
HOW TO IMPORT OUR SAMPLE RUBRIC AND ATTACH IT TO A DISCUSSION FORUM FOR GRADING

IMPORTING THE RUBRIC

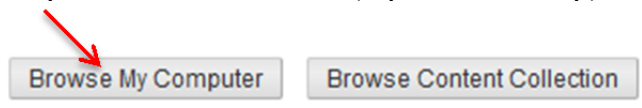
1. Download and save the *ImportThisRubric.zip* file.
2. Log in to <http://learn.uark.edu> and go to the course where you want the rubric to be imported.
3. Click the **Course Tools** menu and locate click on **Rubrics** in the tool list.



4. Click the **Import Rubric** button.



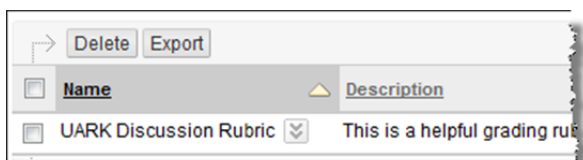
5. Click the **Browse My Computer** button. Select the file (*ImportThisRubric.zip*) and click **Open**.



6. Click the **Submit** button.



7. The new rubric will appear in the **Rubrics** list.



ATTACHING THE RUBRIC TO A GRADED DISCUSSION

1. Create a discussion forum to be graded (or click the option button for an existing forum and select Edit).
2. Under **Forum Settings** (at the bottom) select “**Grade Discussion Forum: Points possible:**” and enter point value. (Note: This rubric is based on a **10 point** assignment but may be modified in the **Rubrics** section of **Course Tools** in the **Control Panel**)

Grade

No Grading in Forum

Grade Discussion Forum: Points possible:

Grade Threads

New! If your discussion grades are based on multiple posts, you can now set notifications settings so you don't see notification until the student has completed **all** the required posts.

Show participants in "needs grading" status  after every Posts

3. After you click to select and enter a point value, the **Associated Rubrics** options will appear.

Associated Rubrics

▾

Name	Type	Date Last Edited
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4. Click the **Add Rubric** button and pick the **Select Rubric** option.

Associated Rubrics

▾

- > Select Rubric
- > Create New Rubric
- > Create From Existing

5. A pop-up window will appear listing your UARK Discussion Rubric (and any other rubric that you create or import). Click the *checkbox* next to the rubric and click the **Submit** button.

<input checked="" type="checkbox"/>	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	UARK Discussion Rubric

6. This rubric will now be associated with the discussion forum and will be available when you are ready to grade students' work.