Grading Guide is an advanced grading method that allows you to assign points to a series of items as you grade each student's submission. While a rubric offers a specific score for each assessment element depending on where it falls on a scale and a checklist assigns all or none of the points associated with an element, a grading guide provides the flexibility of assigning a range of points for each criterion ( 3 out of 5 , for example). The points associated with each criterion are totaled to determine the final score. This method of grading also allows you to save frequently used comments to drop into the feedback fields.

To apply a grading guide to an assignment, complete the following steps:

1. With editing turned on, click on Add an activity or resource to create an assignment.
2. Enter a name for the assignment and provide instructions.
3. Select Grading guide as the Grading method from the pulldown menu in the Grade settings area (Figure 1).
4. Set all other options for the assignment, then click on Save and display to bring up the grading guide creation page.
5. Click on the box labeled Define new grading form from scratch (Figure 2).
6. Enter a Name for the grading guide and a Description, if desired (Figure 3). (The description will be displayed with the guide in the grading area-see Figure 10 on page 3.)
7. Identify the first criterion that you plan to assess by clicking on the text Click to edit criterion name (Figure 4, below) and typing in a title (Clarity of Purpose, in the completed example shown on the next page).
8. Enter a description of the standard that you expect your learners to meet by clicking on Click to edit (in a rubric, this description would match what you expect in the highest level of proficiency), and enter the total possible for the element. Expand the list by clicking on +Add criterion.
```
Grading guide
    Click to edit criterion name
    Description for Students
Click to edit
    Description for Graders
    Click to edit
    Maximum score
    + Add criterion
```

| Grading method | Simple direct grading ث |
| :--- | :--- |
| Grade category | Simple direct grading <br> BTEC marking <br> Ghecklist |
|  | Grading guide |
|  | Rubric |

Figure 1: Grading Methods
Advanced grading: Homework (Submissions)


Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

Figure 2: Define New Grading Form


Figure 3: Grading Guide Description Area

Figure 4: Enter Criterion, Description, and Point Values

## Advanced Grading: Grading Guide

Figure 5 represents the edit view of a grading guide with two areas of assessment (Clarity of Purpose and Project Feasibility).
9. (Optional) Create a set of frequently used comments to apply during grading by clicking on + Add frequently used comment and entering each comment individually (Figure 6). (Note that the text box can be expanded by pulling on the lower right corner.)


Figure 6: Frequently Used Comments Creation
Figure 7 at right illustrates the edit view of frequently used comments created for a project proposal presentation. Note that you can reorder the comments by clicking on the up and down arrows on the left - or delete a comment by clicking on the X . You can also add more comments to the list at any time by editing the grading form.
10. When you're done creating your list of comments, set the Checklist options as desired (Figure 8).

## Grading guide options

$\checkmark$ Show guide definition to students
$\checkmark$ Show grades per criterion to students
Figure 8: Grading Guide Options
11. Click on Save grading guide and make it ready to save your changes. To update your grading guide, click on the assignment's admin gear, then click on Advanced grading to bring up the Edit the current form definition link shown here in Figure 9. The finished grading guide is shown below in Figure 10.

## Grading guide

$\times$ Clarity of Purpose
$\downarrow$ Description for Students
It is easy to understand what the project is intended to do. The project's
benefits are well identified.
Description for Graders
Click to edit
Maximum score

## 2

Project Feasibility
$\times$ Description for Students
$\downarrow$ Presentation clearly explains how the project is feasible for the organization to undertake, not simply desirable. Organizational resources and capacity are accurately addressed.
Description for Graders
Click to edit
Maximum score
2
Figure 5: Sample Grading Guide Criteria

## Frequently used comments

```
X Good job!
\downarrow
\uparrow Good awareness of project concepts.
x
\downarrow
\uparrow Very professional-looking presentation.
x
\downarrow
\uparrow Be careful not to confuse feasibility and desirability -- there may be lots of
    reasons why a project is desirable, but that doesn't mean we have the
    wherewithal to accomplish it. Feasibility is all about CAN we do it?
```

Figure 7: Sample Frequently Used Comments List


Figure 9: Edit Form Link

To grade with a grading guide:

1. Open the assignment link and click on Grade.
2. Click on the expand icon or select the grading view shown below in Figure 11 to display the grading guide more completely.



Figure 10: Sample Grading Guide in Display View

Figure 11: Expand Options
3. Enter feedback in the remark textbox provided for each criterion, then enter a score in the field below - 2 out of 2 in the example shown here in Figure 12. To include a saved comment, click on Insert frequently used comment, then click on the desired comment to add it to the textbox. Close the Insert list by clicking on the $X$ in the upper right corner.
4. Add general feedback in the textbox provided and attach a feedback file if desired, then save changes.

## Clarity of Purpose

It is easy to understand what the project is intended to do. The project's benefits are well identified.
Clarity of Purpose criterion remark



Figure 12: Criterion Grading Options

