

Grading Discussion Board with Rubrics

1. Click **Discussion Board** from the left-hand navigation menu
2. Choose the desired discussion board by clicking its name
3. Click on **Grade Discussion Forum** from the top toolbar
4. Click **Grade** on the right side of the page, next to student's name
5. From the box on the right, choose the **title of the rubric** to open the criteria
6. Check the boxes **Show Descriptions** and **Show Feedback**
7. Make choices using the radio buttons
8. Add additional feedback, if necessary
9. Click **Save Rubric**
10. Click **Submit**
11. To move to the next person, click the arrows next to the student name

