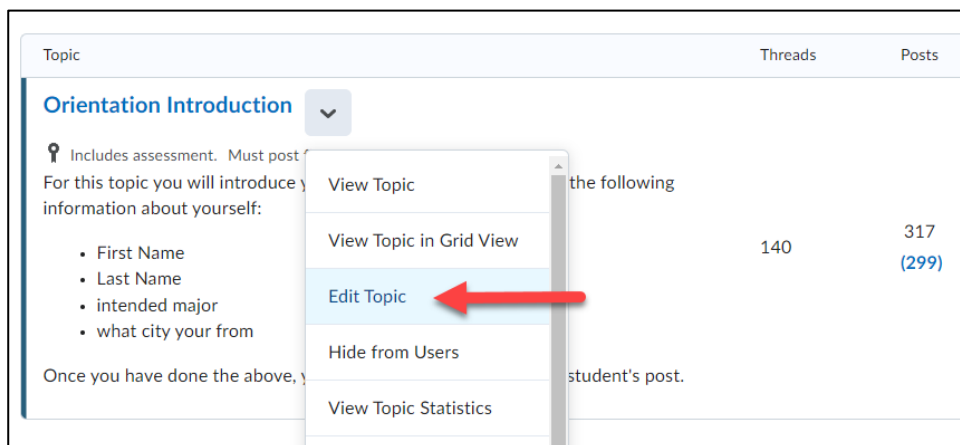
1. Attach a rubric to the discussion topic as a reference for students (this allows them to see the criteria used for grading only)
2. Add the rubric to the grade item and grade from this tool.
3. Create one grade item for each discussion topic.

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).

Topic Title *

Orientation Introduction

Forum: Virtual Campus Discussion Forum [Change Forum](#)

Grade Out Of

1 10 points | 2 In Grade Book ✓

Description

Paragraph **B** *I* U ~~A~~

For this topic you will introduce yourself to the class by providing the following information about yourself:

- First Name
- Last Name
- intended major
- what city your from

Once you have done the above, you will need to reply to another student's post.

Always available

Post & Completion

Start thread to view

Evaluation & Feedback

1 rubric added

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).

Topic Title *

Orientation Introduction

Forum: Test Forum [Change Forum](#)

Grade Out Of

10 points | In Grade Book ✓

Description

Paragraph **B** *I* U ~~A~~

Availability Dates & Conditions

Always available

Post & Completion

No settings applied

Evaluation & Feedback

Rubrics

1 Add Rubric ✓

2 Create New

Add Existing

Evaluate Posts

☐ Allow evaluation of individual posts

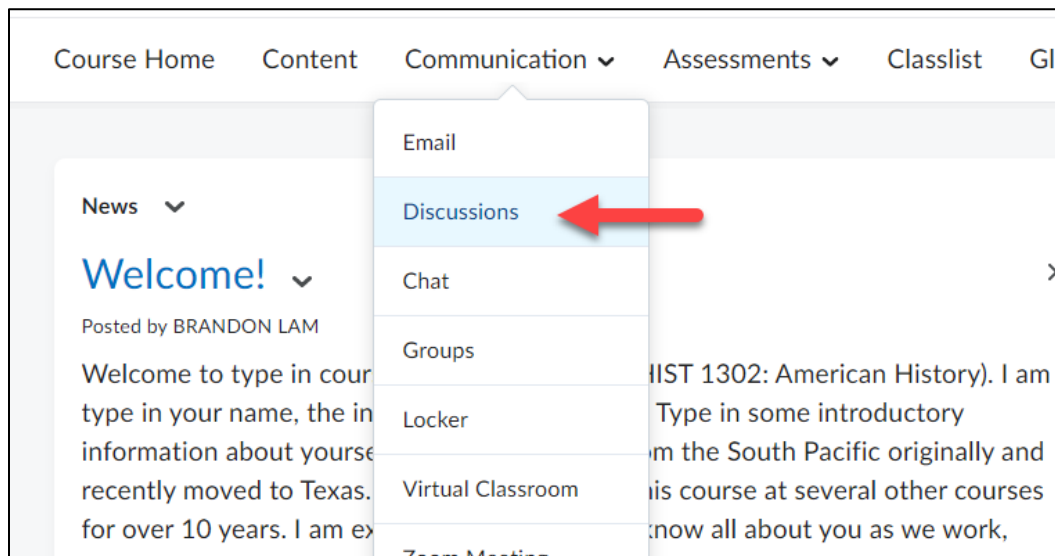
☐ Allow learners to rate posts

5. Click Save and Close button

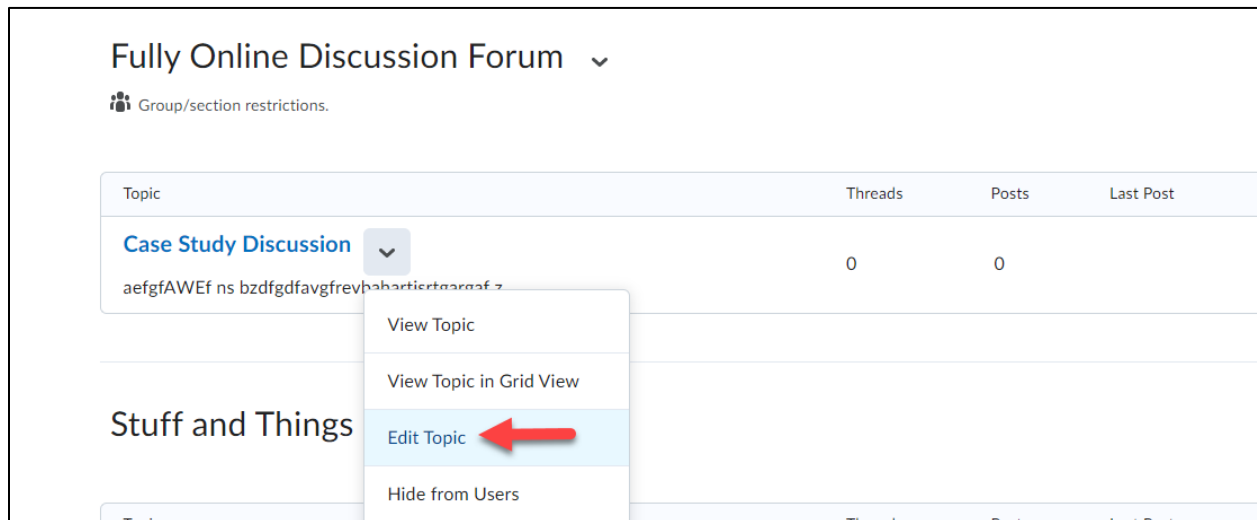
The screenshot displays the LMS interface for editing a grade item. The main content area includes a 'Topic Title' field with 'Orientation Introduction', a 'Forum' dropdown set to 'Test Forum', a 'Grade Out Of' field with '10 points', and a 'Description' text area containing the word 'Test'. The right sidebar contains sections for 'Availability Dates & Conditions' (set to 'Always available'), 'Post & Completion' (set to 'No settings applied'), and 'Evaluation & Feedback' (showing 'Rubrics' with an 'Untitled' rubric and 'Evaluate Posts' checkboxes). At the bottom, a blue 'Save and Close' button is highlighted with a red arrow, alongside 'Save', 'Cancel', and a 'Visible' toggle switch.

Adding an existing rubric to a grade item

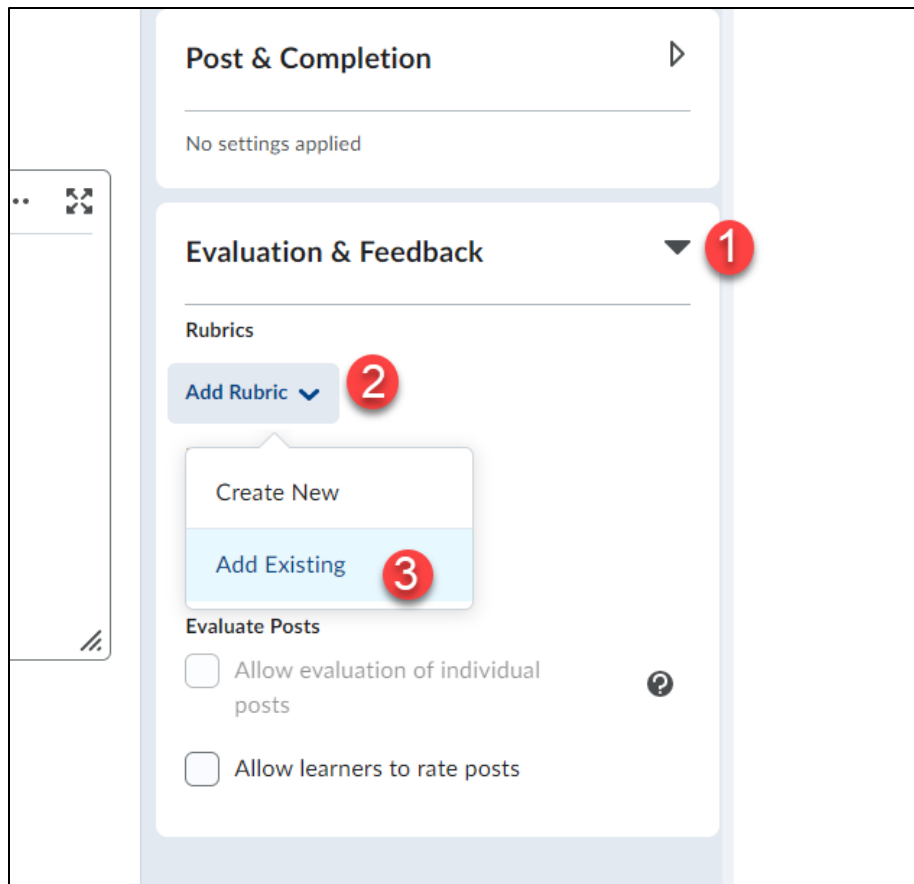
1. Go to the Communication tab and **select** Discussions.



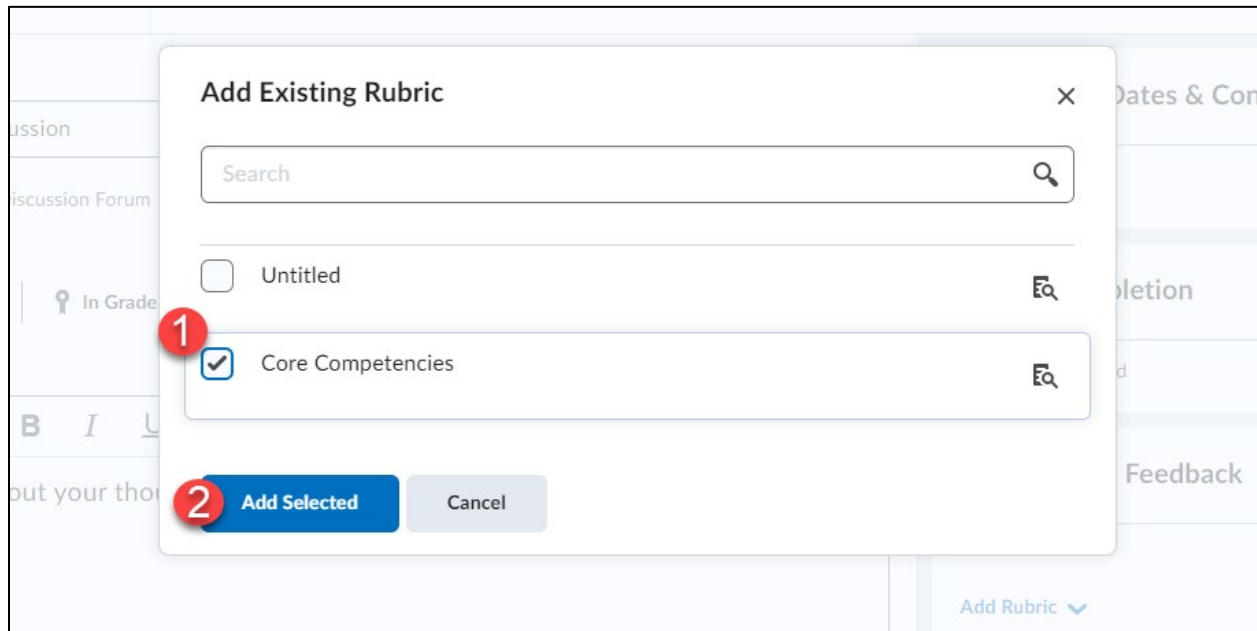
2. Click on the down arrow next to a discussion topic and select the option for Edit Topic.



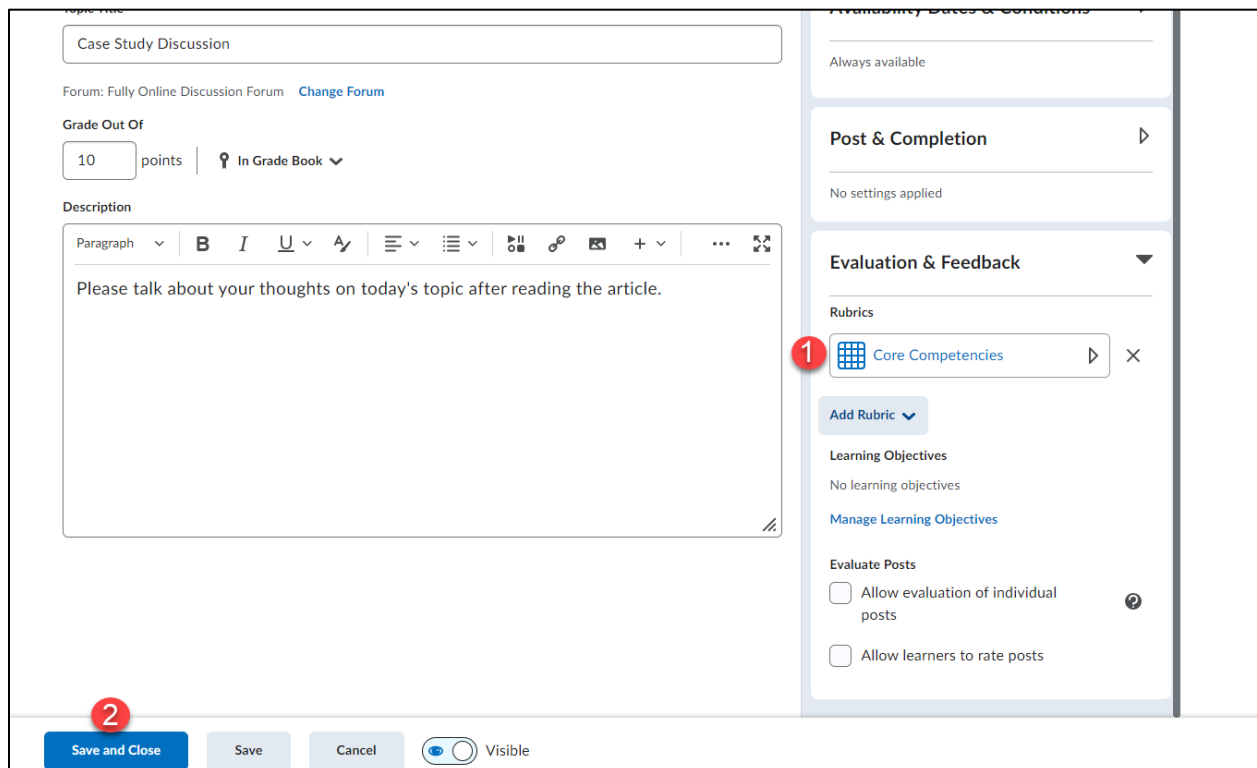
3. Click the Evaluation & Feedback tab (1), click the menu to add a rubric (2), and click add existing to select a rubric you already have made for this discussion (3).



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

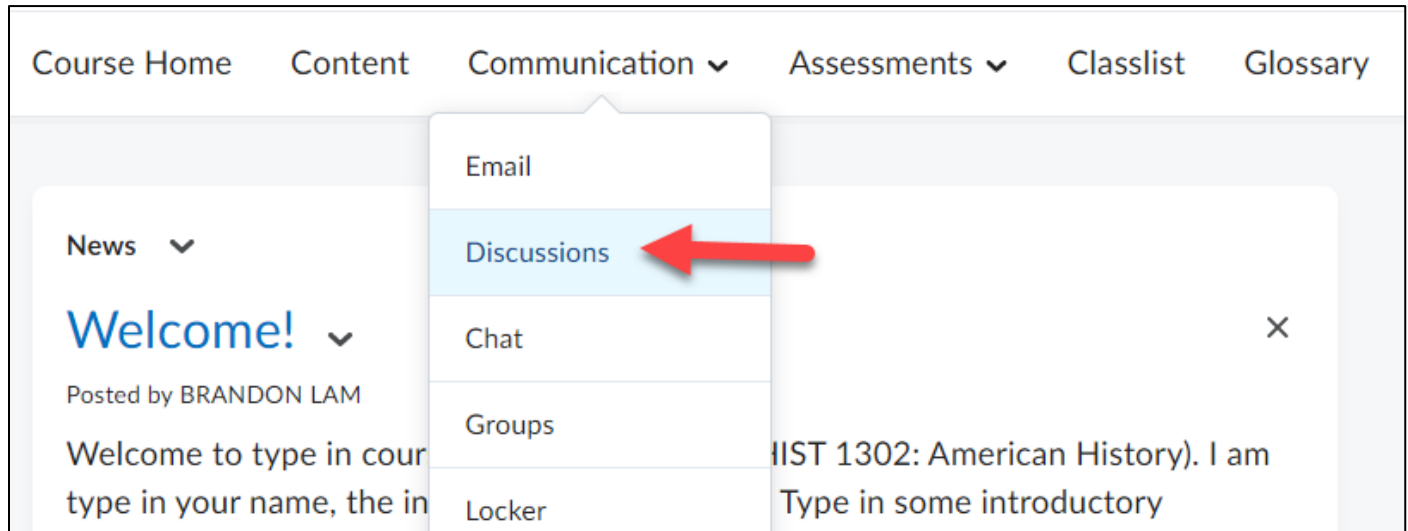


5. Once you have the rubric selected, double check that you have selected the rubric on the right side of the page (1) and then click save and close to confirm the addition (2).

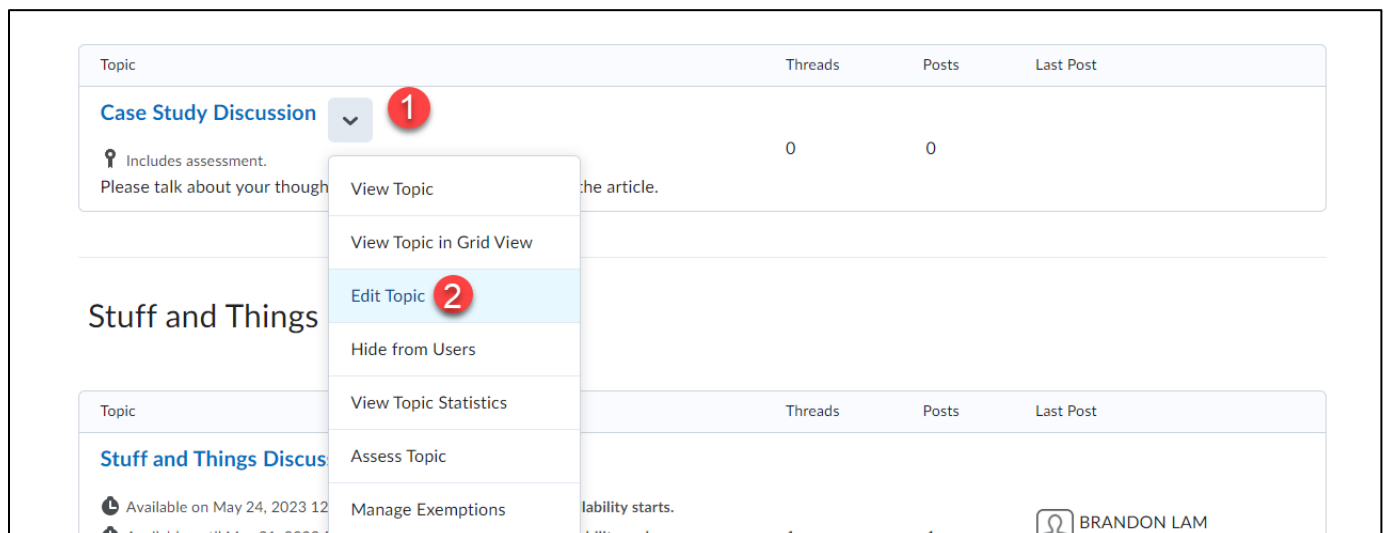


Creating a new rubric in a discussion topic

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).

The image shows a forum topic creation interface. On the left, the 'Topic Title' is 'Case Study Discussion', the forum is 'Fully Online Discussion Forum', and the grade is '10 points'. The description is 'Please talk about your thoughts on today's topic after reading the article.' On the right sidebar, under 'Evaluation & Feedback', the 'Add Rubric' dropdown menu is open, showing 'Create New' and 'Add Existing' options. Red circles with numbers 1 and 2 highlight these options respectively.

Topic Title *

Case Study Discussion

Forum: Fully Online Discussion Forum [Change Forum](#)

Grade Out Of

10 points | In Grade Book

Description

Paragraph **B** *I* U ~~A~~ + ...

Please talk about your thoughts on today's topic after reading the article.

Availability Dates & Conditions

Always available

Post & Completion

No settings applied

Evaluation & Feedback

Rubrics

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.

Create Rubric

Name*

1

Example

Type: Analytic
Scoring: Points
Reverse Level Order

	Level 4	Level 3	Level 2	Level 1	
	4 pt	3 pt	2 pt	1 pt	
Criterion 1					/ 4
	Initial Feedback				
Criterion 2					/ 4
	Initial Feedback				
+ Add Criterion					

Add Criteria Group
Total — / 8

Overall Score

Each submission is assigned a level of achievement based on its overall rubric score.

	Level 4	Level 3	Level 2	Level 1
	11 or more	8 or more	5 or more	0 or more
3				

Options

4

Attach Rubric

Cancel

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 %			
Barnes, Paige ▼		2.22 / 30, 7.41 %			
Brewer, Jennifer ▼		7.83 / 30, 26.11 %			
Brown, Alisha ▼		5.98 / 30, 19.94 %			

Properties

Edit

Enter Grades

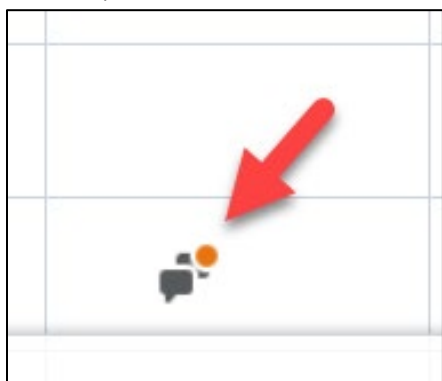
View Statistics

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.

Set Grades Clear Grades Add Feedback Exempt Unexempt Email							
<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Weighted Grade	Scheme	Feedback	Assessment
<input type="checkbox"/>	Ahrens, Lacey ▼		<input type="text"/> / 10	0* / 2.5	0 %	No feedback provided.	
<input type="checkbox"/>	Barnes, Paige ▼		<input type="text"/> 10 / 10	2.5 / 2.5	100 %	testing :)	
<input type="checkbox"/>	Brewer, Jennifer ▼		<input type="text"/> / 10	0* / 2.5	0 %	No feedback provided.	
<input type="checkbox"/>	Brown, Alisha ▼		<input type="text"/> / 10	0* / 2.5	0 %	Great Job!	

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

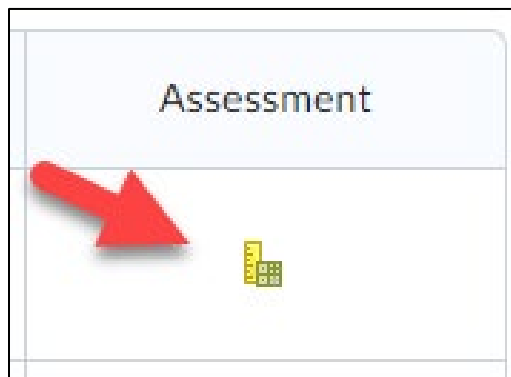


This will open a pop-up window that includes ALL posts by the user. You can score and provide feedback within this window (depending on the type of rubric used (Holistic Or Analytic), you may want to use the Rubric icon for scoring as opposed to manually entering the score in this area. Holistic based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

The screenshot shows a user profile for Alisha Brown (AB). The main content area displays a list of posts. The first post is titled "Introduction" and was posted on Aug 31, 2016, at 4:25 PM. It contains the text "Hello,..." and a reply to a post below. The second post is also titled "Introduction" and was posted on Sep 1, 2016, at 10:26 AM. It contains the text "Hello, I'm Daniel Valdez. I'm in college for a process operations degree. I'm from Angleton." To the right of the posts is a sidebar with the following sections:

- Overall Grade:** Average post score / 5
- Overall Feedback:** A text area containing "Great Job!" with a "Format" dropdown and various text formatting icons.




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.

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade	Weighted Gr
<input type="checkbox"/>	Ahrens, Lacey ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Barnes, Paige ▼		<input type="text" value="10"/> / 10	2.5 /
<input type="checkbox"/>	Brewer, Jennifer ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Brown, Alisha ▼		<input type="text" value="7.5"/> / 10	1.88 /
<input type="checkbox"/>	Brown, Allena ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Cespedes, Natali ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Elder, Angela ▼		<input type="text" value="10"/> / 10	2.5 /
<input type="checkbox"/>	Faculty, Demo ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Gonzales, Leeanne ▼		<input type="text" value=""/> / 10	0* / 2
<input type="checkbox"/>	Herbst, Chayton		<input type="text" value=""/> / 10	0* / 2
<div> <input type="button" value="Save and Close"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div>				

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.