

# Advanced Grading Method: Checklist

The screenshot displays the Canvas LMS interface for a student named 'Sandbox Student 1' (sstudent1@invalid.noemail) working on an assignment titled 'test checklist'. The assignment is due on September 18, 2023, at 12:00 AM. The student is viewing a document with two paragraphs of text. On the right side, a 'Grade' panel is open, showing a checklist for grading. The checklist includes the following items:

Item	Points
Writing	
<input checked="" type="checkbox"/> Introduction	25 points
<input checked="" type="checkbox"/> Cohesiveness	25 points
<input type="checkbox"/> Summary	25 points
<input type="checkbox"/> Grammar	25 points

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

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

## Table of Contents

[Step 1: Turn on editing mode in your module area/course](#)

[Step 2: Click 'Add an activity or resource '](#)

[Step 3: Choose the Assignment activity](#)

[Step 4: Provide a name for your activity](#)

[Step 5: The checklist function](#)

[Step 6: Selecting the grading form](#)

[Step 7: Naming your checklist](#)

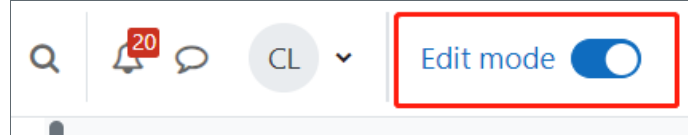
[Step 8: Defining your checklist](#)

[Step 9: Saving the checklist](#)

[Step 10: Use the Checklist marking criteria](#)

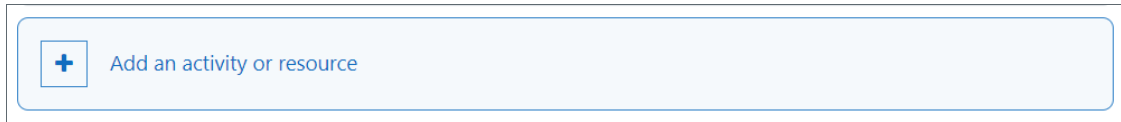
### Step 1: Turn on editing mode in your module area/course

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



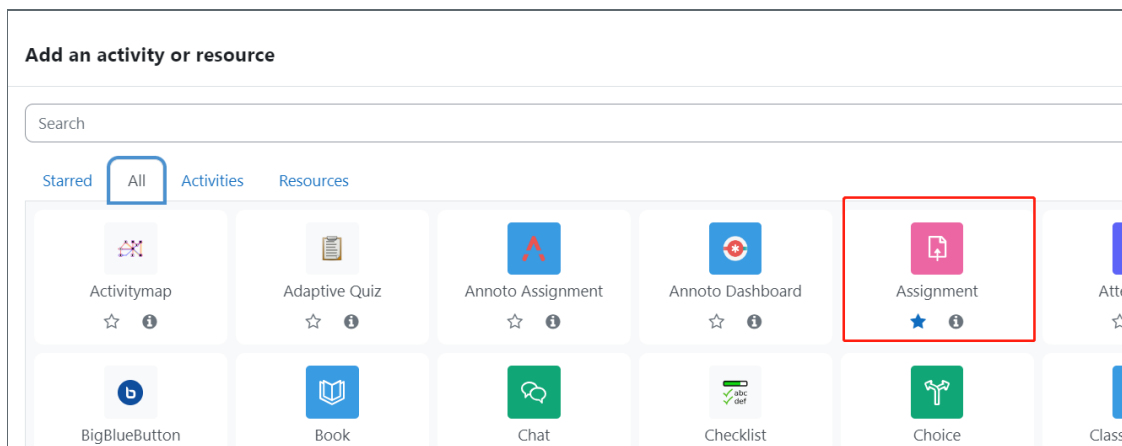
## Step 2: Click 'Add an activity or resource '

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

↵

T ▾

**B**

*I*

U

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

Point ▾

Maximum grade

100

Grading method ⓘ

Simple direct grading ▾

Grade category ⓘ

Simple direct grading

**Checklist**

Marking guide

Rubric

Ranged rubric

Rubrix

Grade to pass ⓘ

Anonymous submissions ⓘ

No ▾

Hide grader identity ⓘ  
from students

No ▾

Save and return to course

Save and display

Cancel

## 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 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

A new checklist

Description

Words:0

## Step 8: Defining your checklist

1. Provide a name for the checklist group

Checklist

Writing

Click to edit item

1 points

Click to edit item

1 points

Click to edit item

1 points

+Add item

+ Add group

2. Provide the criteria item

Checklist

Writing

Introduction

Click to edit item

Click to edit item

+Add item

+ Add group

1

points

1 points

1 points

✗

✗

✗

✗

3. Provide the score associated with each item

Checklist

Writing

Introduction

Cohesiveness

Summary

Grammar

+Add item

+ Add group

25

points

25 points

25 points

25 points

✗

✗

✗

✗

✗

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

Grammar

+Add item

+ Add group

Checklist options

25 points

✗

## 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' (sdstudent1@invalid.noemail) on '18 September 2023, 12:00 AM'. The interface is divided into three main sections: a left sidebar with navigation links, a central text area for the student's submission, and a right sidebar for grading.

The central text area displays a student's essay about the Suzhou Museum. The right sidebar, titled 'Grade', contains a 'checklist description' section. This section lists four criteria: 'Introduction' (25 points), 'Cohesiveness' (25 points), 'Summary' (25 points), and 'Grammar' (25 points). The 'Introduction' and 'Cohesiveness' criteria are checked, and their corresponding point values are displayed in green bars. The 'Summary' and 'Grammar' criteria are unchecked.

At the bottom of the interface, there are buttons for 'Save changes', 'Save and show next', and 'Reset'. The 'Save changes' button is highlighted with a red box.

### 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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