



Attaching Rubrics to Discussion Topics – D2L Tutorial

This tutorial is for faculty who have previous experience using the Discussions and Rubrics tools in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover how to attach a rubric to a discussion topic in your D2L course. This tutorial assumes that you have already created and published your rubric in the Rubrics tool and created a discussion topic in the Discussions tool. For information on how to create rubrics, see the *Creating Rubrics tutorial*. For information on how to create a discussion topic, see the *Creating Forums and Topics tutorial*.

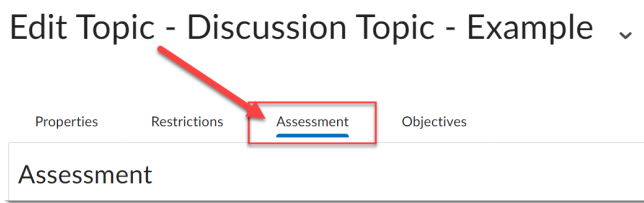
Steps

1. Go to **Discussions** tool in your course.
2. Click the **down arrow** next to the discussion topic you wish to attach a Rubric to. Select **Edit Topic** from the drop-down menu.

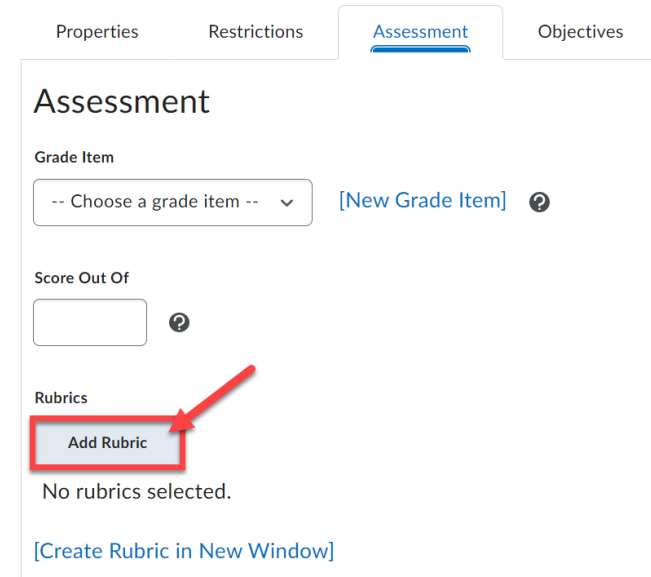
The screenshot shows the D2L Discussions tool interface. At the top, there are navigation links: My Tools, Edit Course, Collaborate, Manage Files, Accessibility Report, Links, and Surveys. The main heading is 'Discussions'. Below it, there are tabs for 'Discussions List' (selected), 'Subscriptions', and 'Statistics'. A 'New' button and a 'More Actions' dropdown are visible. A filter section shows 'Unread' and 'Unapproved' options. The main content area displays a table with columns for 'Topic', 'Threads', and 'Posts'. The first row is 'Discussion Topic - Example' with 0 threads and 0 posts. A dropdown arrow next to the topic name is highlighted with a red box and a red circle with the number 1. A dropdown menu is open over this row, with the 'Edit Topic' option highlighted by a red box and a red circle with the number 2. Other options in the menu include 'View Topic', 'View Topic in Grid View', 'Hide from Users', 'View Topic Statistics', 'Manage Exemptions', 'Subscribe', and 'Delete'.



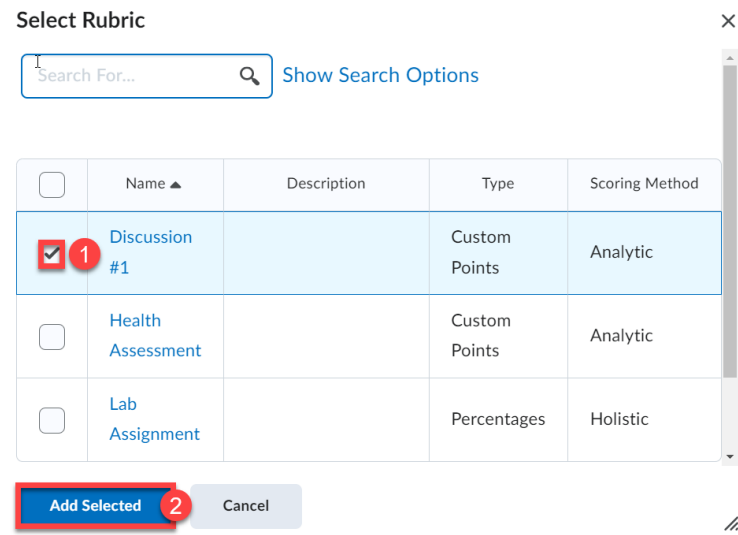
3. In the **Edit Topic** window, click the **Assessment** tab.



4. Click the **Add Rubric** button (**Note:** We recommend creating your rubric in the Rubrics tool first, and then attaching the rubric to the discussion topic).



5. In the **Select Rubric** window, **select the checkbox** beside the rubric you wish to attach. Click the **Add Selected** button (**Note:** If your rubric does not appear in this list, double-check the status of your rubric in the Rubrics tool and ensure it is published).



6. The attached rubric will be listed under the **Add Rubric** button.

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item
-- Choose a grade item -- [New Grade Item]

Score Out Of
[Empty Field]

Rubrics
Add Rubric
Discussion #1 [Edit] [Close]
[Create Rubric in New Window]

7. Finish updating the other Discussion Topic settings (if needed), and then click the **Save and Close** button at the bottom of the Edit Topic window.

Things to Remember

- If the discussion topic has a maximum score entered in the Score Out Of textbox and you've attached a points (or custom points) rubric to the discussion topic, we recommend double-checking that the value entered in the **Score Out Of** textbox matches the **Total score on the rubric**.

Properties Restrictions **Assessment** Objectives

Assessment

Grade Item
-- Choose a grade item -- [New Grade Item]

Score Out Of
20

Rubrics
Add Rubric
Discussion #1 [Edit] [Close]
[Create Rubric in New Window]

| | | | |
|--------------------|--|---|--|
| Written Expression | Written responses are free of grammatical, spelling or punctuation errors. The style of writing facilitates effective communication. | Written responses are largely free of grammatical, spelling or punctuation errors. The style of writing generally facilitates good communication. | Written responses include some grammatical, spelling or punctuation errors that distract the reader. |
| Total | / 20 | | |

