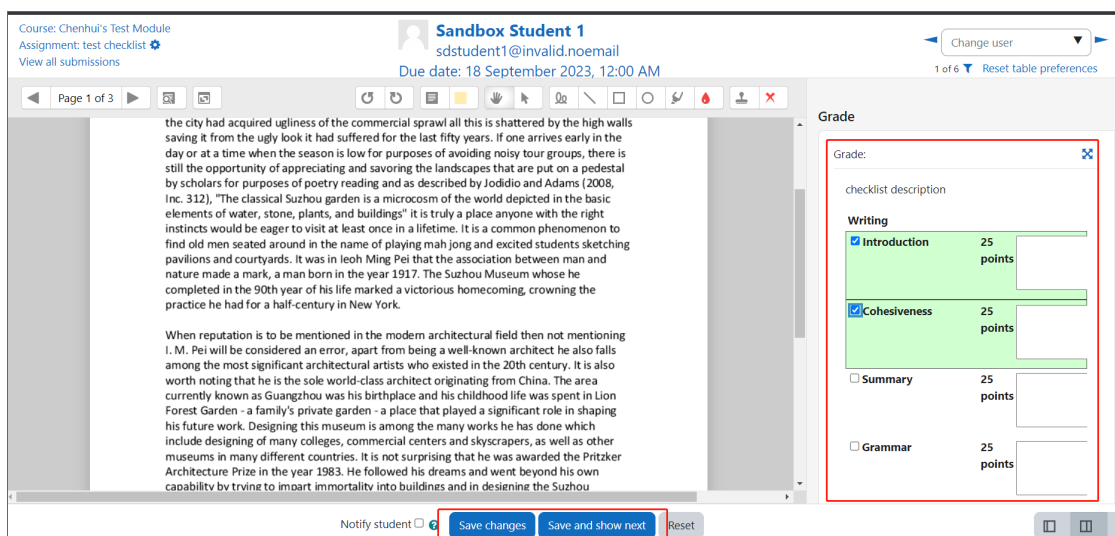


# Advanced Grading Method: Checklist



An example of Checklist marking in Assignment activity

## Overview:

This guide shows you how to create a Checklist marking criteria for Assignment activity.

## What to know:

The Checklist feature affords a teacher the ability to provide grades and feedback in an alternative manner to simple grading, provide

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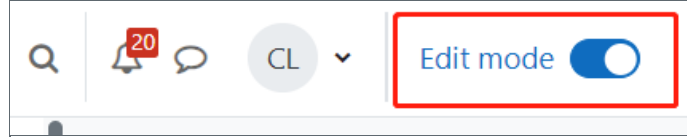
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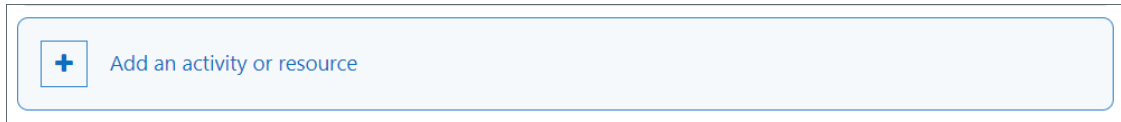
Step 1: Turn on editing mode in your module area/course

Click the 'Turn editing on' button displayed near the upper right of the module area/course.



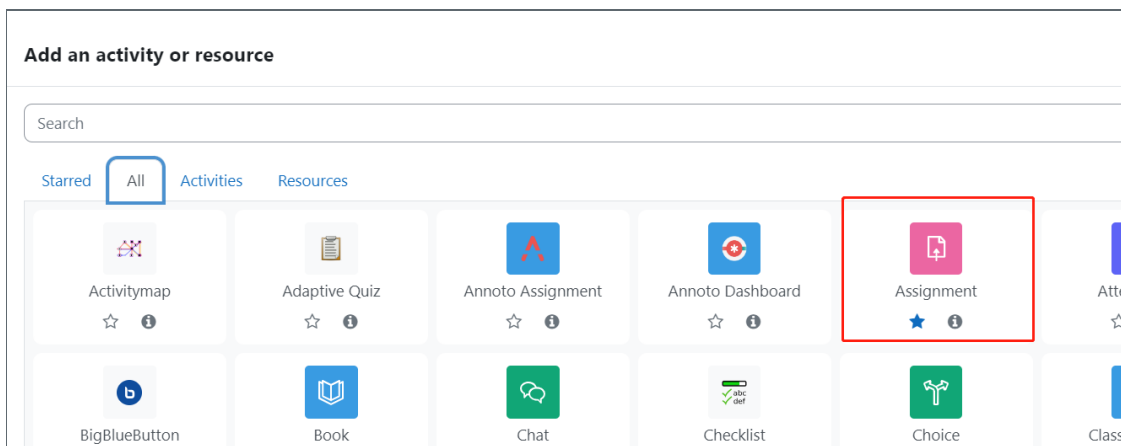
## Step 2: Click 'Add an activity or resource'

1. When editing mode is turned on, navigate to the section where you want to add the assignment activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



## Step 3: Choose the Assignment activity

From the pop-up activity chooser window, locate and select The Assignment activity, then click the 'Add' button.



## Step 4: Provide a name for your activity

Now you come to the assignment creation page.

1. Please complete 'assignment name' and 'description'.
2. Then click 'save and return to module' at the bottom of the page to save the settings

**General**

Assignment name ?

Description

Rich text editor toolbar with icons for text formatting (bold, italic, underline), alignment, list creation, link, unlink, and media insertion (image, video, audio, H-P, etc.).

Words: 0

Display description on course page ?

### Step 5: The checklist function

You'll now go to the settings area within this area scroll down to the 'Grade' section, then from the 'Grading Method' drop-down menu please choose Checklist, then 'Save changes'.

**Grade**

Grade ?

Type

Maximum grade

Grading method ?

Grade category ?

Grade to pass ?



Anonymous submissions ?


Hide grader identity from students ?

## Step 6: Selecting the grading form


Now you are taken to a screen where you can choose the grading method either by using a template or creating a grading form from scratch. Alternatively, you have the option of even changing the grading method.

### Advanced grading

Change active grading method to  Checklist 




Define new grading form from scratch



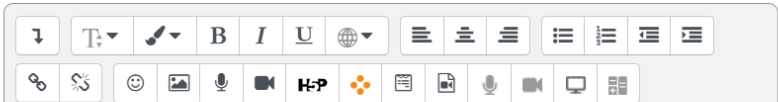

Create new grading form from a template

## Step 7: Naming your checklist

You will have to name your checklist, much in the same manner as you named the Assignment activity initially.

Name 

Description

Words:0

## Step 8: Defining your checklist

1. Provide a name for the checklist group

Checklist



Click to edit item	1 points	
Click to edit item	1 points	
Click to edit item	1 points	

2. Provide the criteria item

Checklist

**Writing** ✘

<input type="text" value="Introduction"/>	<input type="text" value="1"/>	<span style="color: red;">✘</span>
<b>Click to edit item</b>	<b>1 points</b>	<span style="color: red;">✘</span>
<b>Click to edit item</b>	<b>1 points</b>	<span style="color: red;">✘</span>

3. Provide the score associated with each item

Checklist

**Writing** ✘

<input type="text" value="Introduction"/>	<input type="text" value="25"/>	<span style="color: red;">✘</span>
<b>Cohesiveness</b>	<b>25 points</b>	<span style="color: red;">✘</span>
<b>Summary</b>	<b>25 points</b>	<span style="color: red;">✘</span>
<b>Grammar</b>	<b>25 points</b>	<span style="color: red;">✘</span>

4. If required create another criteria item or another group.

<b>Grammar</b>	<b>25 points</b>	<span style="color: red;">✘</span>
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**Checklist options**

### Step 9: Saving the checklist

Once you have completed your checklist go down to the 'Checklist options' decide which ones are applicable for your needs then save the checklist as a draft or make it ready for use.

### 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

## Step 10: Use the Checklist marking criteria

Then you will be able to view the Checklist marking criteria when you are marking student submissions.

You can click the criteria items and add feedback comments. Then click 'Save changes' or 'Save and show next' buttons.

The screenshot shows a grading interface for a student named 'Sandbox Student 1'. The student's submission is a text document about the Suzhou Museum. The interface includes a 'Grade' panel on the right with a checklist for marking criteria. The checklist items are:

- Introduction 25 points
- Cohesiveness 25 points
- Summary 25 points
- Grammar 25 points

At the bottom of the interface, there are buttons for 'Save changes', 'Save and show next', and 'Reset'.

### Next steps:

Now that you have finished creating a Checklist, you may be interested in the following related articles:

[Advanced Grading Method: Rubric](#) [Advanced Grading Method: Marking Guide](#)

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