**Discussion Board Rubric**

***Based on 100 points (Students in the online course should respond to each discussion question, and this is how the determination of grading will be calculated.***

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| **Discussion Forum Rubric Criteria** | **Excellent Level of Performance** | **Good Level of Performance** | **Needs Improvement** |
| **Demonstrates Understanding of the Reading Assignment (60% of possible points)** | Posting demonstrates a thorough understanding of the reading assignment and is substantiated by examples from instructor’s experience or other reading material; content is thorough and complete to answer questions. | Posting demonstrates an understanding of the reading assignment.  Content is solid and addresses most of the question or is light in content for scope of question. | Posting does not demonstrate an understanding of the reading assignment and/or does not connect response to the reading and/or discussion.  Answer provides limited content and/or insight to thoroughly address the question or may not represent appropriate level of discussion for training. |
| **Contributes to Class Learning**  **(20% of possible points** | A substantial effort is made to frame the discussion posting in such a way that encourages others to reply.  Posting generates questions and opens up new avenues for discussion.  Instructor posts to others in class and applies experience to help classmates. | A good effort is made to frame the discussion posting in such a way as to encourage others to reply and/or instructor needs to support further discussion by posting to others. | Little or no effort is clear to frame the discussion posting in such a way to encourage others to reply and/or does not interact with classmates to support discussion. |
| **Distinct, Clear, Concise & Polish**  **(20% of possible points)** | Posting is highly polished and represents high quality work with thoroughness, thoughtfulness, and free from errors.  Postings are made on time with training schedule. | Posting is polished with a maximum of one grammar or spelling error and/or made late from the scheduled training deadlines. | Inadequate posting with multiple errors or a lack of distinct, clear, and concise presence demonstrated. |