

**Checklist** is an advanced grading method that allows you to assign points to an online list of items as you grade each student's submission. While a rubric offers a sliding scale for each assessment element, a checklist assigns all or none of the point value associated with an item. The total of the points related to all of the items in the checklist determines the maximum point value of the checklist.

To apply a checklist 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 **Checklist** 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 checklist creation page.
5. Click on the box labeled **Define new grading form from scratch** (Figure 2).
6. Enter a **Name** for the checklist and a **Description**, if desired (Figure 3). (The description will be displayed with the checklist in the grading area—see Figure 8 below.)
7. Identify the first section of your checklist—what Moodle calls a "group"—by clicking on the text **Click to edit group** (Figure 4, below) and typing in the section name (**Content**, in the completed example shown on the next page).
8. Enter each element that you intend to assess in the first section of the checklist by clicking on **Click to edit item**. Expand the list by clicking on **+Add item** or reduce it by clicking on the delete icon to the right of any unneeded placeholder. To change the point value, click on the points field and enter a new number.

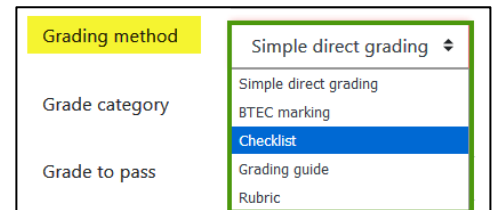


Figure 1: Grading Methods

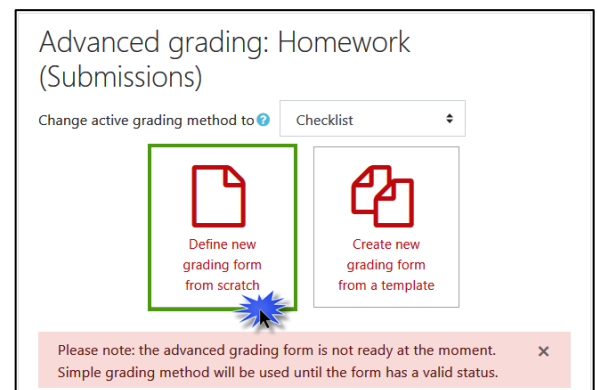


Figure 2: Define New Grading Form

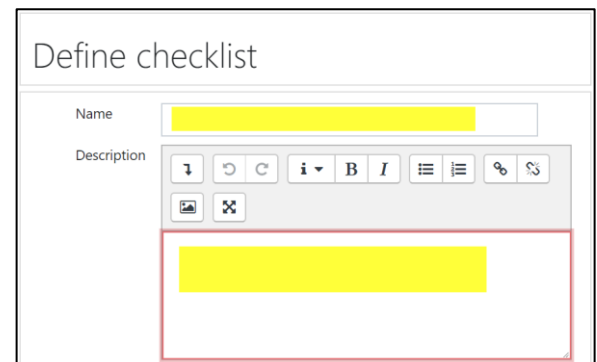


Figure 3: Checklist Description Area

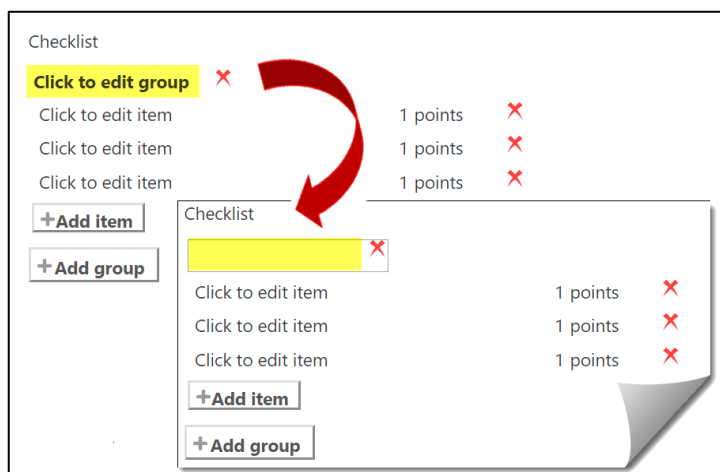


Figure 4: Enter Criteria and Point Values

## Advanced Grading: Checklist

- Figure 5 illustrates what a completed checklist might look like with three areas (*groups*) of assessment (Content, Logic, and Style and Mechanics) and several specific criteria (*items*) in each section.
- Set the **Checklist options** as desired—Figure 6 below reflects recommended settings (we find that allowing text remarks for each group of items reduces scrolling while grading and offers sufficient opportunity for feedback).

**Checklist options**

- ☒ Allow users to preview checklist used in the module (otherwise checklist will only become visible after grading)
- ☒ Display points for each item during evaluation
- ☒ Display points for each item to those being graded
- ☐ Allow grader to add text remarks for each checklist item
- ☒ Allow grader to add text remarks for each checklist group
- ☒ Show all remarks to those being graded

**Save** **Cancel**

Figure 6: Checklist Options

Checklist

**Content** **Group** **Items**

Concise subject line	1 points	✗
Includes clear request for action	1 points	✗
Adequate and complete justification for request or recommendation	1 points	✗

**+Add item**

**Logic** ↑ ✗ ↓

Logical basis for argument	1 points	✗
Request or recommendation aligned with argument	1 points	✗
Persuasive or informative, depending on purpose	1 points	✗

**+Add item**

**Style and Mechanics** ↑ ✗

Professional tone	1 points	✗
Clear and concise style	1 points	✗
Correct subject-verb-pronoun agreements	1 points	✗

**+Add item**

**+Add group**

Figure 5: Completed Checklist

To grade with a checklist:

- Open the assignment link and click on **Grade**.
- Click on the **expand icon** or select the **grading view** shown in Figure 7 to display the checklist more completely.

1 of 15

Submission

Submitted for grading

Not graded

Student can edit this submission

My\_Moodle\_Assignment.doc

Comments (0)

Grade

Grade:

This is a description of the criteria required to complete this assignment successfully.

**Expand icon**

Figure 7: Expand Options

## Advanced Grading: Checklist

- Click on an item to select it, then check the box to indicate that the criterion was met. Enter feedback for that section of the checklist in the textbox provided (Figure 8).

Grade: ✖

This is a description of the criteria required to complete this assignment successfully.

**Content**

<input checked="" type="checkbox"/> Concise subject line	1 points
<input type="checkbox"/> Includes clear request for action	1 points
<input type="checkbox"/> Adequate and complete justification for request or recommendation	1 points

Feedback on content criteria.

Feedback comment

Figure 8: Checklist Scoring

- As you check items off, a running total will be kept for each section and for the assignment overall as shown here in Figure 9.
- Add general feedback in the textbox provided and attach a feedback file if desired, then save changes.

Group points: 3/3

**Style and Mechanics**

<input checked="" type="checkbox"/> Professional tone	1 points
<input checked="" type="checkbox"/> Clear and concise style	1 points
<input type="checkbox"/> Correct subject-verb-pronoun agreements	1 points

Feedback on content criteria.

Group points: 2/3

Overall points: 7/9

Figure 9: Running Totals