



## Grading Form

Determining specific criteria for different levels of quality or performance can empower students as well as make grading easier and more consistent. The tool offers default Objective/Criteria and Performance Indicators, which can be changed to reflect expectations for a specific project.

### Creating a Grading Form from the Instructor Tools:

1. Click Grading Forms
2. Click the button, Create Grading Form
3. Give a Title and scroll to the tool

Add Criterion		Add Performance Indicator		
To edit the name of a criterion or performance indicator, click its Edit icon.				
Objective/Criteria	Performance Indicators			
	* Need Improvement	* Meet Expectations	* Exceptional	
* Spelling	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
* Grammar	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
* Style	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
				Total (out of):: <input type="text" value="0"/>

4. Notice the default criteria and indicators have a pencil icon which represents editing.

5. Change the names of the criteria to match project objectives and add more if needed by clicking the Add Criterion button at the top of the tool.
6. Change Performance Indicators as suited for project and add more if needed, such as for A-F

***At this point, it is essential to know what the best project would look like.***

7. For each criteria and performance indicator, begin listing the expectations to be present. It is a good idea to begin with the highest A quality for each of the criteria. The s and Fs are usually fairly simple – the challenge is narrowing down the specifics for the Bs and Cs and sometimes Ds.
8. Determine the point value for each of the criteria and performance indicators and put in the points. Points can be distributed throughout the criteria and performance indicators, but consider ....
9. SAVE – click the save button, but you can always return to edit.

## Editing a Grading Form from Instructor Tools

1. Click Grading Forms
2. Use the Action Link for the grading form to be edited
3. Consider different scenarios for grading purposes

## Using a Grading Form

1. When creating assignments from the Build Tab, check the first box in the **Grading** section for – *Allow the assignment to be graded*. Once that box is checked, options for grading become available.

**Grading**

Allow the assignment to be graded (A column is autom

Grade Book column title:

Release grade to Students in *My Grades*

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

- Mark the radio button for *Grade by Grading Form*.
- Click the button,
- Choose the grading form to be used to grade the assignment

2. When grading an assignment from the Teach Tab, using a Grading Form, click Assignments in the Course Tools and use the action link for the assignment to be graded.
3. Choose to View Submissions
4. Open a student's submitted assignment and at the bottom for Save Options: choose the intended radio button and if the third, click the Complete Grading Form button

**\*Save Options:**

Return to Student for further editing  
 Save for further review and editing  
 Return graded submission to Student(s) with the following grading form grade  
 87 out of 100

The form opens in the browser with radio buttons for each criteria and performance indicator.

5. Mark one radio button for each criterion.
6. Notice the total points and a place to give student feedback.
7. Click Save

Total: 88 out of 100

**Comments:**

A place for feedback to the student about the performance.

Save Cancel

8. Submit the assignment as the DEMO student and then from Teach Tab, grade it.
9. From the Student View, there are options to preview the grading form, but also to view the graded grading form. The form appears with shading for the areas of earned points. By right clicking the form can be printed.