


**Role: Instructors and Designers**

 The **Grading Forms** tool allows you to mark assignments and discussions online using specific grading criteria. Grading forms can be used for peer review as well as for formal assessment.

**Note:** You must create a grading form first before you can attach it to an assignment or discussion.

[Create a grading form](#)

[Edit a Grading form](#)

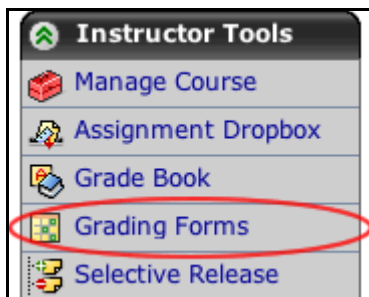
[Preview a grading form](#)

[Delete a grading form](#)

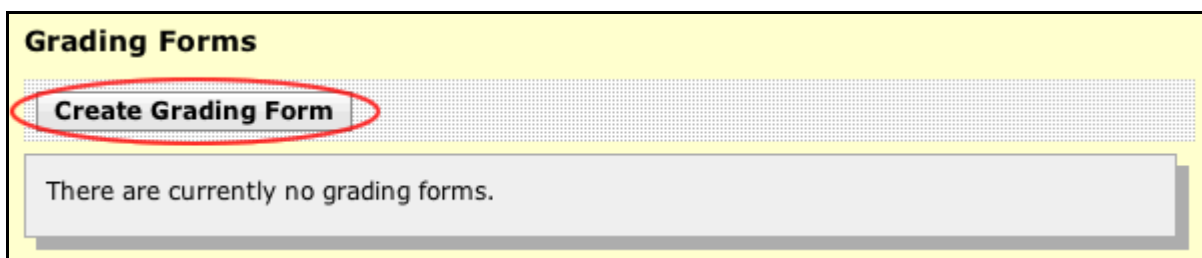
[View links to a grading form](#)

Create a Grading Form

1. Click on the **Build** or **Teach** tab.
2. Click on **Grading Forms** in the **Designer Tools** or **Instructor Tools** menu.



3. Click **Create Grading Form**.



4. Type in a **title**.
5. Type in a **description**.

**Create Grading Form**

\*Title:













Description:

Edit a Grading Form

Three criteria appear by default: **Spelling**, **Grammar** and **Style**.

**Add Criterion** **Add Performance Indicator**

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

Objective/Criteria	Performance Indicators		
* <b>Spelling</b>  	* <b>Need Improvement</b>  	* <b>Meet Expectations</b>  	* <b>Exceptional</b>  
<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points
* <b>Grammar</b>  	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points
* <b>Style</b>  	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points

Total (out of)::

1. To **edit** a criterion:

- Under **Objective/Criteria**, click the **Edit** icon  for the criterion you wish to change.

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Spelling	*points	*points	*points
* Grammar	*points	*points	*points
* Style	*points	*points	*points
			Total (out of):: 0

- Edit the label in the text box that appears.
- Click outside the text box to save your changes.

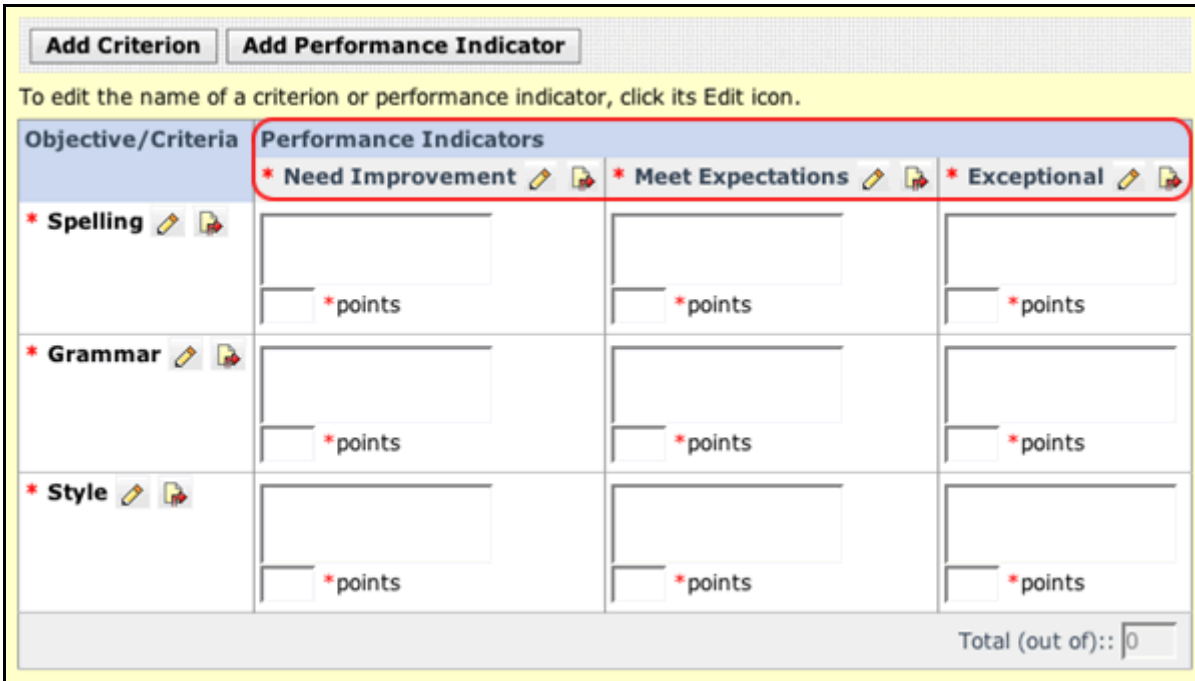
2. To **add** a criterion, click the **Add Criterion** button.

Add Criterion
Add Performance Indicator

3. To **remove** a criterion, click its **Remove** icon.

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Spelling	*points	*points	*points
* Grammar	*points	*points	*points
* Style	*points	*points	*points
			Total (out of):: 0

Three **performance indicators** appear by default: **Needs Improvement, Meet Expectations, Exceptional.**




Add Criterion    Add Performance Indicator

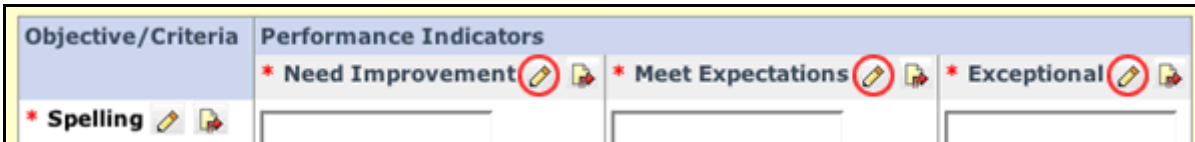
To edit the name of a criterion or performance indicator, click its Edit icon.

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Spelling	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points
* Grammar	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points
* Style	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points

Total (out of):: 0

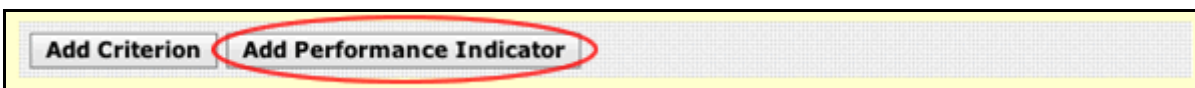
1. To **edit** a performance indicator:

- Under **Performance Indicators**, click the **Edit** icon  for the performance indicator you wish to change.



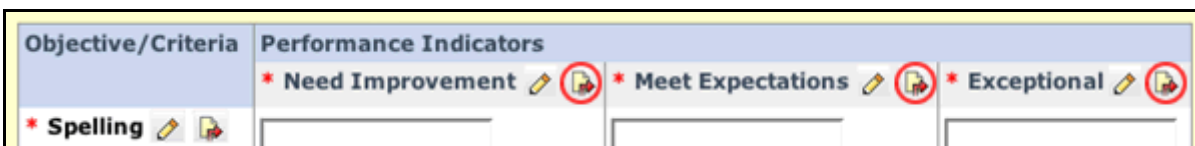
- Edit the label in the text box that appears.
- Click outside the text box to save your changes.
- Enter a description in the text field provided.

2. To **add** a performance indicator, click the **Add Performance Indicator** button.



3. To **remove** a performance indicator, click its **Remove** icon .

**Note: There must be at least two performance indicators.**



4. In the **points** text box for each criterion's performance ranking, type in a numeric value.

**Note: The maximum score is calculated automatically and can be found at the bottom-right of the window.**

Objective/Criteria	Performance Indicators		
	* Need Improvement	* Meet Expectations	* Exceptional
* Spelling	5 *points	10 *points	15 *points
* Grammar	5 *points	10 *points	15 *points
* Style	5 *points	10 *points	15 *points
			Total (out of): 45

5. Click **Save**.

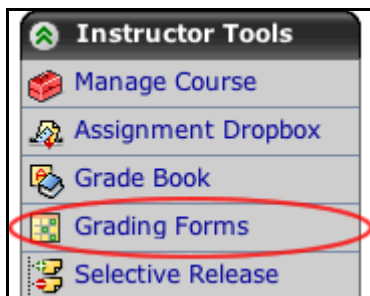
\* Required field


6. This grading form will now be available for you to select when creating assignments and discussion topics.

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Preview a grading form

1. Click on the **Build** or **Teach** tab.
2. Click on **Grading Forms** in the **Designer Tools** or **Instructor Tools** menu.



3. Go to the grading form and click on its **ActionLinks** icon .

**Grading Forms**

Create Grading Form

Title	Grade Type
Assignment 1 - Marking Criteria	Numeric (out of 45)

Delete

4. Click on **Preview** .

**Grading Forms**

Create Grading Form

Title	Grade Type
Assignment 1 - Marking Criteria	Numeric (out of 45)

Delete

- Edit Grading Form
- Preview**
- View Links to this Item
- Delete

5. A preview of the grading form will appear. Click **OK** to return to the inventory of grading forms.

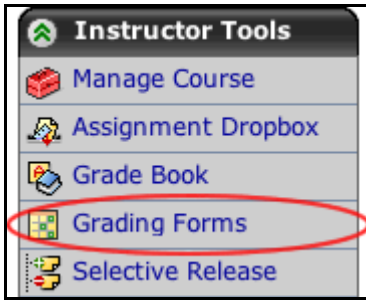
**Preview - Assignment 1 - Marking Criteria**

Objective/Criteria	Performance Indicators		
	Need Improvement	Meet Expectations	Exceptional
<b>Spelling</b>	(5 points)	(10 points)	(15 points)
<b>Grammar</b>	(5 points)	(10 points)	(15 points)
<b>Style</b>	(5 points)	(10 points)	(15 points)
			out of 45

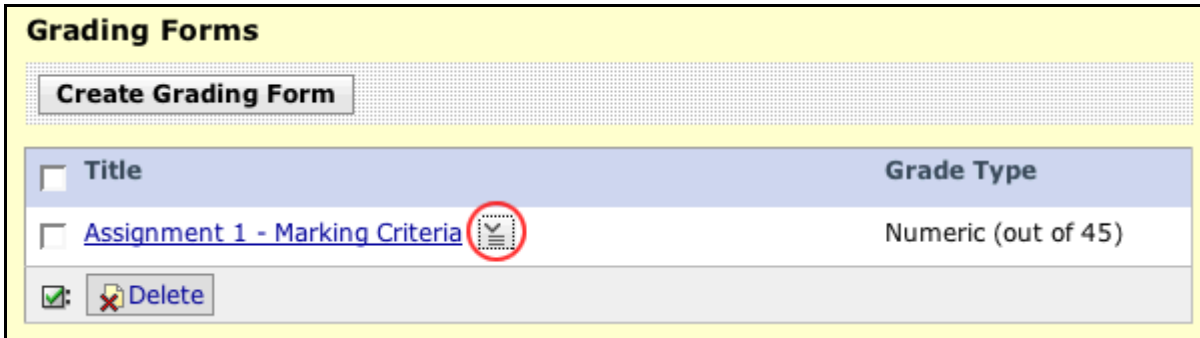
OK

Delete a grading form

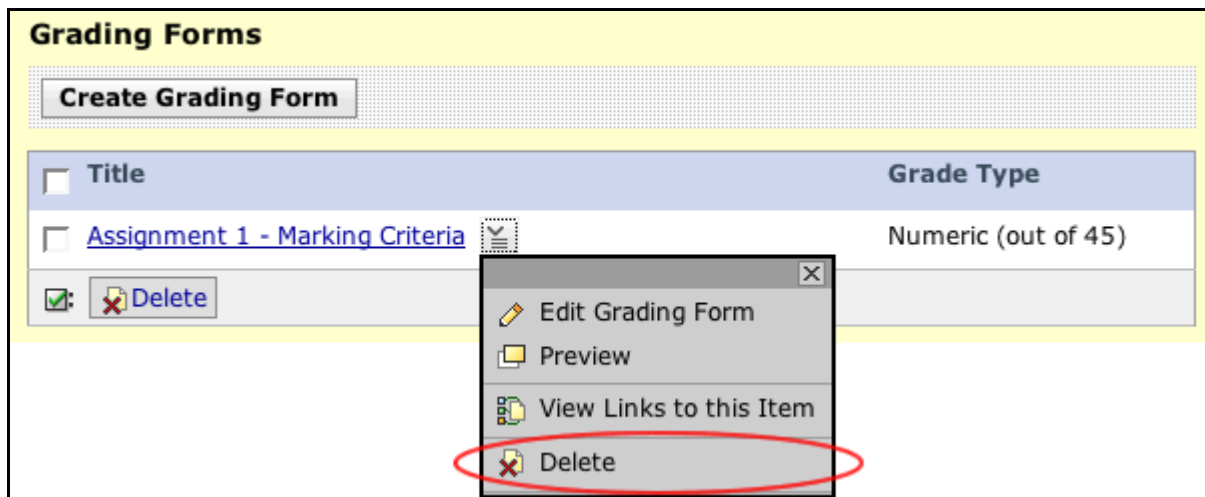
1. Click on the **Build** or **Teach** tab.
2. Click on **Grading Forms** in the **Designer Tools** or **Instructor Tools** menu.



3. Go to the Grading Form and click on its **ActionLinks** icon ☰.



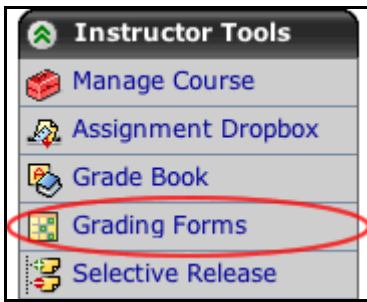
4. Click **Delete** .




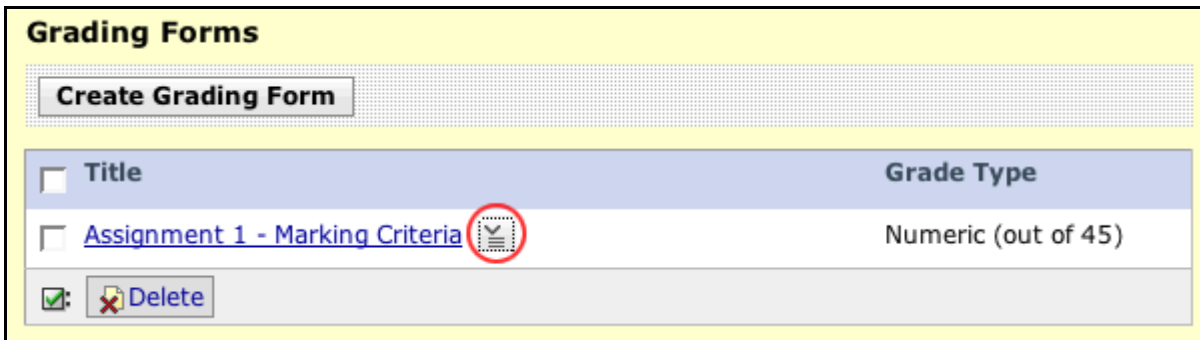
[top](#)

### View links to a grading form

1. Click on the **Build** or **Teach** tab
2. Click on **Grading Forms** in the **Designer Tools** or **Instructor Tools** menu.



3. Go to the grading form and click on its **ActionLinks** icon .



4. Click on **View Links to this Item** .

