

# Advanced Grading Method: Checklist

157 Kenneth Simmons Mon, Sep 11, 2023 3. Advanced marking

15590 0

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](#)

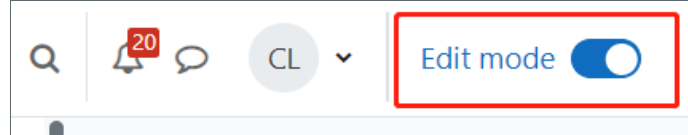
[Step 8: Defining your checklist](#)

[Step 9: Saving the checklist](#)

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

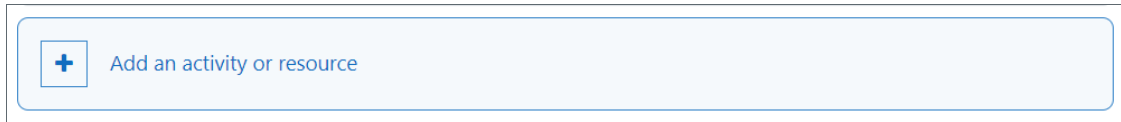
### Step 1: Turn on editing mode in your module area/course

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



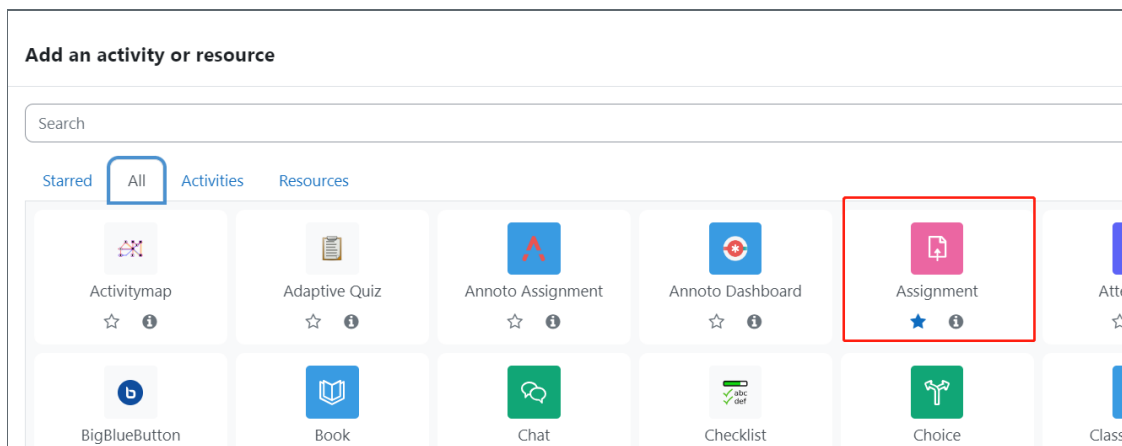
## Step 2: Click 'Add an activity or resource '

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 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

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 showing a student submission, and a right sidebar for grading.

The central text area displays a submission titled 'the city had acquired ugliness of the commercial sprawl all this is shattered by the high walls saving it from the ugly look it had suffered for the last fifty years. If one arrives early in the day or at a time when the season is low for purposes of avoiding noisy tour groups, there is still the opportunity of appreciating and savoring the landscapes that are put on a pedestal by scholars for purposes of poetry reading and as described by Jodidio and Adams (2008, Inc. 312), "The classical Suzhou garden is a microcosm of the world depicted in the basic elements of water, stone, plants, and buildings" it is truly a place anyone with the right instincts would be eager to visit at least once in a lifetime. It is a common phenomenon to find old men seated around in the name of playing mah jong and excited students sketching pavilions and courtyards. It was in leoh Ming Pei that the association between man and nature made a mark, a man born in the year 1917. The Suzhou Museum whose he completed in the 90th year of his life marked a victorious homecoming, crowning the practice he had for a half-century in New York.

When reputation is to be mentioned in the modern architectural field then not mentioning I. M. Pei will be considered an error, apart from being a well-known architect he also falls among the most significant architectural artists who existed in the 20th century. It is also worth noting that he is the sole world-class architect originating from China. The area currently known as Guangzhou was his birthplace and his childhood life was spent in Lion Forest Garden - a family's private garden - a place that played a significant role in shaping his future work. Designing this museum is among the many works he has done which include designing of many colleges, commercial centers and skyscrapers, as well as other museums in many different countries. It is not surprising that he was awarded the Pritzker Architecture Prize in the year 1983. He followed his dreams and went beyond his own capability by trying to impart immortality into buildings and in designing the Suzhou

The right sidebar, titled 'Grade', contains a 'checklist description' section. It lists four criteria for 'Writing':

- ☒ Introduction 25 points
- ☒ Cohesiveness 25 points
- ☐ Summary 25 points
- ☐ Grammar 25 points

At the bottom of the interface, there are buttons for 'Notify student', '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](#)



Creative Commons License

Except for third party materials and unless otherwise stated, content on this site is made available under Creative Commons licenses.