

## Using a Rubric with a Forum

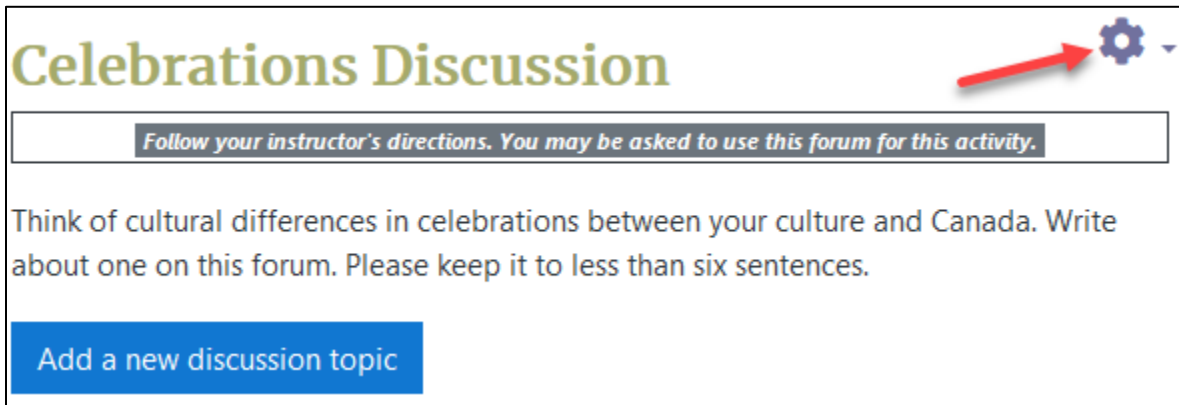
Learners who are new to online learning require direction to boost their participation in online forum discussions. Setting up a rubric within the courseware is one way to provide forum activity expectations to learners prior to forum participation. Note that the grade given via the rubric will be for 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



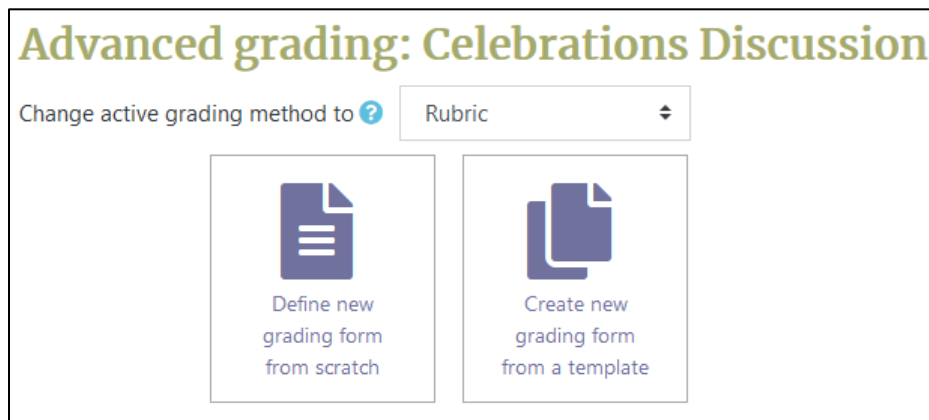
## Celebrations Discussion

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**.



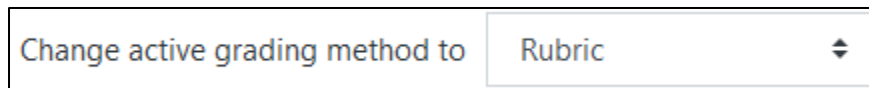
## Advanced grading: Celebrations Discussion

Change active grading method to ? Rubric

Define new grading form from scratch

Create new grading form from a template

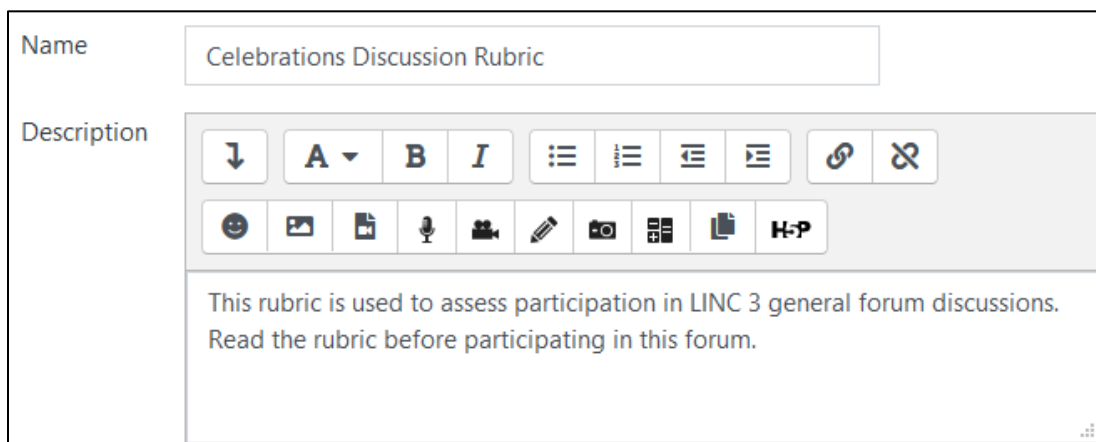
14. If necessary, on the **Advanced grading** screen, choose **Rubric** in the **Change active grading method to**.



Change active grading method to Rubric

## Making a rubric from Scratch






1. Click on the **Define a new grading form from scratch** icon. Using a Template is not recommended.
2. Input a rubric **Name** and **Description**.



The screenshot shows a form with two main sections: 'Name' and 'Description'. The 'Name' field contains the text 'Celebrations Discussion Rubric'. The 'Description' field contains a rich text editor with various formatting icons (bold, italic, underline, list, link, unlink, etc.) and the text: '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				
 <b>Click to edit</b>  <b>criterion</b>	<i>Click to edit level</i> <b>0 points</b> 	<i>Click to edit level</i> <b>1 points</b> 	<i>Click to edit level</i> <b>2 points</b> 	<b>+ Add level</b>

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

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

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

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 <i>0 points</i>	Partly Achieved <i>1 points</i>	Achieved <i>2 points</i>	+ Add level
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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.

Rubric





















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

+ Add criterion

**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>
			

**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.

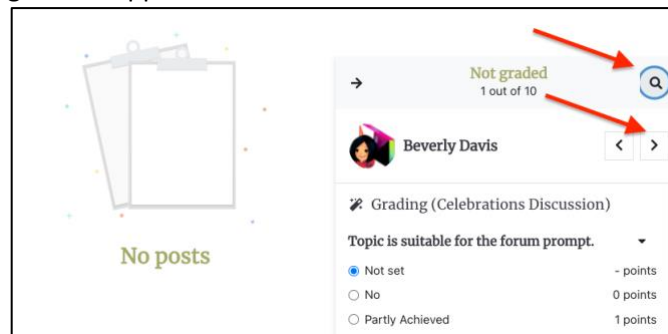
## Grading a Forum Post with a Discussion Forum Rubric

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

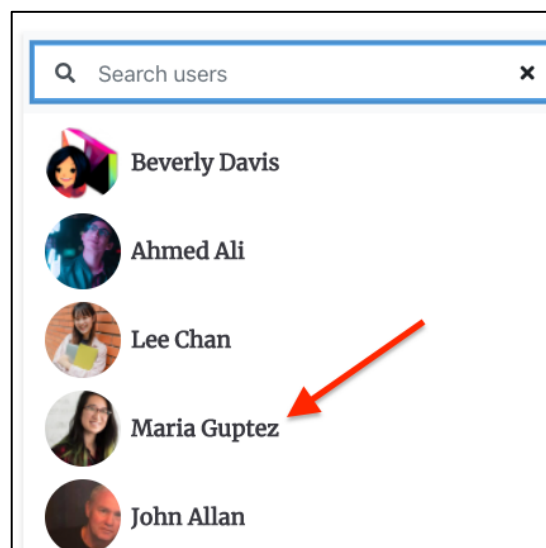


2. On the **Discussion Forum** screen, click on the **Grade users** button.

**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.

Discussion started by **Maria Gupte** 13 January 2021

## This is my thought on Canadian Culture




**This is my thought on Canadian Culture**  
by **Maria Gupte** - Wednesday, 13 January 2021, 10:43 AM

Soufflé biscuit marshmallow dessert apple pie lollipop. Topping liquorice candy canes chupa chups cupcake tart tootsie roll marzipan. Candy canes gummies cake powder lollipop. Toffee marzipan gingerbread candy canes marzipan candy canes icing cheesecake. Marshmallow tootsie roll candy canes wafer dessert tootsie roll. Gummi bears bear claw candy soufflé chocolate.

[View discussion](#)

→ **Not graded**  
4 out of 7

 **Maria Gupte**

**✎ Grading (Celebrations Discussion)**

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

☒ Not set - points


☐ No 0 points

☐ Partly Achieved 1 points

☐ Achieved 2 points

Additional feedback

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 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.



## 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

View grades

Discussion

Started by

Last post ↓

Replies

Subscribe

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

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

**Celebrations Discussion**

Grade: / 6

Graded by: -

Date: 13 January 2021

Grade status: Not graded

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

☒ Not set - points

☐ No 0 points

☐ Partly Achieved 1 points

☐ Achieved 2 points

**Number of sentences.** ▼

☒ Not set - points

☐ None or more than 8 0 points

☐ Less than 6 1 points

☐ 6 or 8 2 points

Cancel

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 at the bottom and return to the course.

Celebrations Discussion

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

