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 pull-down 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**.

Figure 1: Grading Methods

Figure 2: Define New Grading Form

Figure 3: Grading Guide Description Area

Figure 4: Enter Criterion, Description, and Point Values

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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).

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.

Figure 5: Sample Grading Guide Criteria

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.
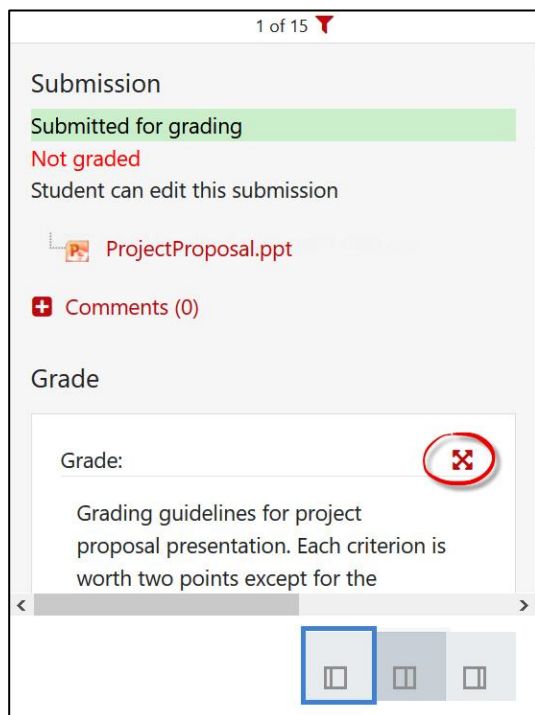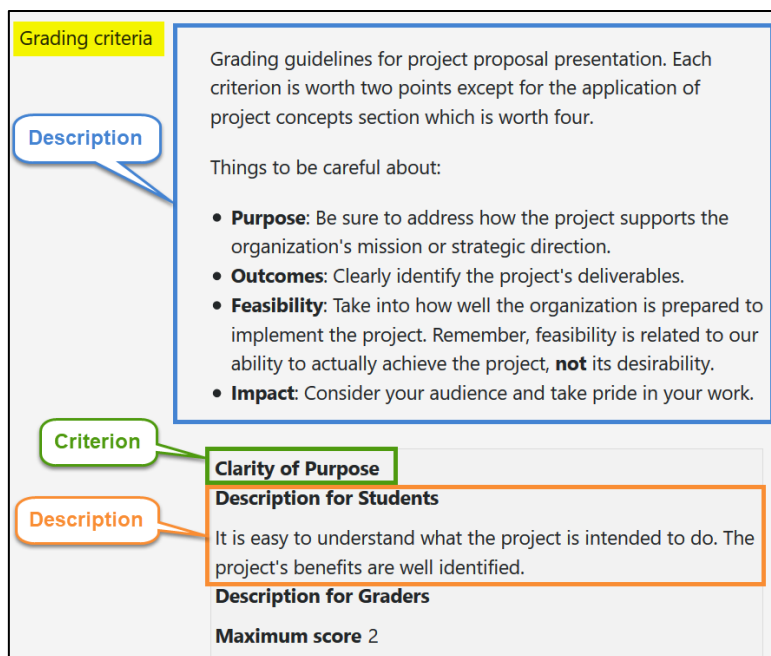

Figure 11: Expand Options

Figure 10: Sample Grading Guide in Display View

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.

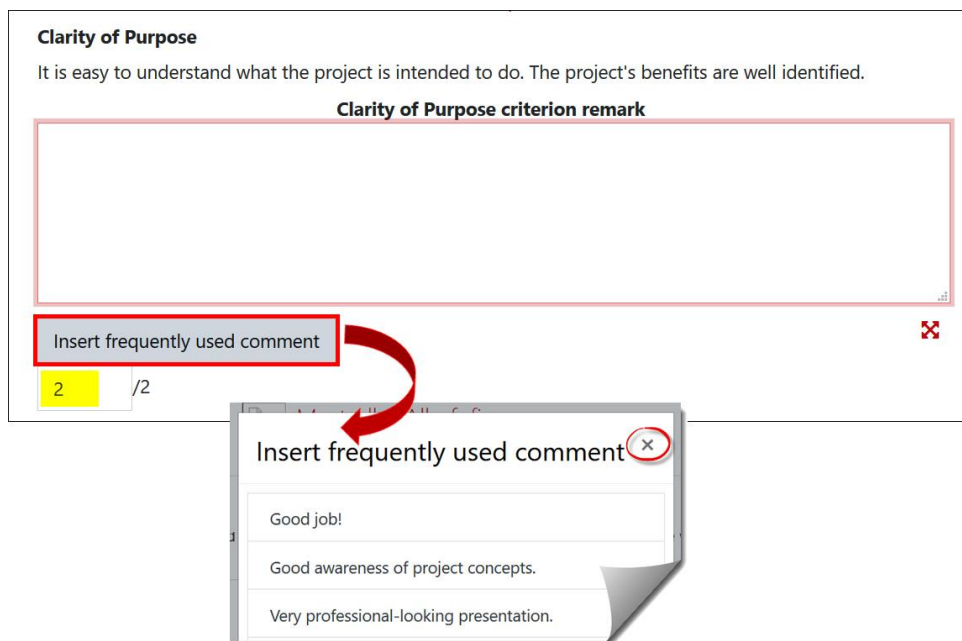4. Add general feedback in the textbox provided and attach a feedback file if desired, then save changes.

Figure 12: Criterion Grading Options