

Overview

Your instructor may use special grading tools such as rubrics and checklists to assess your work. In most cases, you will be able to review the grading criteria prior to submitting your work.

After your work has been graded, you can see your total score and your instructor's overall feedback when you click on **Grades** in the navigation panel in the left column of your course (Figure 1).

BUT where can you see how you did on each element of the rubric or checklist?

Special Scoring & Forums

If your instructor is using a rubric to evaluate your contributions to a forum, you can review the criteria for the discussion by opening the forum and clicking on **View grades** (Figure 2). Scroll down to see all of the criteria. Follow these same steps to see your specific scores and feedback after the forum has been graded.

Figure 3 below is a thumbnail view of a related type of special scoring. Click on the plus sign to read more comments, if needed.

Memo Assignment	9.00	0–10	Great job! This memo includes everything the reader needs to know.
Project Presentation	18.00	0–24	Good work!
Case Study Report	13.00	0–15	Well done!

Figure 1: Grades View

What's Your Project?

Please describe the project you are working on for this class as if you were laying it out for the president of a board of directors or other key stakeholder—in an elevator! Be succinct, but be sure to include:

- Brief overview of project purpose
- Quick description of project benefits
- Rough estimate of resources required and project timeline
- Closing expression of appreciation for the Prez's time and interest

Use the **Add a new discussion topic** link to make your post.

[Add a new discussion topic](#)
[View grades](#)

What's Your Project?

Grade: / 10
 Graded by: Test Teacher
 Date: January 29
 Grade status: Not graded

Clarity of proposal

- Not set - points
- No contribution made or contribution(s) completely off-topic. 0 points
- Project objective not clearly stated. 1 points
- Project objective briefly identified with little detail. 2 points
- Project objective clearly expressed in detail. 3 points

Additional feedback

Understanding of key concerns

- Not set - points
- No contribution made or contribution(s) completely off-topic. 0 points
- Misses the main point; responses vague and unspecific. 1 points
- Hits some of the main points, but misses others. 2 points
- Expresses solid understanding of significant concerns. 3 points

Additional feedback

Cancel

Figure 2: View Forum Rubric

Blog-like format: Project Management at the Movies!

Grade: 90.00000 / 100
 Graded by: Hart Wilson
 Date: November 18
 Grade status: Graded

Original Post

Score out of 6

5

Additional comments

Good job of identifying key aspects of planning. Did they do any risk assessment? +

Replies

Score out of 4

4

Additional comments

Good questions for your classmates and insightful comments. +

Cancel

Figure 3: Sample Discussion Rubric

Special Scoring & Assignments

To preview **grading criteria**, open the assignment link and scroll down the page. To see how you were scored on each element of a rubric or checklist for an assignment, open the assignment link after the assignment has been graded and **scroll down** to the **Feedback** area to view how you did (Figure 4).

The images below illustrate a **checklist** grading system, with the criteria displayed in the **Submission status** area shown here on the left and the scores and feedback shown in the **Feedback** section on the right.

Memo Assignment
Draft a one-page memo documenting the project status meeting that you attended. Review the checklist carefully to ensure that you have met the criteria.

Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Grading criteria	Content	
	Concise subject line	1 points
	Includes clear request for action	1 points
	Adequate and complete justification for request or recommendation	1 points
	Logic	
	Logical basis for argument	2 points
	Request or recommendation aligned with argument	1 points
	Persuasive or informative, depending on purpose	1 points
	Style and Mechanics	
	Professional tone	1 points
	Clear and concise style	1 points
	Correct subject-verb-pronoun agreements	1 points

Feedback

Memo Assignment
Draft a one-page memo documenting the project status meeting that you attended. Review the checklist carefully to ensure that you have met the criteria.

Submission status

Submission status	Submitted for grading	
Grading status	Graded	
Grading criteria	Content	
	✓ Concise subject line	1/1 points
	✓ Includes clear request for action	1/1 points
	✓ Adequate and complete justification for request or recommendation	1/1 points
	Group feedback for "Content": Good job laying out next steps!	
	Group points: 3/3	
	Logic	
	✓ Logical basis for argument	2/2 points
	✓ Request or recommendation aligned with argument	1/1 points
	✓ Persuasive or informative, depending on purpose	1/1 points
	Group feedback for "Logic": Good job!	
	Group points: 4/4	
	Style and Mechanics	
	✓ Professional tone	1/1 points
	✓ Clear and concise style	1/1 points
	✗ Correct subject-verb-pronoun agreements	0/1 points
	Group feedback for "Style and Mechanics": Be sure to proofread carefully to avoid these errors.	
	Group points: 2/3	
	Overall points: 9/10	
	9.00 / 10.00	

Grade

Graded on Thursday, November 18, 2021, 6:58 PM

Graded by Test Teacher

Feedback comments Great job! This memo includes everything the reader needs to know.

Feedback files Memo Feedback.docx

Figure 4: Checklist Criteria (↑) and Scores (→)

Note that checklist items are scored on an "all or nothing" basis—you either receive full points for a particular element or zero points—there is no partial credit for an individual item.

Assignments scored with a rubric look similar to forums with rubrics. As with the checklist shown here, be sure to scroll down to the **Feedback** section to review your scores and feedback.

On the next page, you'll find an example of the third type of advanced grading options that your instructor might use to assess your work.

In addition to checklists and rubrics, instructors can also use what Moodle calls a "grading guide" to score your work (Figure 5). This type of assessment describes the expectations for a set of criteria and indicates the total possible for each criterion.

As with the rubric and checklist grading methods, you need to scroll down past the submission information to view your scores and feedback.

Case Study Report

Refer to the rubric provided to interpret your score for each criterion.

Catastrophe Case Rubric.doc

November 1

Submission status

Submission status	This assignment does not require you to submit anything online
Grading status	Graded
Grading criteria	<p>Nature: We understand the project environment. Need for the project correctly identified and clearly articulated; funding source(s) and those responsible fully identified Maximum score 5</p> <p>Scope: We understand the project's size and complexity. Scope clearly understood and accurately articulated Maximum score 5</p> <p>Objectives: We understand what the project was intended to achieve. Objectives clearly and fully described Maximum score 5</p>
Last modified	-
Submission comments	▶ Comments (0)

Feedback

Grade	
<p>Nature: We understand the project environment. Need for the project correctly identified and clearly articulated; funding source(s) and those responsible fully identified Maximum score 5</p>	<p>Good job explaining how this happened. You might have elaborated further on the role that politics played in this situation.</p> <p>4 / 5</p>
<p>Scope: We understand the project's size and complexity. Scope clearly understood and accurately articulated Maximum score 5</p>	<p>Very clear explanation of scope.</p> <p>5 / 5</p>
<p>Objectives: We understand what the project was intended to achieve. Objectives clearly and fully described Maximum score 5</p>	<p>What about the cost savings that the board of directors was counting on?</p> <p>4 / 5</p>
<p>13.00 / 15.00</p>	
Graded on	Thursday, November 18
Graded by	Test Teacher
Feedback comments	Well done!

Figure 5: Grading Guide Criteria and Scores