

## Using a Rubric with a Forum

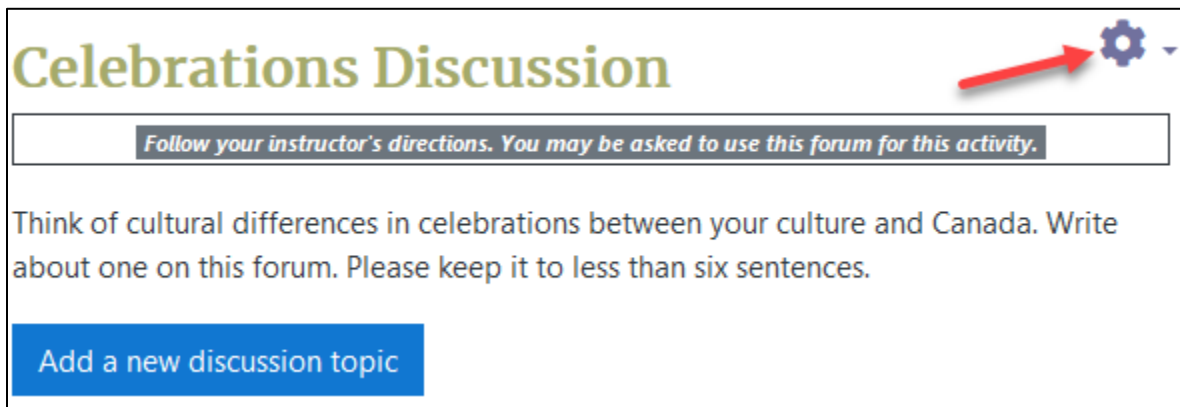
Learners who are new to online learning require direction to boost their participation in online forum discussions. Setting up a rubric within the courseware is one way to provide forum activity expectations to learners prior to forum participation.

### Designate or Create a forum Activity

1. On your course, identify a **Forum** activity.  
or
2. Open the document, [Adding a Forum Activity](#), in the **Creating New learning Activities** topic.
3. Create a **Forum** activity for your course.
4. To enable a Forum Discussion rubric, expand the **Whole forum grading** section.
5. Set the **Type** option to **Point**.
6. Insert a number in the **Maximum grade** field. (It must match the total points to be allotted in the rubric.
7. Choose **Rubric** for the **Grading method**.
8. Set the **Grade to pass** to a digit that represents a passing percentage for the activity.  
**Note:** In this example a **Grade to pass** is 4.00 or 4/6 or 66%.
9. **Default setting for “Notify students”** can be set to Yes or No.
10. Click on the **Save and return to course** button.  
**Note:** The **Forum** activity appears in the course.
11. Click on the **Forum** activity link.



12. At the top right corner of the **Forum** activity, click on the **Actions menu** link



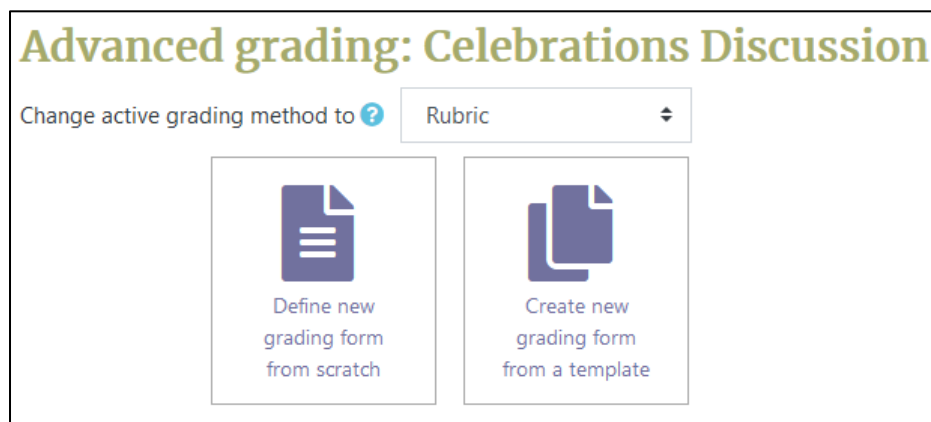
**Celebrations Discussion**

Follow your instructor's directions. You may be asked to use this forum for this activity.

Think of cultural differences in celebrations between your culture and Canada. Write about one on this forum. Please keep it to less than six sentences.

Add a new discussion topic

13. In the drop-down menu, choose **Advanced grading**.



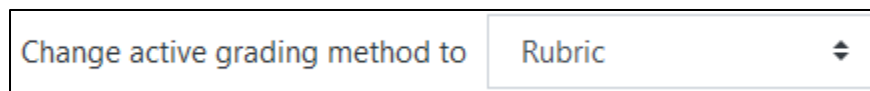
**Advanced grading: Celebrations Discussion**

Change active grading method to ? Rubric

Define new grading form from scratch

Create new grading form from a template

14. If necessary, on the **Advanced grading** screen, choose **Rubric** in the **Change active grading method to**.



Change active grading method to Rubric

## Making a rubric from Scratch

1. Click on the **Define a new grading form from scratch** icon.
2. Input a rubric **Name** and **Description**.

Name

Description

↓ A ▾ B I ☰ ☰ ☰ ☰ 🔗 🔗

😊 📷 📄 🎤 🎥 ✍️ 📷 📄 H-P

This rubric is used to assess participation in LINC 3 general forum discussions.  
Read the rubric before participating in this forum.

**Note:** At this point, it is suggested that you have a digital or sketch version of the rubric prepared beside you.

3. The **rubric table** appears below the rubric **Description**.

Rubric				
<span style="float: right; font-size: 0.8em;">✕</span> <span style="float: left; font-size: 0.8em;">📄</span> <b>Click to edit criterion</b>	<span style="float: right; font-size: 0.8em;">✕</span> <i>Click to edit level</i> <b>0 points</b>	<span style="float: right; font-size: 0.8em;">✕</span> <i>Click to edit level</i> <b>1 points</b>	<span style="float: right; font-size: 0.8em;">✕</span> <i>Click to edit level</i> <b>2 points</b>	<span style="border: 1px solid #ccc; padding: 2px 10px;">+ Add level</span>

4. Click in the first cell, **click to edit criterion**.

✕ **Topic post is suitable for the forum prompt.**

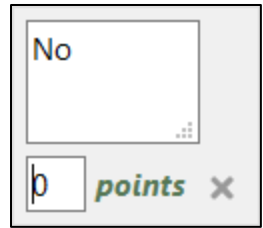
📄

5. Paste or type the **first criterion**.

6. In the next column, click on the **Click to edit level** text.

7. Input the **level descriptor** and the **corresponding points**.

Note: having levels with 0 is recommended – add these even if your model rubric doesn't have a 0 level.



8. Continue filling out the level descriptor cells.

**Note:** If additional cells are required, click on the **Add level** link.

Rubric

 	<b>Topic post is suitable for the forum prompt.</b>	No	Partly Achieved	Achieved	
		<i>0 points</i>	<i>1 points</i>	<i>2 points</i>	

**Note:** The **duplicate** icon on the left side of each criterion row.

If more criterion rows are required with the same levels, click the **Duplicate** icon and edit the new criterion. Alternatively, click on the **+ Add Criterion** link below the table.

Rubric

 	<b>Topic post is suitable for the forum prompt.</b>	No	Partly Achieved	Achieved	
		<i>0 points</i>	<i>1 points</i>	<i>2 points</i>	
 	Topic post is suitable for the forum prompt.	No	Partly Achieved	Achieved	

**Note:** A duplicated **criterion row** appears as a clone of the previous row.

9. Continue editing and adding **Criterion rows** until the rubric is complete.

10. If the criterion rows need to be rearranged, use the **Move** icons on the left.

Rubric				
× <b>Topic is suitable for the forum prompt.</b> ↓ ☒	No <i>0 points</i> ×	Partly Achieved <i>1 points</i> ×	Achieved <i>2 points</i> ×	+ Add level
↑ × <b>Number of sentences.</b> ↓ ☒	None or more than 8 <i>0 points</i> ×	Less than 6 <i>1 points</i> ×	6 or 8 <i>2 points</i> ×	+ Add level
↑ × <b>Replied to other students' posts.</b> ↓ ☒	No <i>0 points</i> ×	one reply <i>1 points</i> ×	two or more replies <i>2 points</i> ×	+ Add level

11. To remove a row, click on the **Delete** icon (X) on the left.

12. In the **Rubric options section**, choose to sort the level (columns) by **Ascending** or **Descending** point order.

Sort order for levels:
 

- Ascending by number of points ▾
- Descending by number of points
- Ascending by number of points




**Note:** Example of **Descending**.

<b>Number of sentences.</b>	6 or 8 <i>2 points</i>	Less than 6 <i>1 points</i>	None or more than 8 <i>0 points</i>
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**Note:** Example of **Ascending**.

<b>Number of sentences.</b>	None or more than 8 <i>0 points</i>	Less than 6 <i>1 points</i>	6 or 8 <i>2 points</i>
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**Note:** In the **Rubric options** section, there are several considerations that can be included or removed from your evaluation.

13. Choose the **Rubric options** that meet the requirements of the assignment.

**Rubric options**

Sort order for levels: Ascending by number of points ▾

- Calculate grade having a minimum score of the minimum achievable grade for the rubric
- Allow users to preview rubric (otherwise it will only be displayed after grading)
- Display rubric description during evaluation
- Display rubric description to those being graded
- Display points for each level during evaluation
- Display points for each level to those being graded
- Allow grader to add text remarks for each criterion
- Show remarks to those being graded

14. Click on the **Save as Draft** button to preview the rubric.

Save as draft

<b>Topic is suitable for the forum prompt.</b>	No <i>0 points</i>	Partly Achieved <i>1 points</i>	Achieved <i>2 points</i>
<b>Number of sentences.</b>	None or more than 8 <i>0 points</i>	Less than 6 <i>1 points</i>	6 or 8 <i>2 points</i>
<b>Replied to other students' posts.</b>	No <i>0 points</i>	one reply <i>1 points</i>	two or more replies <i>2 points</i>

15. To continue to edit the rubric, click on the **Edit the current form definition** icon.



16. Make any required edits.

17. Click on the **Save rubric and make it ready** button.

**Note:** the rubric is ready to be used in your **Forum** activity.

Save rubric and make it ready

**Note:** If you later decide to change any aspect of the rubric, click on the **Action menu** icon in the **Forum** and click on the **Define rubric** link.

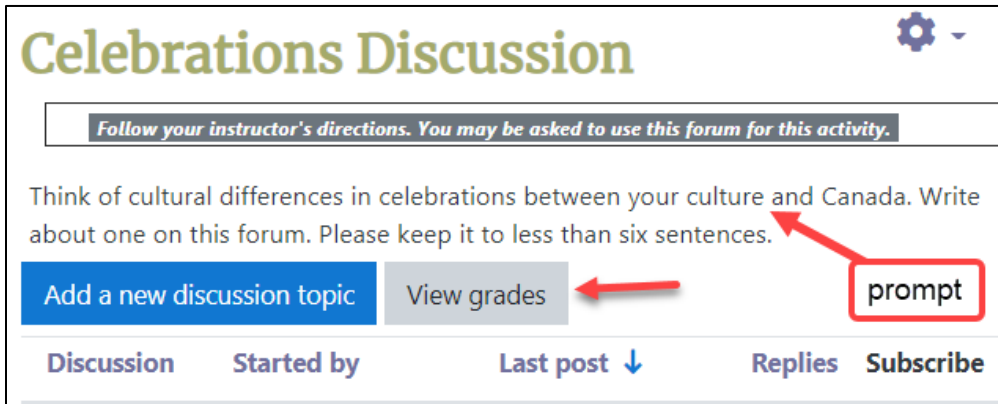
## Student Experience

1. Students click on the **Discussion Forum** link.



2. On the **Discussion Forum** screen, students read the prompt.

3. Under the prompt, they should click on the **View grades** button to view the rubric.

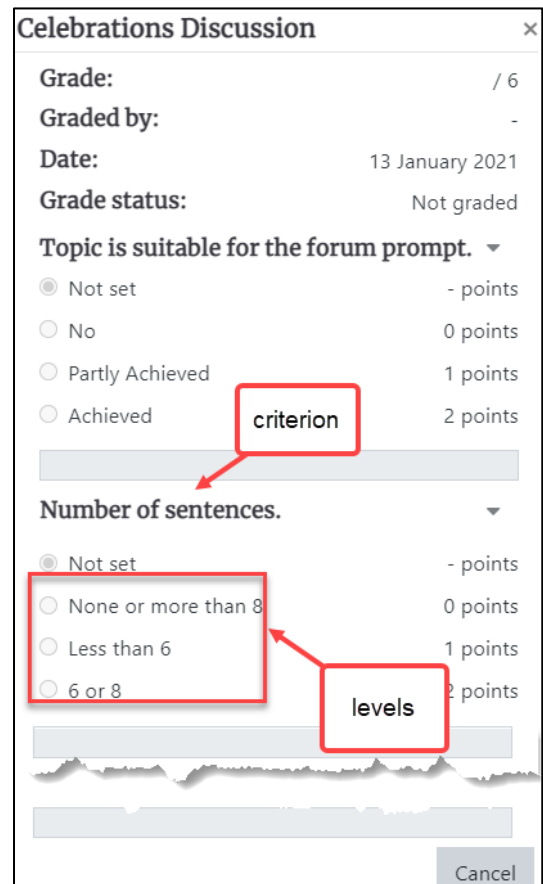


**Note:** A pop-up appears displaying the rubric criterion and levels.

4. After the students view the rubric pop-up, they click on the **Cancel** button to return to the **Forum** screen.
5. Students click on the **Add a new discussion topic** button.

**Add a new discussion topic**

6. Students complete their forum post and click on the **Post to forum** button.





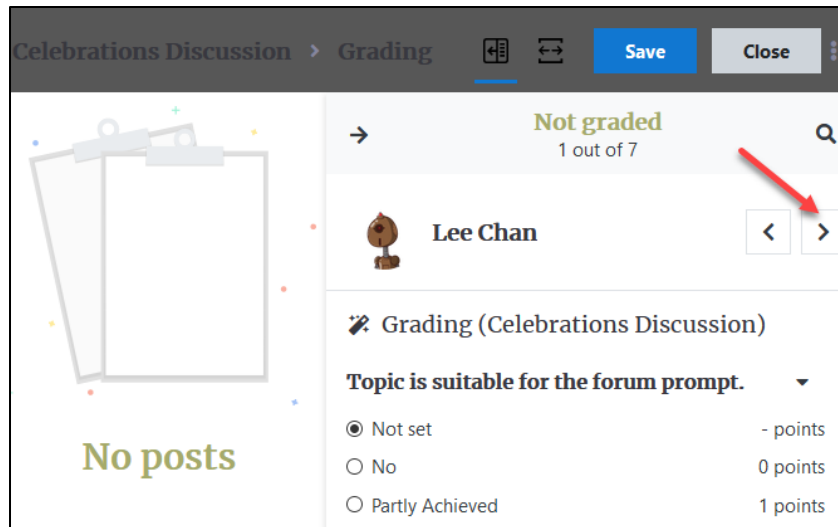
## Grading a Forum Post with a Discussion Forum Rubric

1. Click on the **Discussion Forum** link.



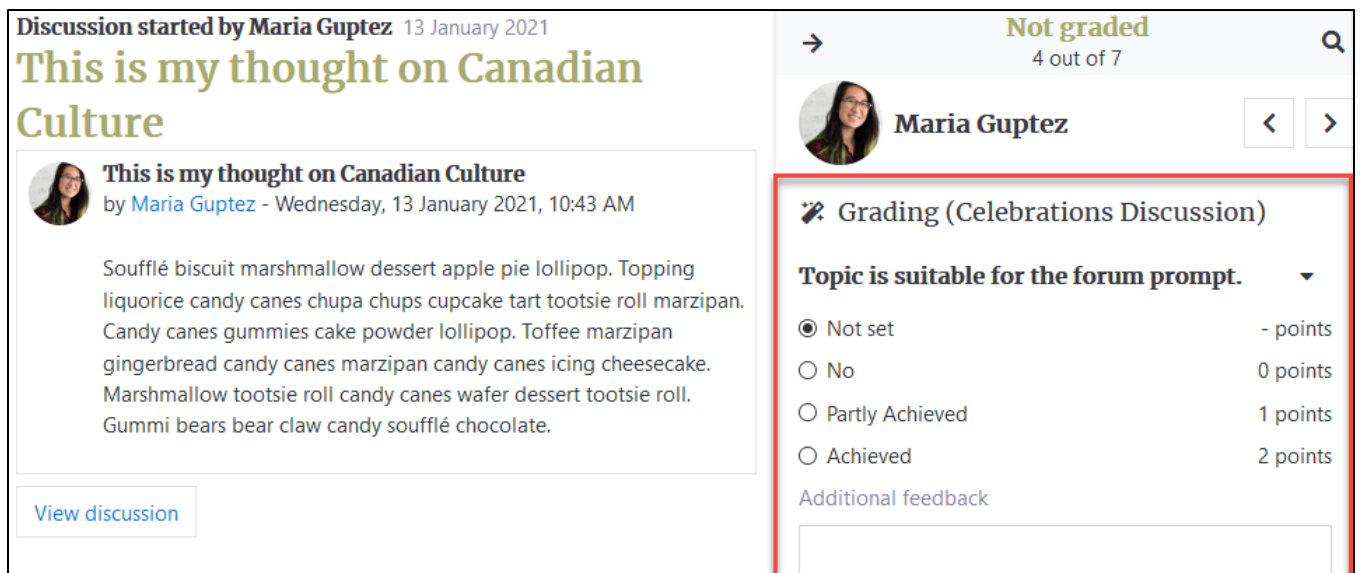
2. On the **Discussion Forum** screen, click on the **Grade users** button.

**Note:** The forum Grading screen appears.




3. In the example above, the student has not yet posted to this Forum. In this case, click on the **Proceed to the next user** icon.

4. When the instructors view a complete post, the rubric criterion can be assessed in the right column.



5. After the rubric is completed, continue to grade the remaining students.
6. After all of the students are graded, click on the **Save** button, followed by the **Close** button at the top of the screen.
7. The grade automatically appears in the course gradebook. (**Grader report**)

First name / Surname ▲	Whole forum grade for Cel... ▼ ✎
 Maria Gupte	4.00

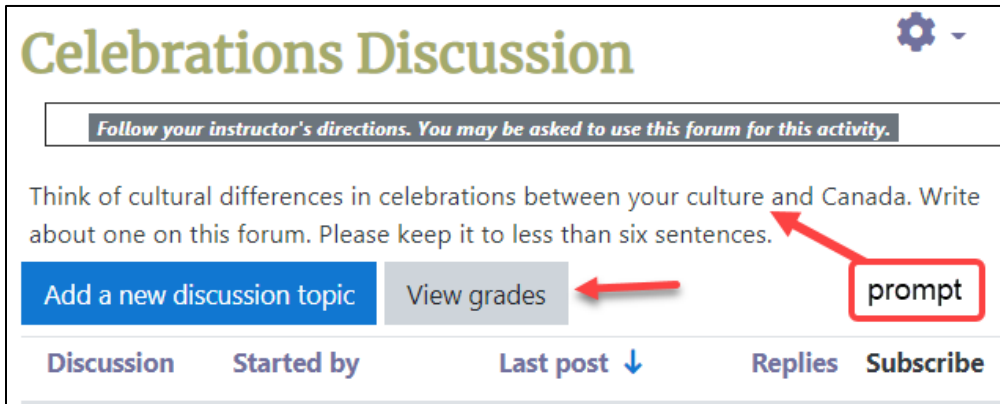
## Student Viewing Grade Experience

1. Students click on the **Discussion Forum** link.



2. On the **Discussion Forum** screen, students read the prompt.

3. Under the prompt, they should click on the **View grades** button to view the rubric.

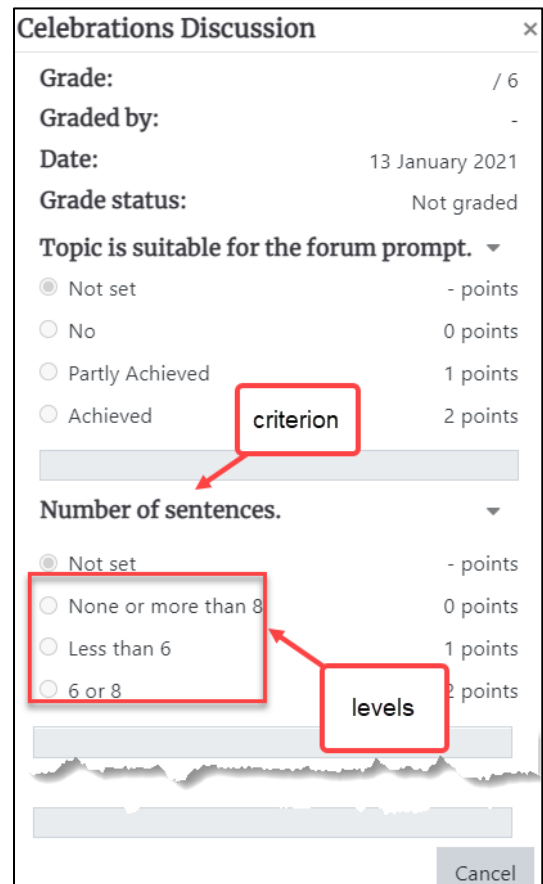


**Note:** A pop-up appears displaying the rubric criterion and levels.

4. After the students view the rubric pop-up, they click on the **Cancel** button to return to the **Forum** screen.
5. Students click on the **Add a new discussion topic** button.

**Add a new discussion topic**

6. Students complete their forum post and click on the **Post to forum** button.



7. After the **forum post** has been assessed, the students click on the **Discussion Forum** link.



8. On the **Discussion Forum** screen, students click on the **View grades** button.  
**Note:** The grade and feedback appear in a pop-up. This information appears in vertical format, the example below has been altered to display better on this page.

View grades

9. After the students view their grades, they click on the **Cancel** button and return to the course.

**Celebrations Discussion** ×

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**Grade:** 4.00000 / 6

**Graded by:** John Allan

**Date:** 13 January 2021

**Grade status:** Graded

**Topic is suitable for the forum prompt.** ▾

Not set - points

No 0 points

Partly Achieved 1 points

Achieved 2 points

Additional feedback

Maria, your post did make me hungry, but it reall ▾

**Number of sentences.** ▾

Not set - points

None or more than 8 0 points

Less than 6 1 points

6 or 8 2 points

Additional feedback

**Replied to other students' posts.** ▾

Not set - points

No 0 points

one reply 1 points

two or more replies 2 points

Additional feedback