

How Do I Create Grading Forms?

You can create Grading Forms to use when evaluating students' assignment submissions to provide consistent grading guidelines for instructors and teaching assistants. Feedback is detailed and structured – a student can view the completed form to see how they performed for each criterion. You can make the form's criteria available to students prior to assignment completion so that their performance expectations are clear.

How Do I Use Grading Forms?

Here is the process for using grading forms:

1. Create Grade Form	Create the grading form prior to creating an assignment so you can choose it in the assignment's properties. Note: You may add a grade form to an assignment after-the-fact unless the assignment was originally created in a version prior to CE 6.1.
2. Create Assignment	While creating the assignment, select the Grading Form you wish to associate with the assignment.
3. Students View Assignment and Form	When students access an assignment that has a Grading Form associated with it, they can view it while completing the assignment.
4. Grade the Assignment	Using the Assignment Dropbox, select a submission to review.

When you create a grading form, there are default criteria and performance indicators available. You may customize the defaults to meet your needs as well as create additional ones. After you create a grading form, it will be available as a grading option in the properties for assignments and discussion topics.

To create a grading form:

1. From the Build or Teach Tab, select Grading Forms under Designer/Instructor Tools.
2. Click **Create Grading Form**.

3. Enter a title and description.
4. Three criteria appear by default. To add to or edit these, do the following:
 - a. Under *Objective/Criteria*, click the criterion's **Edit** icon. Edit the label. Click outside the text box to save your edit.
 - b. If you need to delete a criterion, click its **Remove** icon.
 - c. If you need to add a criterion, click **Add Criterion**.

To edit the name of a criterion or performance indicator, click its Edit icon.

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Frequency of postings	Rarely contributes by postings responses 1.0 *points	Contributes regularly with either new postings or 2.0 *points	Contributes regularly with both new postings and 3.0 *points
* Quality of postings	Contributions are off topic 1.0 *points	Contributions are clear and relevant 2.0 *points	Contributions are clear, relevant, and often include 3.0 *points
* Peer review	Has not submitted peer review 1.0 *points	Has submitted peer review 2.0 *p	Has submitted peer review with thoughtful 3.0 *points

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5. Three performance indicators appear by default. To add to or edit these, do the following:
 - o Under *Performance Indicators*, click its **Edit** icon. Edit the label, and click outside the text box to save your entry.
 - o If you need to add a performance indicator, click **Add Performance Indicator**.
 - o If you need to delete a performance indicator, click its **Remove this performance indicator** icon. You must have at least two performance indicators.
6. For each criterion, define your performance indicators by entering an explanation in the text box.
7. In the *points* text box for each criterion's performance ranking, enter a numeric value.
8. Click **Save**.