





Grading forms fact sheet

The **Grading Forms** is available in a course to grade assignments and discussions. We also refer to it as a '**rubric**'. You can create either generic or specific forms depending on your requirements. Keep in mind that one grading form can be used for more than one assignment/discussion.

The grading form that is linked will be available to the students when they receive the assignment/discussion topic. This is good teaching practice because students need to know what is expected of them and it provides feedback.

Grading forms can also be used in the discussion tool to facilitate peer review.

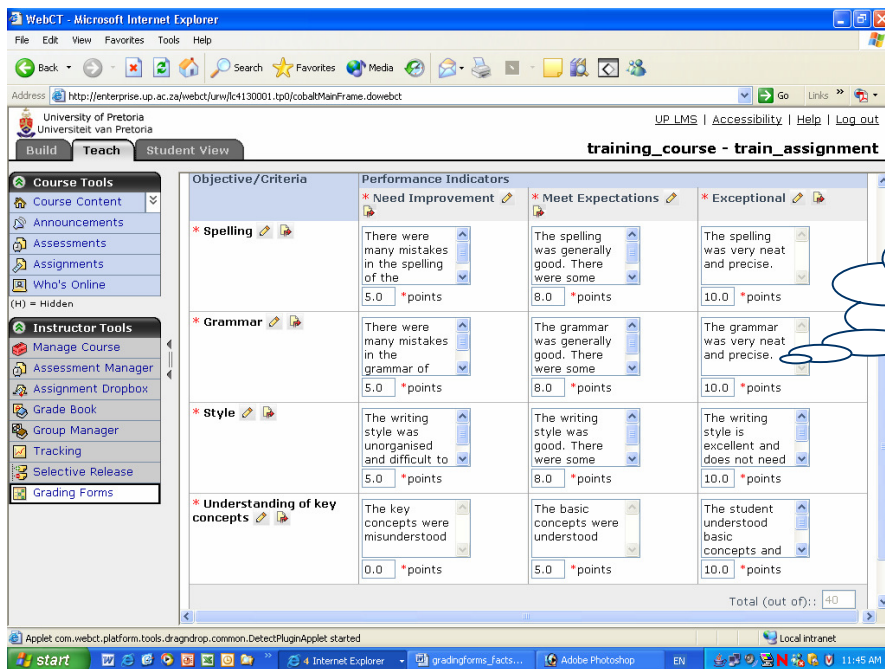
Create Grading Form

- Click on the pencil () next to a word/sentence to change the wording of it.
- The  icon represents delete. Click on it to delete the row/column.
- Click on the Add Criterion button to add more criteria or on the Add Performance Indicator to add more levels of performance.



The red star (*) indicates that it is a compulsory field to complete.

Do you want to know more about setting up good rubrics? Contact the Education consultant working with your faculty. (A list is available on the EI Intranet)



Ideas for descriptions: <http://rubistar.4teachers.org>

Please note that you cannot move/shift columns or rows. Try to work in an organised way

- It is compulsory to insert a mark in the "points" area. The form will automatically add the maximum values to the total at the bottom.
- Remember to **Save**.

If you only want to create a feedback rubric: Enter a zero into all the "points" fields. Your rubric will count out of 0, but your students will still receive the feedback.