**Tips for Strengthening Your Discussion Posts**

1. **Post your initial ideas early** in the session and come back frequently to read and respond to your classmates.
2. Create agood subject line that clues in the reader and catches the eyes of your classmates.
3. When you make a post, **end your thought with a question** for your classmates. That will make it easy to keep the conversation active and engaging.
4. Use the **scoring guide** below to make sure you meet expectations for the session.

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|  | **Exceeds Expectation** | **Meets Expectation** | **Does Not Meet Expectation** |
| *Relevance* | Post responds directly to the prompt and includes pertinent and applicable information | Post responds directly to the prompt | Post does not respond directly to the prompt |
| *Support* | Post makes thoughtful references to previous or current material or personal experience to support the theme | Post includes at least one reference to previous or current material or personal experience to support the theme | Post does not make any reference to previous or current material or personal experience to support the theme |
| *Collaboration* | Post offers further analysis of the theme and deepens or extends the class conversation | Post engages ideas of the theme and makes a positive contribution to the class conversation | Post does not engage with the theme or the perspectives or other class members |
| *Understanding* | It is evident that the author understands the discussion prompt as well as key concepts from the course. The authors employs critical thinking skills when responding to the discussion | It is evident that the author understands the discussion prompt as well as key concepts from the course | It is not evident that the author understands the discussion prompt or key concepts from the course |
| *Quality* | Post has a coherent structure and flow and the writing is easily understood. There are no spelling or grammatical errors | Post has a coherent structure and flow and the writing is easily understood. There are only one or two spelling or grammatical errors | Post does not have a coherent structure or flow, or the writing is hard to follow. There are multiple spelling and grammatical errors |
| *Tone* | Post has a positive, professional, and supportive tone | Post has elements of a positive, professional, or supportive tone | Posting has a negative or unsupportive tone |
| *Promptness* | Two or more posts are made on at least two different days, and at least one post was made early enough for others to read and respond on time | Two or more posts are made on the same day, and at least one post was made early enough for others to read and respond on time | Two or more posts are made on the same day, and one post was made late in the period making it difficult for others to read and respond |