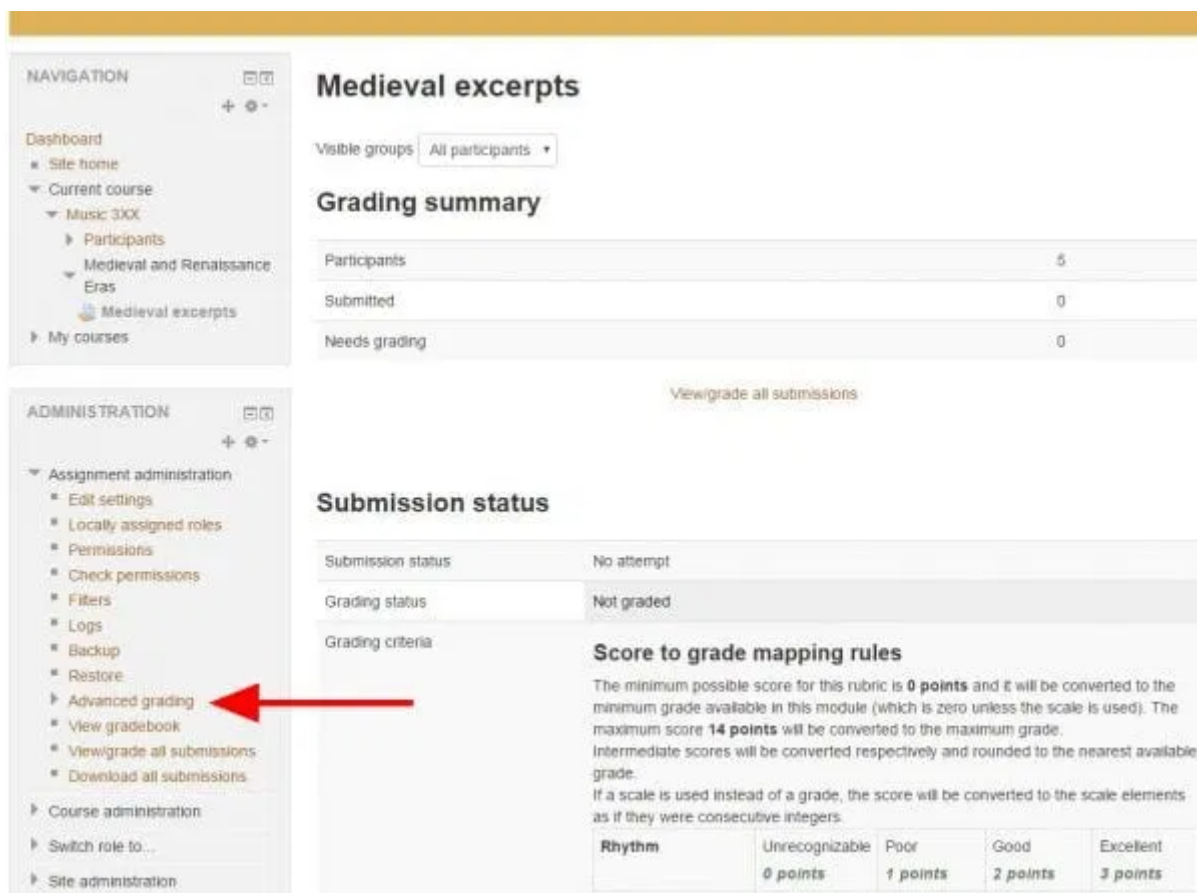# Grading Guides

A grading guide is an advanced grading method where a teacher enters a comment per criterion and a score out of a maximum. These are similar to rubrics (https://wp.stolaf.edu/it/?page_id=10107)in their use of specific criterion, but they differ in that each score level is not defined. The following guide will walk you through the basics of creating and using a grading guide. If you would like more details than are provided here, refer to Moodle's own documentation (https://docs.moodle.org/30/en/Marking_guide) on grading guides.

How do I create a grading guide?

1. Navigate to your course homepage and select the name of the activity you would like to grade with a grading guide.
2. In the **Administration block**, select **Advanced grading**.

3. Select **Grading Guide** for the **active grading method**.

Advanced grading: Final Paper (Submissions)

Change active grading method to ⑦ [Grading guide ▼] ◄━━━━━

Define new grading form from scratch

Create new grading form from a template

4. Select **Define new grading form from scratch**.
5. You are now on the **Define grading guide** page. Here you will set up your grading guide in its entirety.
6. Provide a **Name**, and if desired, a **Description** for the rubric.
7. In the **Grading guide** section, use the buttons to create your guide.

1. Enter the criterion name.

↑ **Click to edit criterion name** ◄━━━━━
✕ **Description for Students**
  Click to edit
Description for Graders
  Click to edit
Maximum mark
  Click to edit

➕ Add criterion

Frequently used comments

Click to edit

➕ Add frequently used comment

2. Enter a description for students.

↑ **Click to edit criterion name**
✕ **Description for Students**
  Click to edit ◄━━━━━
Description for Graders
  Click to edit
Maximum mark
  Click to edit

➕ Add criterion

Frequently used comments

Click to edit

➕ Add frequently used comment

3. Enter a description for graders.

4. Enter a maximum score for the criterion.

5. Select the **Add criterion** button to create more criteria.

Grading guide

✕ **Research - Scores**
↓ **Description for Students**
You must reference the score at least 3 times in relation to your thesis. Include excerpts.
Description for Graders
Ensure 3 instances present, must be relevant to argument not just there for credit. 1 point per irrelevant, 2 per revelant.
Maximum mark
6

↑ **Research - Recordings**
✕ **Description for Students**
You must reference recordings at least 3 times in relation to your thesis.
↓ **Description for Graders**
Ensure 3 instances present, must be relevant to argument not just there for credit. 1 point per irrelevant, 2 per revelant.
Maximum mark
6

↑ **Click to edit criterion name**
✕ **Description for Students**
Click to edit
Description for Graders
Click to edit
Maximum mark
Click to edit

＋ Add criterion ⬅

Frequently used comments

Click to edit

＋ Add frequently used comment

8. If you or your graders often make the same feedback, use the **Frequently used comments** category.
   1. Click inside the gray box to edit the text of a comment.

2. Select **Add frequently used comments** to add more comments.

9. Change the **Grading guide options** as desired. Typically these can be left at the default options.
10. When finished, select **Save grading guide and make it ready**. (If you would like to save your place and finish later, select **Save as draft**.)

How do I use a grading guide?

1. Navigate to your course homepage and select the name of the activity you have created a grading guide for.
2. Select **View/grade all submissions** in the top center of the page. Alternatively, select **View/grade all submissions** in the **Administration block**.

3. You will arrive at a grading chart with all students. Select the edit icon

in the **Grade** column for a student.

4. Scroll down to the **Grade** section.
5. For each criterion, enter a score. If desired, type in a comment or insert a frequently used comment. To insert a frequently used comment, click inside the relevant text box. Select the plus icon next to the comment.

Grade

6. Use the radio buttons below the guide to show/hide descriptions.
7. Add general feedback in the **Feedback comments** if desired.
8. Select whether to **Notify students** now via email that their grade has been entered.

9. When finished, select **Save and show next** to save and grade the next student. (Select **Save changes** to simply return to the gradebook.)

Now that you know how to use one type of advanced grading, grading guides, check out rubrics (https://wp.stolaf.edu/it/?page_id=10107)to learn more advanced grading tools if you have not done so yet.