How to grade a discussion topic with a rubric

1. When creating your discussion topic, be sure to associate with a grade item or the grade will not transfer to the grade book.

2. To grade the topic, click the drop-down menu next to the topic name and select "**Assess Topic**."
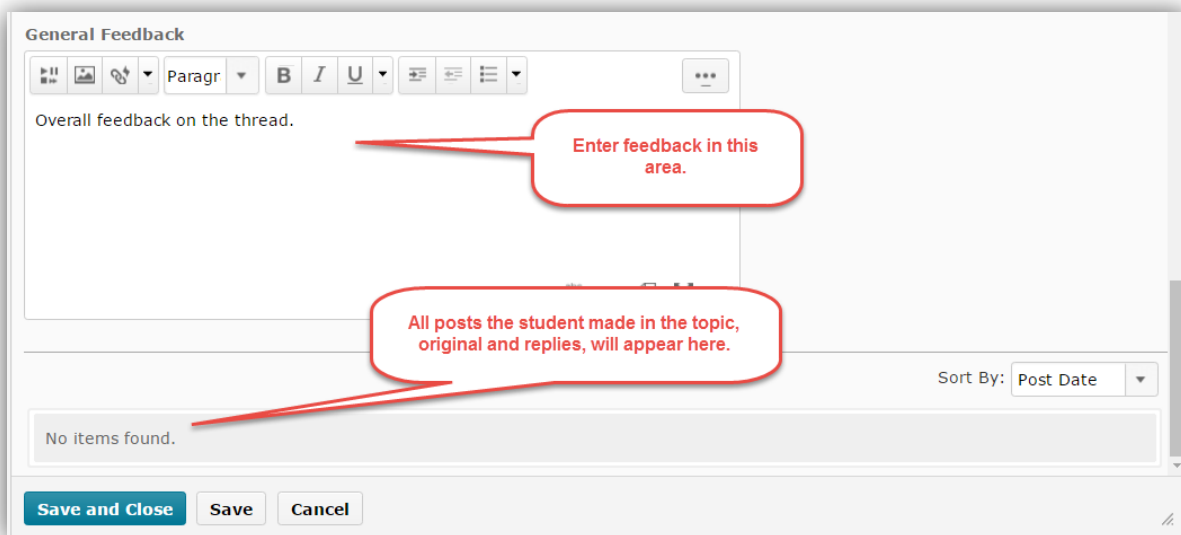
3. Under the student's name, click "**Topic Score**."
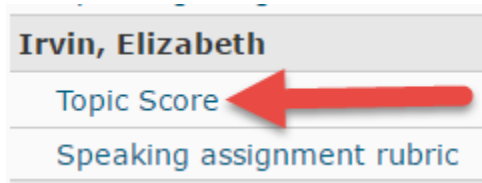
4. Scroll down to read the student's post and enter overall feedback. Click the points you want to assign to each criterion.

5. Assign points for each criterion on the rubric.

	Advanced proficiency	Working proficiency	Limited proficiency	No proficiency
Target structures 2.5 / 2.5 ✍	2.5 POINTS All relevant structures used correctly, including using correct forms and agreement. ✔	2 POINTS All relevant structures used correctly. Errors with forms and/or agreement.	1.5 POINTS Errors in use of one or more relevant structures. Errors with form and/or agree	0 POINTS Relevant structures not used correctly, or essay not submitted.
	CRITERION FEEDBACK Structure feedback from Speaking Assignment Rubric.			✕
Target vocabulary 2.5 / 2.5 ✍ *	2.5 POINTS No errors using target vocabulary. All words/phrases used are appropriate to level and point in course. ✔	2 POINTS No more than two errors using target vocabulary. One or words/phrases used that are not appropriate to level or point in course.	1.5 POINTS More than two errors using target vocabulary. More than two words/phrases used that are inappropriate to level or point in course.	0 POINTS More than four errors using target vocabulary, more than four words/phrases that are inappropriate to level or pint in course, or did not submit essay.

Click the box that corresponds to the points you wish to assign for each criterion.

You may enter feedback for specific criteria.

6. Check "**Publish score on save**." This will transfer the score to the grade book.

Assess Topic - SPN 120 > Discusión 1   ✕

Elizabeth Irvin
0 posts

Topic Score: 10 / 10 ✍

☑ Publish score on save

Speaking assignment rubric

7. When you have finished grading all students, make sure all the boxes in the "**Publish to Grades**" column are checked. Click "**Save and Close.**"

Last Name ▲, First Name	Score	Publish to Grades
Topic Score	10 / 10 (100%)	☑
Speaking assignment rubric	Level 2	
Topic Score	9.5 / 10 (95%)	☑
Speaking assignment rubric	Level 2	
Topic Score	9.5 / 10 (95%)	☑
Speaking assignment rubric	Level 2	

50 ▼ users per page

Save and Close   Save   Cancel