HELENA COLLEGE
University of Montana
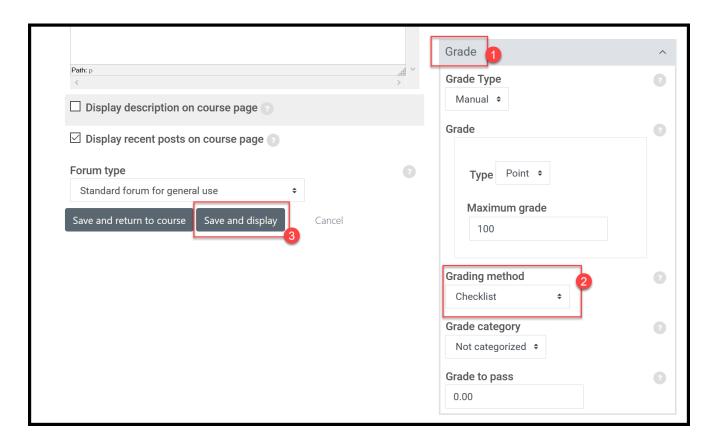
Grading with Checklist in Moodle

You can grade students' assignments and open forum activities using a checklist:
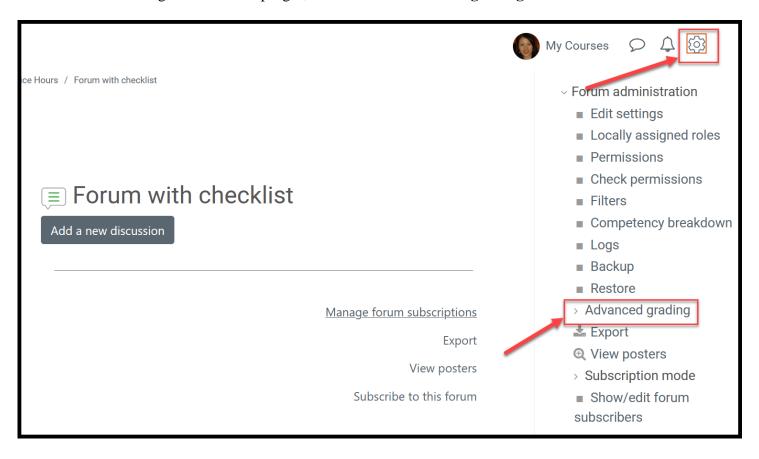
Steps:

Open forum or Assignment > Edit (the "Pencil" icon) > Grade

The Checklist provides teachers with a simple way to assign points to a set of criteria for grading any activity in Moodle that allows the use of advanced grading.

1. From the open forum or assignment activities expand Grade.
2. From the Grading method menu select Checklist.
3. Select Save and Display.

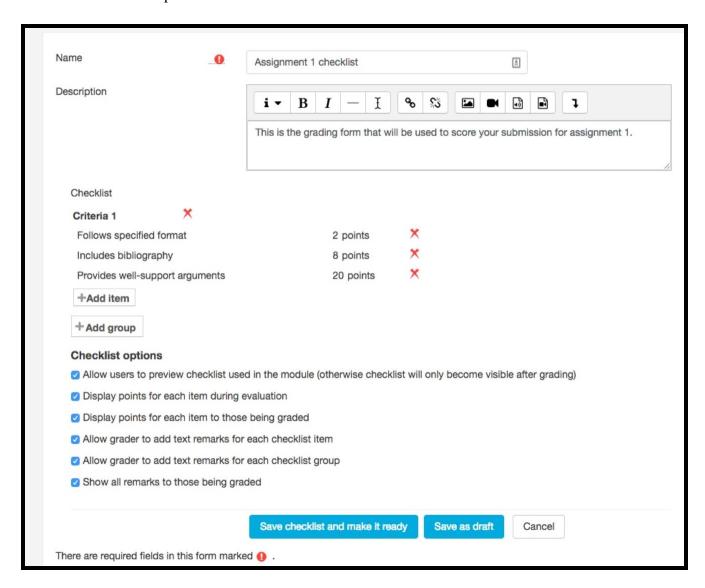4. Click on the "gear" icon on top right, then choose "**Advanced grading**":

5. You will be prompted to add your checklist. Choose one of the following.

   o Select Define new grading form from scratch. Use this one the first time you add a checklist to any of your courses.

   o Select Create new grading form from a template. After you have created a checklist you can reuse it any time.
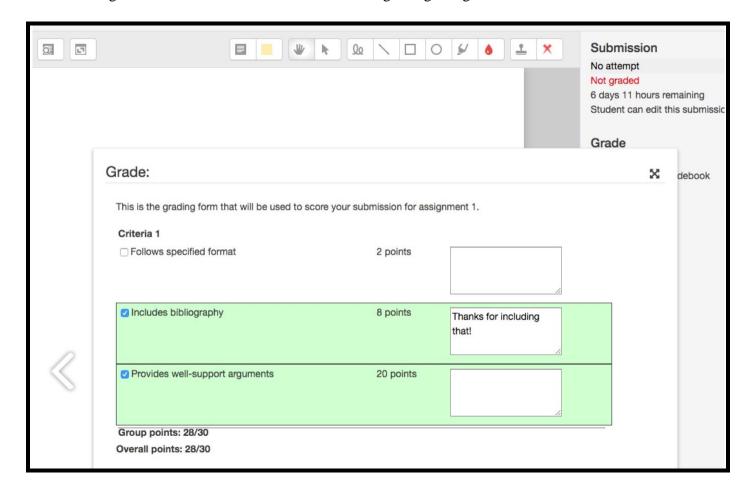
6. Fill in the necessary information.

Below is an example:

The following is what it looks like for instructors when grading using a checklist:

The following is what it looks like for students: