

Grading with Checklist in Moodle

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

Steps:

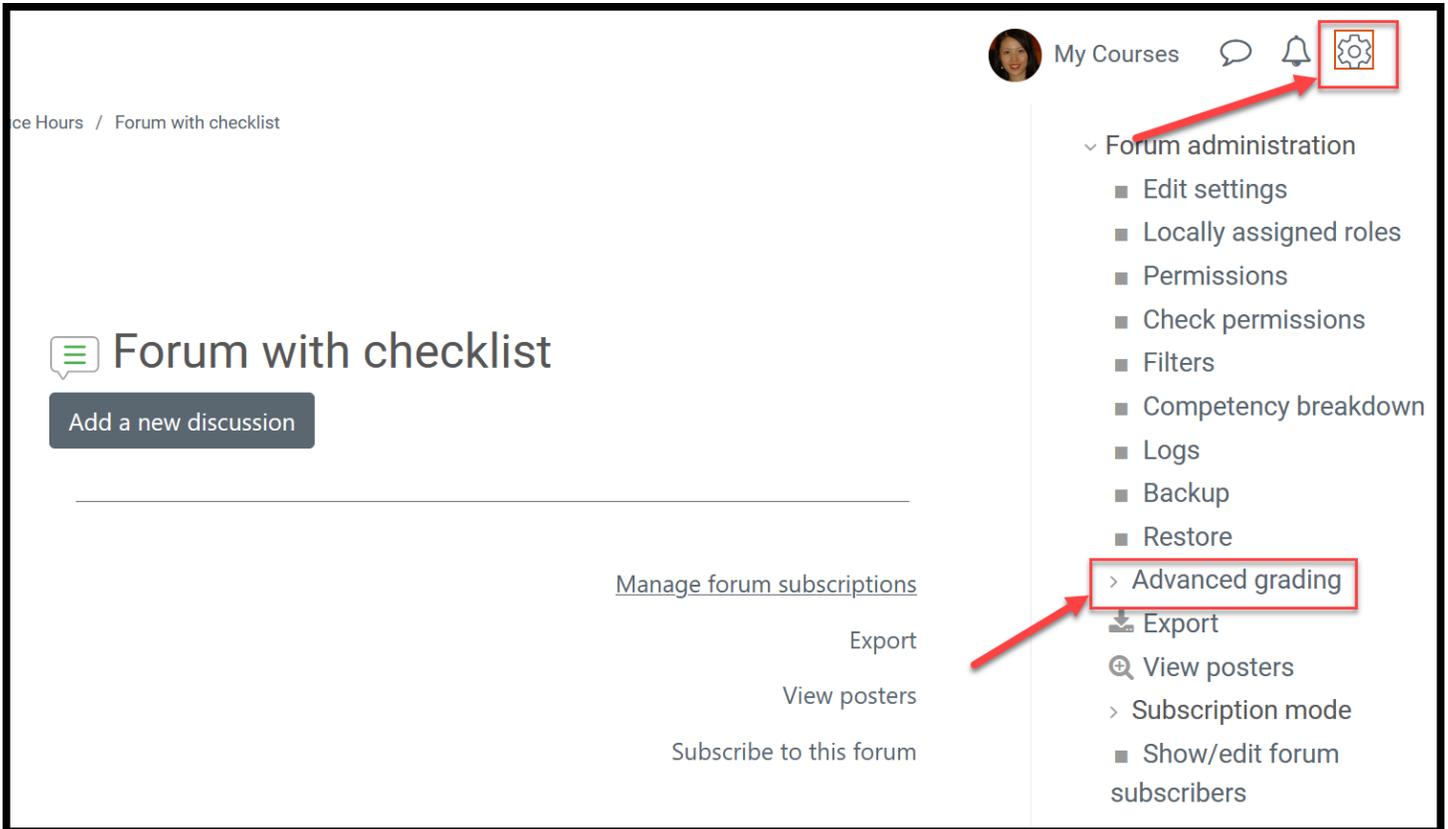
Open forum or Assignment > Edit (the "Pencil" icon) > Grade

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.

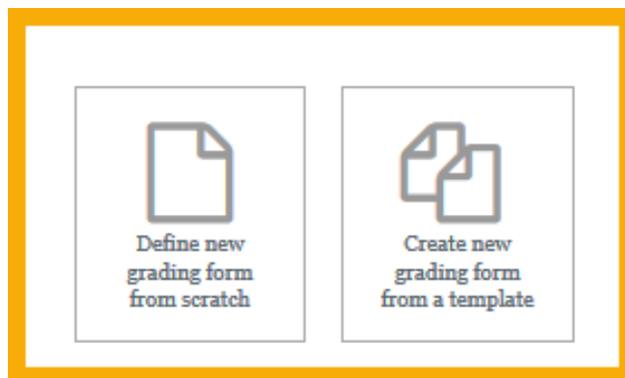
The screenshot shows the Moodle interface for editing an activity. On the left, there are options for displaying descriptions and recent posts, and a 'Forum type' dropdown set to 'Standard forum for general use'. At the bottom left, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The 'Save and display' button is highlighted with a red box and a red circle containing the number 3. On the right, the 'Grade' panel is expanded and highlighted with a red box and a red circle containing the number 1. The 'Grade' panel contains the following settings: 'Grade Type' set to 'Manual', 'Grade' set to 'Point', 'Maximum grade' set to '100', 'Grading method' set to 'Checklist' (highlighted with a red box and a red circle containing the number 2), 'Grade category' set to 'Not categorized', and 'Grade to pass' set to '0.00'.

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.

- Select Define new grading form from scratch. Use this one the first time you add a checklist to any of your courses.
- 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 screenshot shows a form for creating a checklist for an assignment. The form includes a name field, a description field with a rich text editor, a checklist table, and a section for checklist options. The name field is labeled "Name" and contains "Assignment 1 checklist". The description field is labeled "Description" and contains "This is the grading form that will be used to score your submission for assignment 1." The checklist table has three items, each with a red 'X' in the points column. The checklist options section has six checked items. At the bottom, there are three buttons: "Save checklist and make it ready", "Save as draft", and "Cancel". A red warning icon and text at the bottom left indicate that there are required fields in the form.

Name ! Assignment 1 checklist

Description

i **B** **I** **—** **I**

This is the grading form that will be used to score your submission for assignment 1.

Checklist

Criteria 1 X

Follows specified format	2 points	X
Includes bibliography	8 points	X
Provides well-support arguments	20 points	X

[+Add item](#)

[+ Add group](#)

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 checklist and make it ready](#) [Save as draft](#) [Cancel](#)

There are required fields in this form marked ! .

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

The screenshot shows an instructor's grading interface. At the top right, there is a 'Submission' section with the text: 'No attempt', 'Not graded', '6 days 11 hours remaining', and 'Student can edit this submission'. Below this is a 'Grade' section. The main content is a 'Grade:' dialog box with a close button. Inside the dialog, it says: 'This is the grading form that will be used to score your submission for assignment 1.' Under 'Criteria 1', there are three items:

Criteria	Points	Feedback
<input type="checkbox"/> Follows specified format	2 points	
<input checked="" type="checkbox"/> Includes bibliography	8 points	Thanks for including that!
<input checked="" type="checkbox"/> Provides well-support arguments	20 points	

At the bottom of the dialog, it shows: 'Group points: 28/30' and 'Overall points: 28/30'. A large left-pointing arrow is visible on the left side of the dialog box.

The following is what it looks like for students:

The screenshot shows a student's feedback view. At the top, it says 'Feedback'. Below that, it says 'Grade' and 'This is the grading form that will be used to score your submission for assignment 1.' Under 'Criteria 1', there are three items:

Criteria	Points	Feedback
<input checked="" type="checkbox"/> Follows specified format	0/2 points	
<input checked="" type="checkbox"/> Includes bibliography	8/8 points	Feedback for "Includes bibliography": Thanks for including that!
<input checked="" type="checkbox"/> Provides well-support arguments	20/20 points	

At the bottom, it shows: 'Group points: 28/30', 'Overall points: 28/30', and '93.33 / 100.00'. Below this, it says 'Graded on Friday, 2 March 2018, 12:25 PM' and 'Graded by Moodlerooms Support' with a profile picture of a person.