



## Create a Grading Form

### Introduction

The Grading Forms tool provides a more granular way of grading Students' work by identifying specific criteria and levels of performance against the criteria. Some of the benefits of using a grading form include:

- Performance expectations are clear: Students can view the criteria when completing the work.
- Grading is consistent: Section Instructors and Teaching Assistants use the criteria when grading the work.
- Feedback is structured: along with their final mark, Students can view the completed grading form to see how they scored for each criterion.

**Example:** The following is an example of a grading form that a Section Instructor might use to evaluate writing assignments. Each performance indicators must be given a numeric value.

Objective/Criteria	Performance Indicators		
	Needs improvement	Meets expectations	Exceptional
Spelling and grammar	Many mistakes and lack of proofreading (10 points)	Few obvious mistakes (20points)	No obvious mistakes (30 points)
Critical thinking	Arguments not supported (10 points)	Some arguments supported (20 points)	Solid arguments with excellent support for all of them (30 points)
Original ideas	Nothing original (15 points)	Some originality (25 points)	Several original ideas (40 points)

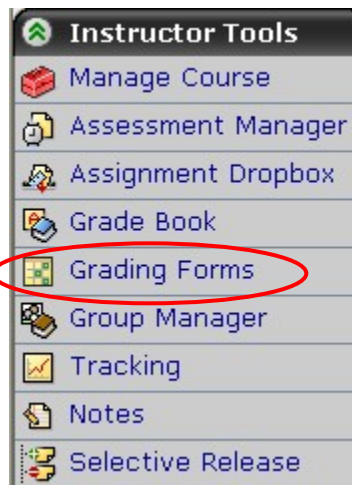
You can create multiple grading forms for a course. You can then choose to use one of the grading forms from the **Discussions** and **Assignments** tools to grade discussion topics and assignments. You can also create columns in the **Grade Book** that are associated with grading forms.

## Create a Grading Form

**Step 1:** To begin, click on the **Teach** tab after you have logged into your course.



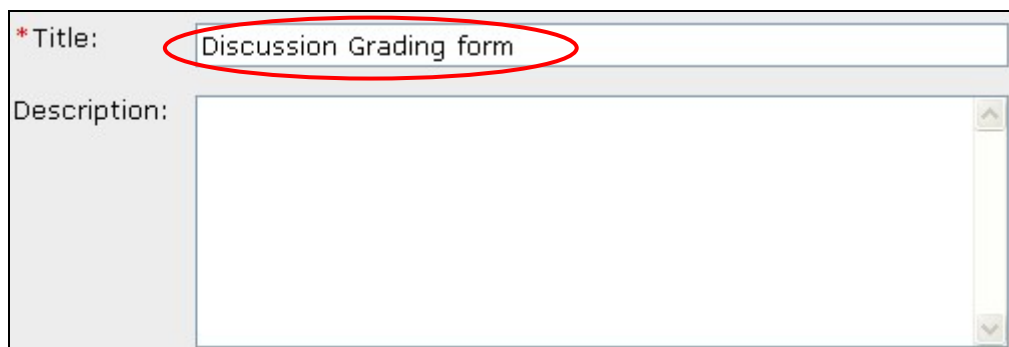
**Step 2:** Click **Grading Forms** from the *Instructor Tools* Menu. The Create Grading Page will appear.



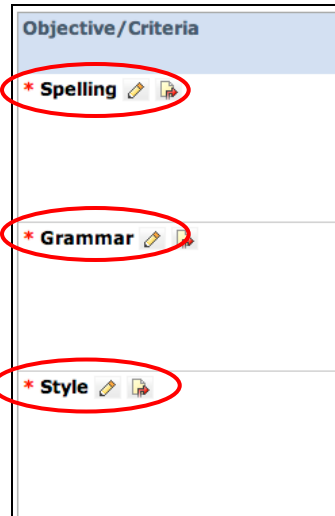
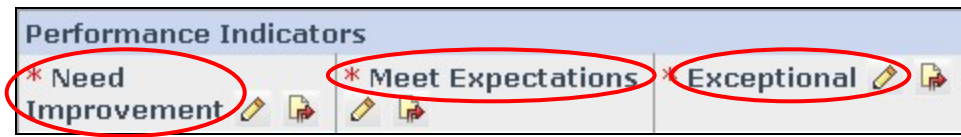
**Step 3:** Click **Create Grading Form**



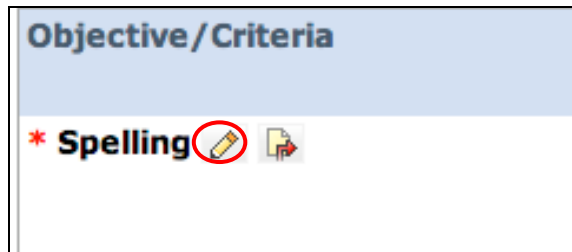
**Step 4:** Enter a **Title** in the field provided. In this example, we will use **Discussion Grading Form**.

A screenshot of the "Create Grading Form" form. It has two main sections: "Title:" and "Description:". The "Title:" field is a text input box containing the text "Discussion Grading form", which is circled in red. The "Description:" field is a larger text area that is currently empty.

Notice that there are **three** default Performance Indicators; *Spelling*, *Grammar* and *Style* as well as **three** default values for each; *Need Improvement*, *Meet Expectations* and *Exceptional*. These values can be modified as needed as we will demonstrate.



**Step 5:** Click the **pencil** icon to edit the Objective/Criteria or Performance indicator title as needed. You can also remove an indicator by clicking the remove this criterion icon. In this example we will edit the name of the criterion and performance indicators.



**Step 6:** Enter a value in each of the following fields provided Need Improvement, Meet Expectations and Exceptional. For this example we have edited the Criteria and the corresponding point value fields to total 9.

Objective/Criteria	Performance Indicators		
	* Fully Complete	* partially Complete	* Incomplete
* Frequency of posting	A total of atlest 3 posting per thread 3 *points	only initial posting made, no responses made to a 2 *points	Did not post 1 *points
* Evidence of having read the thread	Makes, references to others' responses 3 *points	Little evidence of having read thread 2 *points	No evidence of having read thread 1 *points
* Adding different ideas to the thread	Adds considerably to the thread 3 *points	Adds little to the thread 2 *points	Adds nothing to the thread 1 *points
			Total (out of):: 9

**Note:** The **Total (out of)** field has changed to 9.

**Step 7:** Click Save.



You will be notified that a new grading form was created.

A new grading form was created.

**Grading Forms**

<input type="checkbox"/> Title	Grade Type
<input type="checkbox"/> <a href="#">Discussion Grading form</a>	Numeric (out of 9)

## **Conclusion**

We hope this guide was helpful.

For more information about online course development, please visit the TLITC or contact us via email at [tlitc@bhcc.mass.edu](mailto:tlitc@bhcc.mass.edu).