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. Note that the grade given via the rubric will be for the student's total participation in the forum, not for any specific post.

Create a forum Activity

1. On your course, identify a **Forum** activity.
   or
2. Open the Adding a Forum Activity document 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 possible points to be allotted in the rubric.

7. Choose **Rubric** for the **Grading method**.

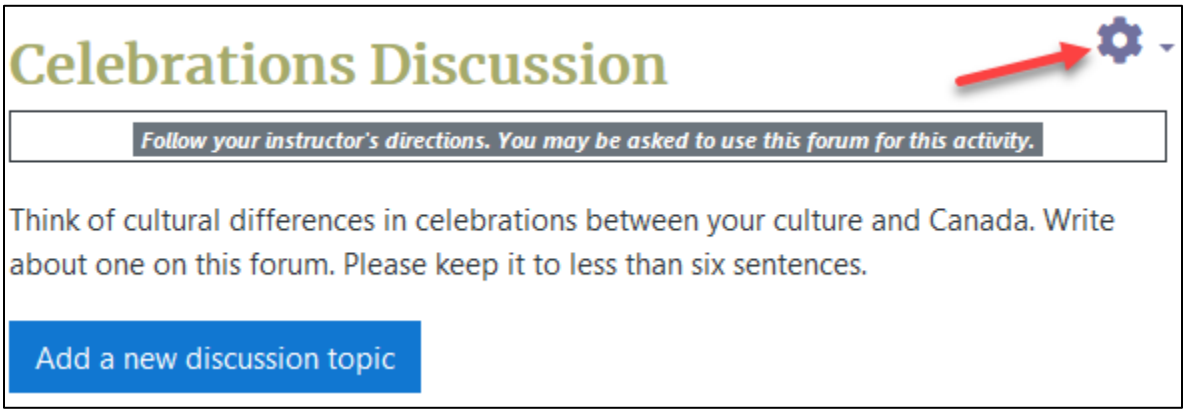
8. Set the **Grade to pass** to a digit that represents a passing percentage for the activity.
   Note: In this example a **Grade to pass** is 4.00, meaning 4/6 or 66%.

9. **Default setting for "Notify students**" can be set to Yes or No.

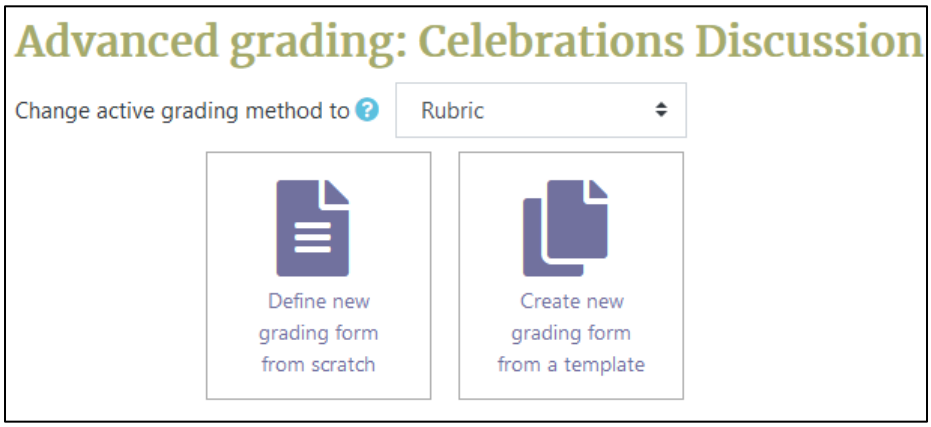
10. Click on the **Save and return to course** button**.**
    Note: The **Forum** activity appears in the course.

11. Click on the **Forum** activity link.

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



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

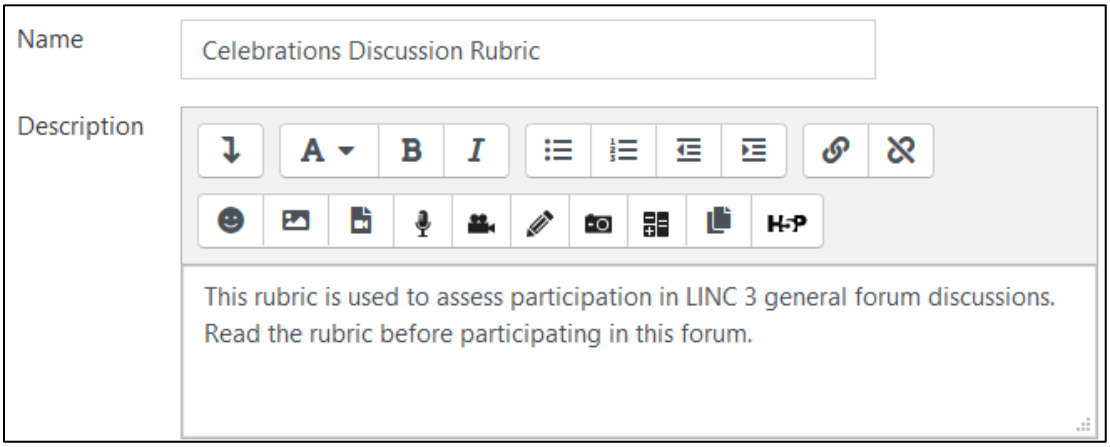


14. If necessary, on the **Advanced grading** screen, choose **Rubric** in the **Change active grading method to.**

Making a rubric from Scratch

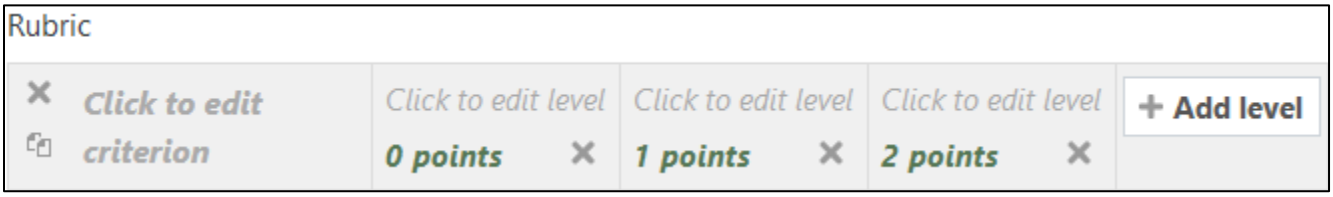
1. Click on the **Define a new grading form from scratch** icon. Using a Template is not recommended.

2. Input a rubric **Name** and **Description**.



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

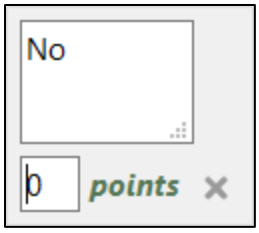
3. The **rubric table** appears below the rubric **Description**.



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

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

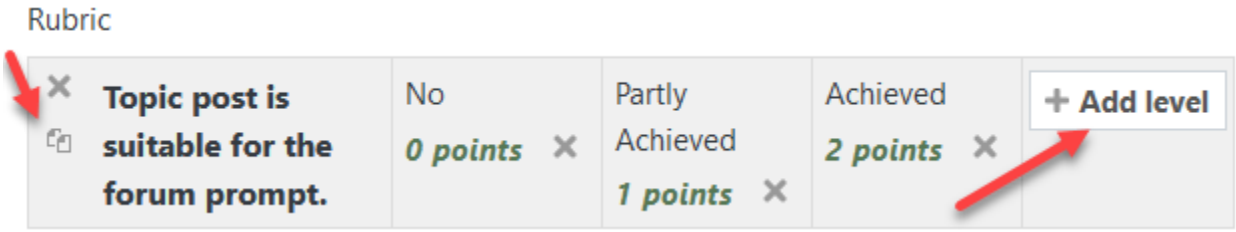
6. In the next column, click on the **Click to edit level** text.



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.

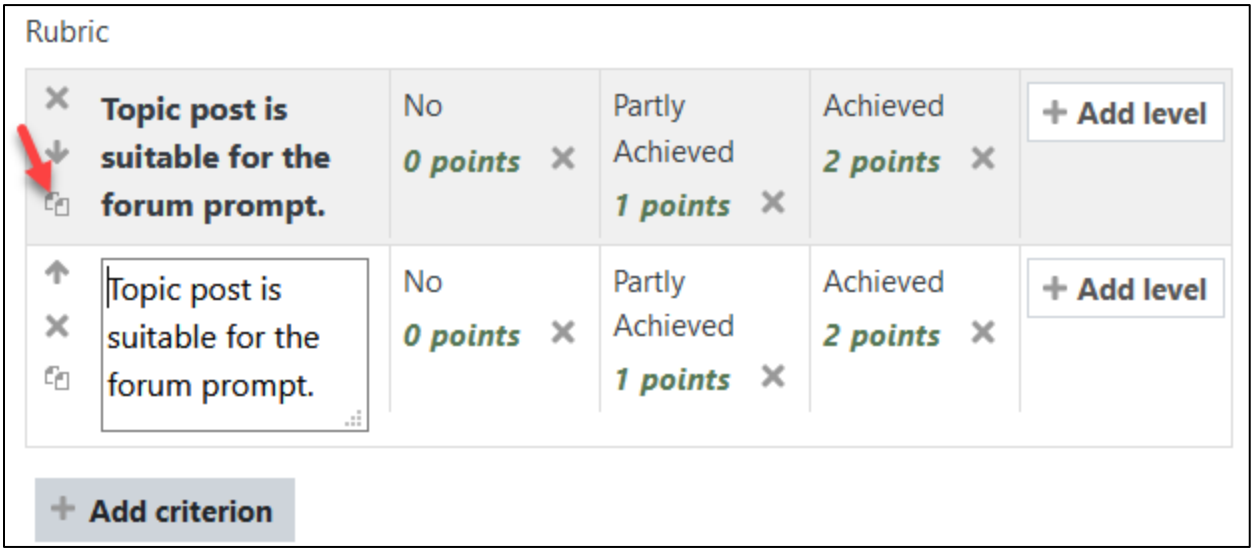
8. Continue filling out the level descriptor cells.

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



   Notice the **duplicate** icon on the left side of each criterion row.

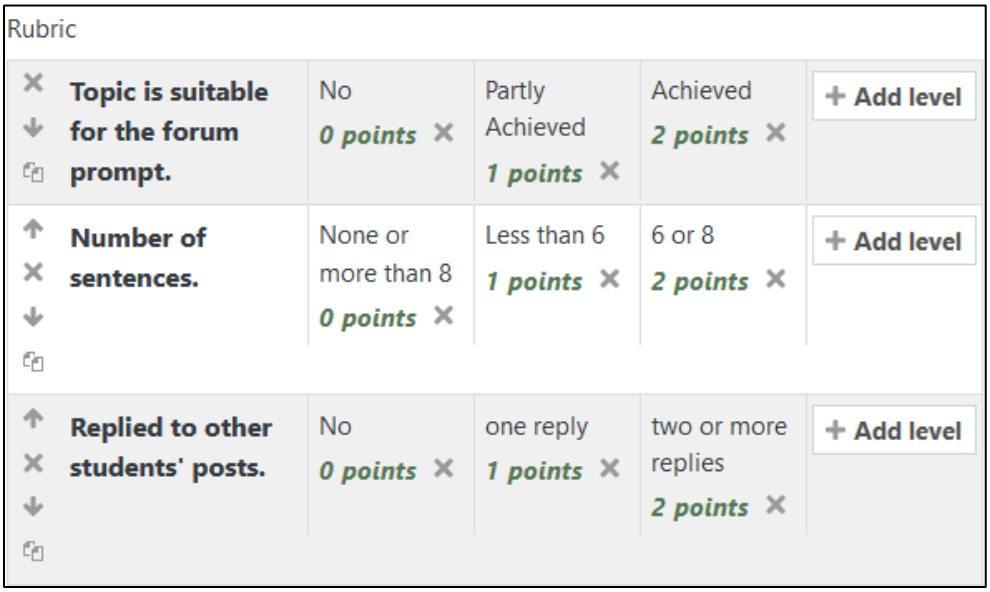
If more criterion rows are required with the same levels, click the **Duplicate** icon and edit the new criterion. Alternatively, click on the **+ Add Criterion** link below the table.



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

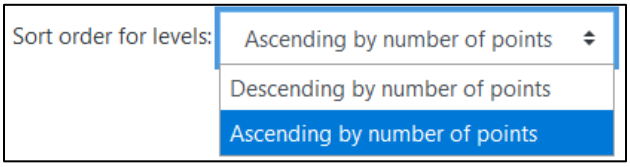
9. Continue editing and adding **Criterion rows** until the rubric is complete.

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



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.



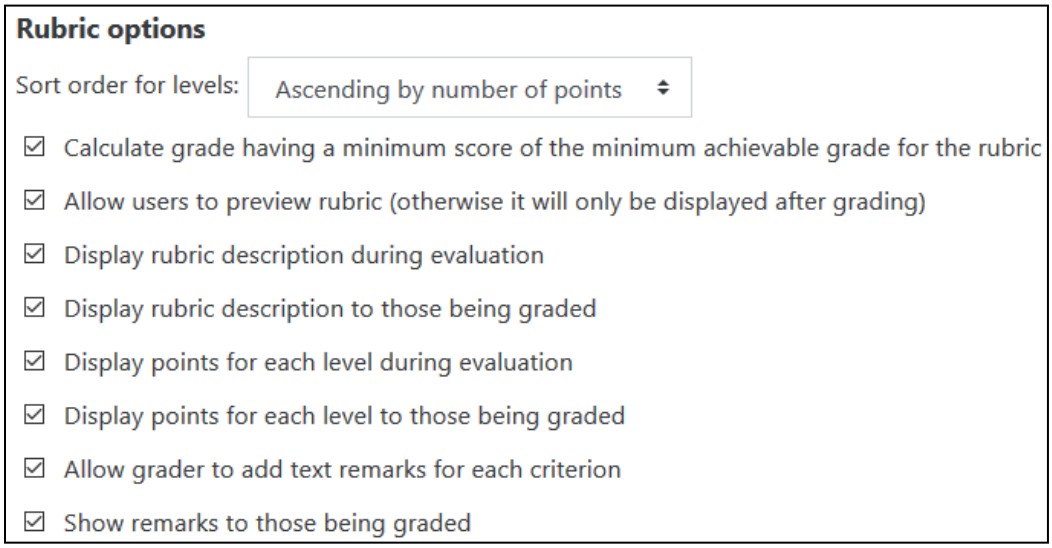
Note: Example of **Descending**.

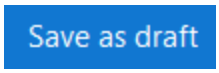
Note: Example of **Ascending**.

Number of sentences.	None or more than 8 ***0 points***	Less than 6 ***1 points***	6 or 8 ***2 points***

Note: In the **Rubric options** section, there are several considerations that can be included or removed from your evaluation.

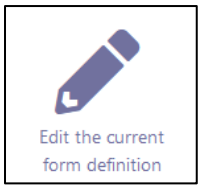
13. Choose the **Rubric options** that meet the requirements of the assignment.



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

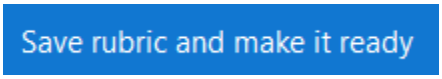
Topic is suitable for the forum prompt.	No ***0 points***	Partly Achieved ***1 points***	Achieved ***2 points***
Number of sentences.	None or more than 8 ***0 points***	Less than 6 ***1 points***	6 or 8 ***2 points***
Replied to other students' posts.	No ***0 points***	one reply ***1 points***	two or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

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.

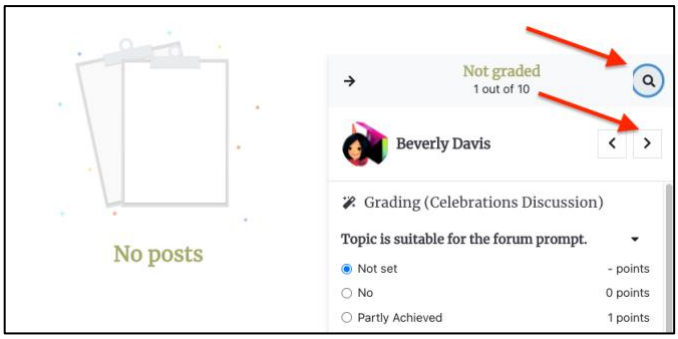


Note: If you later decide to change any aspect of the rubric, click on the **Action menu** icon in the **Forum** and click on the **Define rubric** link.

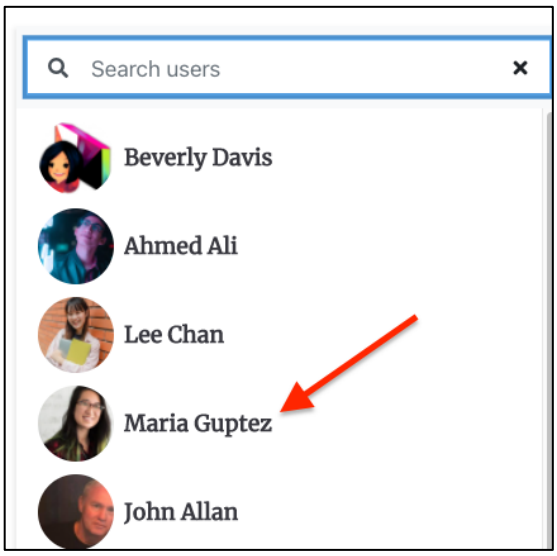
Grading a Forum Post with a Discussion Forum Rubric

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

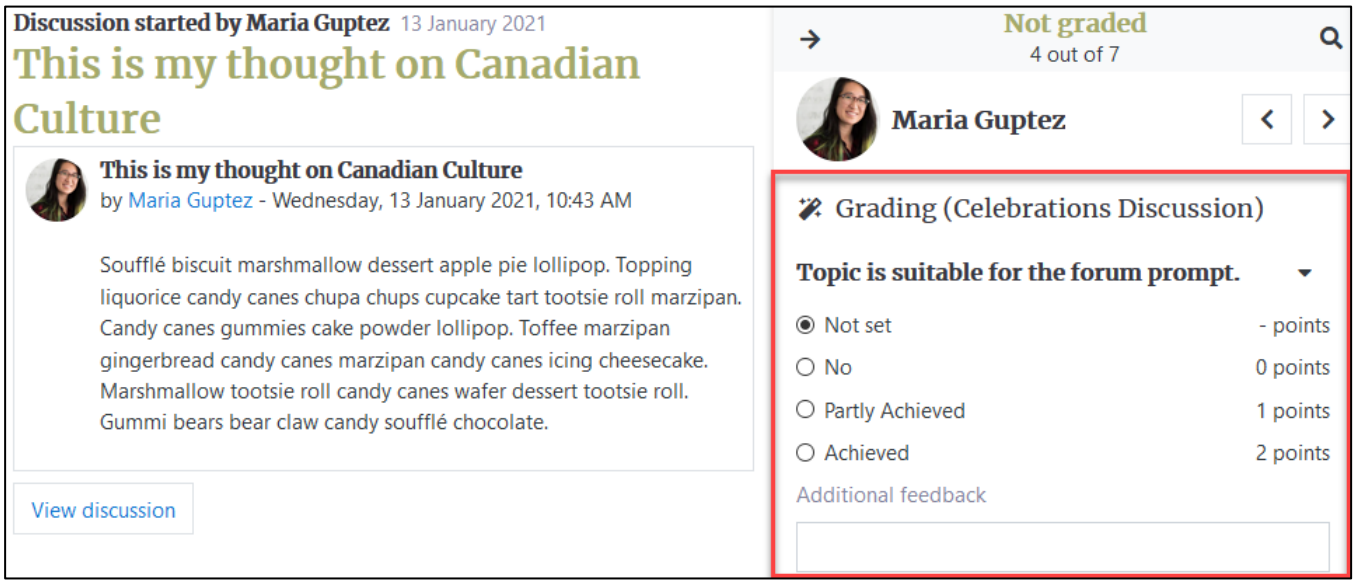
2. On the **Discussion Forum** screen, click on the **Grade users** button.
   Note: The forum Grading screen appears.



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** arrow or the **Search** icon. The **Search** icon will allow you to choose the required student, as below.



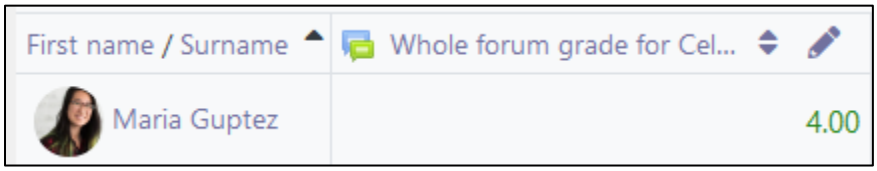
4. When the instructor views the entries for the student, they will see all posts the student made to that Forum. The rubric criterion can be assessed in the right column.



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**)

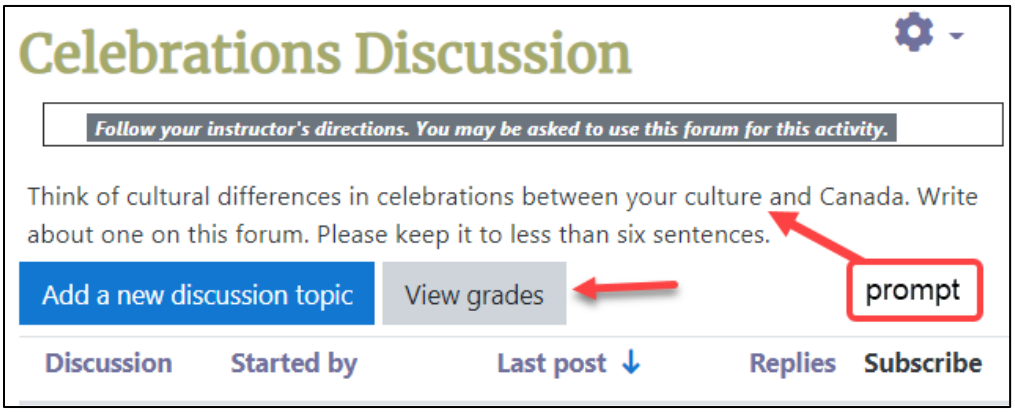


Student Experience

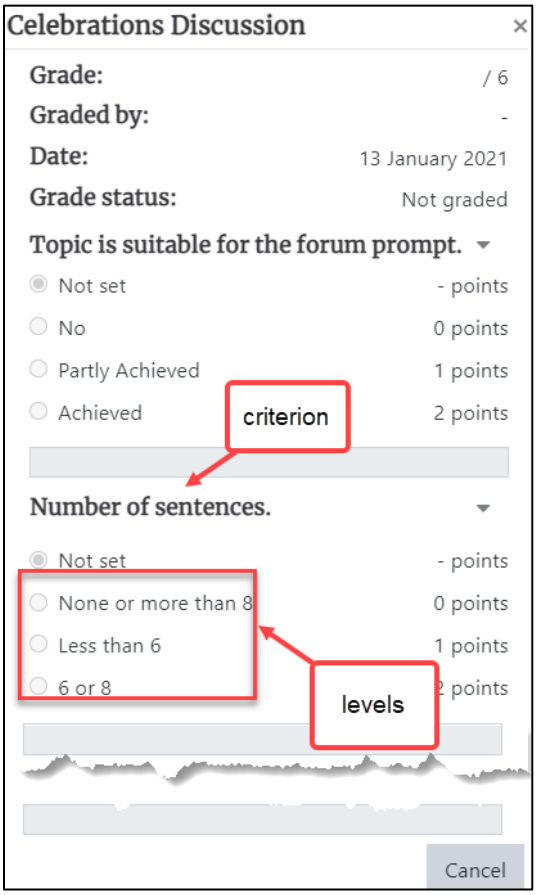
1. Students click on the **Discussion Forum** link.

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.

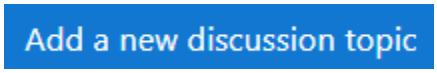


Note: A pop-up appears displaying the rubric criterion and levels.



4. After the students view the rubric pop-up, they click on the **Cancel** button to return to the **Forum** screen.

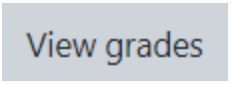
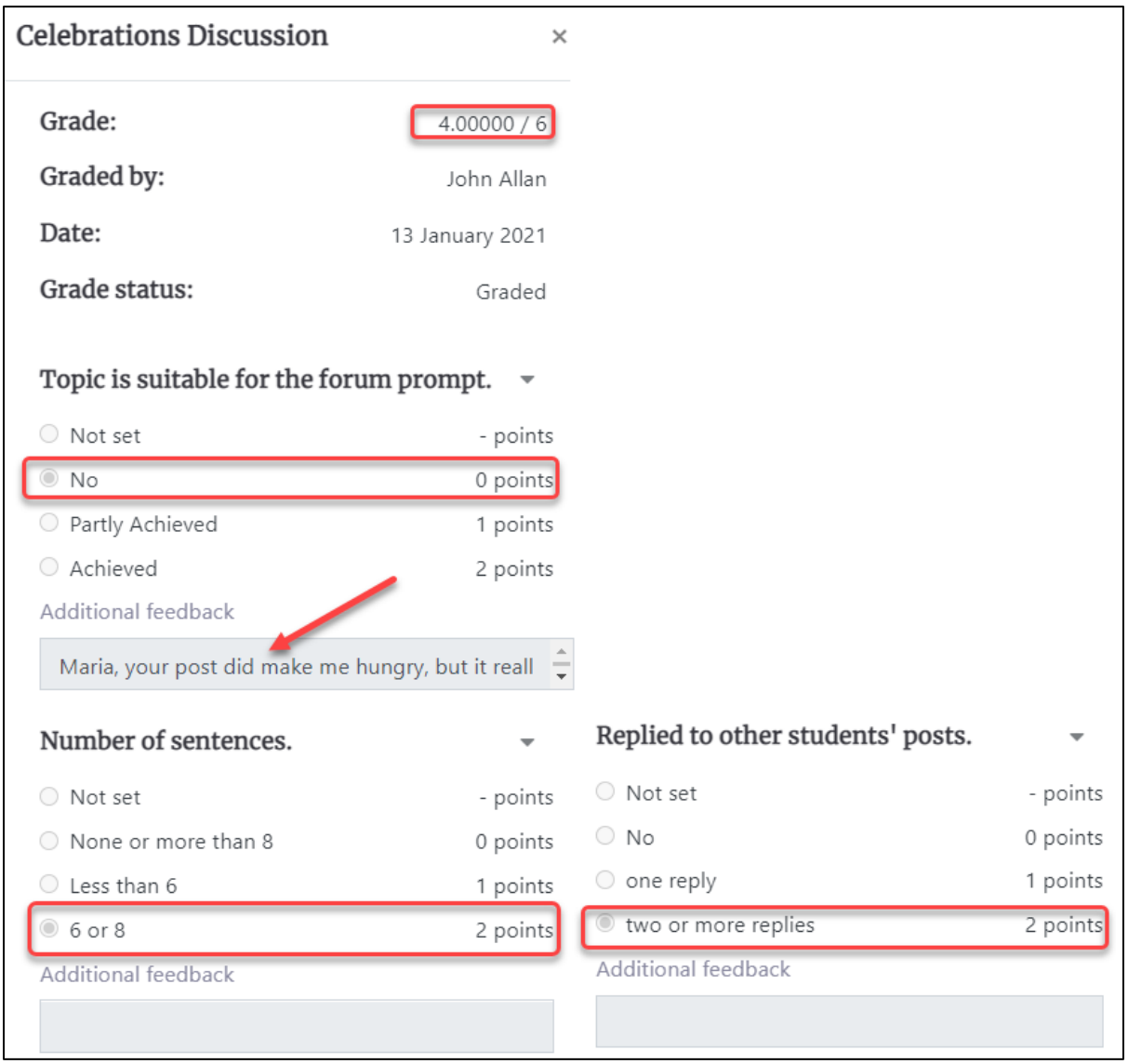
5. Students click on the **Add a new discussion topic** button.



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.



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