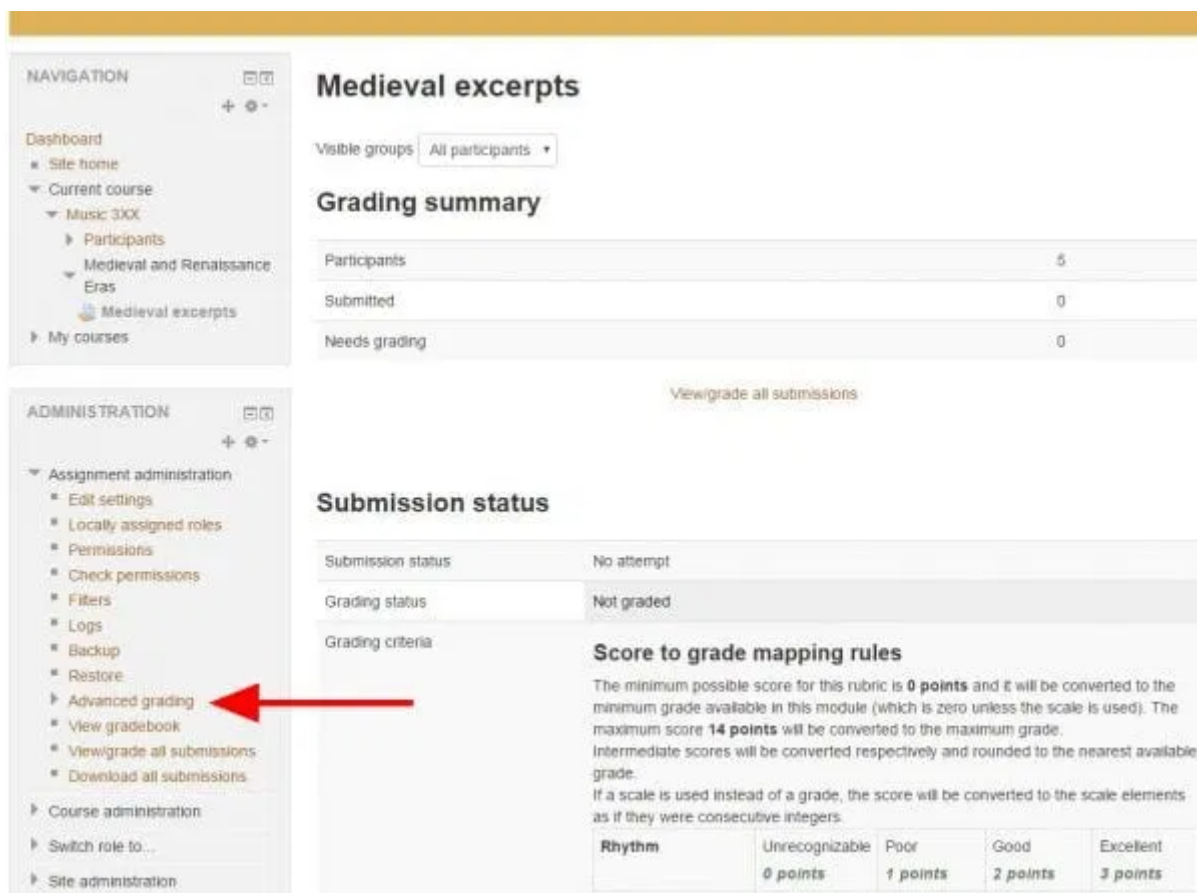


# Grading Guides

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 \(https://wp.stolaf.edu/it/?page\\_id=10107\)](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 \(https://docs.moodle.org/30/en/Marking\\_guide\)](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**.



The screenshot shows the Moodle course administration interface for the activity 'Medieval excerpts'. On the left, the 'ADMINISTRATION' block is expanded to show 'Advanced grading', which is highlighted with a red arrow. The main content area displays the 'Grading summary' and 'Submission status' sections.

**Grading summary**

Participants	5
Submitted	0
Needs grading	0

[View/grade all submissions](#)

**Submission status**

Submission status	No attempt
Grading status	Not graded

**Grading criteria**

**Score to grade mapping rules**

The minimum possible score for this rubric is **0 points** and it will be converted to the minimum grade available in this module (which is zero unless the scale is used). The maximum score **14 points** will be converted to the maximum grade. Intermediate scores will be converted respectively and rounded to the nearest available grade. If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive integers.

Rhythm	Unrecognizable	Poor	Good	Excellent
	0 points	1 points	2 points	3 points

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



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.



2. Enter a description for students.



3. Enter a description for graders.

↑ 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

4. Enter a maximum score for the criterion.

↑ 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

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 relevant.

#### 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 relevant.

#### 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.

*Click to edit*  
**Maximum mark**  
*Click to edit*

+ Add criterion

**Frequently used comments**

*Click to edit*

+ Add frequently used comment

**Grading guide options**

Show guide definition to students  
 Show grades per criterion to students

Save grading guide and make it ready   Save as draft   Cancel

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

*Click to edit*  
**Maximum mark**  
*Click to edit*

+ Add criterion

**Frequently used comments**

*Click to edit*

+ Add frequently used comment

**Grading guide options**

Show guide definition to students  
 Show grades per criterion to students

Save grading guide and make it ready   Save as draft   Cancel

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**.)

Click to edit  
**Maximum mark**  
 Click to edit

+ Add criterion

**Frequently used comments**

Click to edit


+ Add frequently used comment

**Grading guide options**

Show guide definition to students

Show grades per criterion to students

Save grading guide and make it ready   Save as draft   Cancel



## 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.

**NAVIGATION**

Dashboard

- Site home
- Current course
  - Music 300
    - Participants
    - Medieval and Renaissance Eras
      - Medieval excerpts
- My courses

**ADMINISTRATION**

- Assignment administration
  - Edit settings
  - Locally assigned roles
  - Permissions
    - Check permissions
    - Filters
    - Logs
    - Backup
    - Restore
    - Advanced grading
    - View gradebook
    - View/grade all submissions
    - Download all submissions
- Course administration
- Switch role to...
- Site administration

**Medieval excerpts**

Visible groups: All participants


**Grading summary**

Participants	5
Submitted	0
Needs grading	0

View/grade all submissions

**Submission status**

Submission status	No attempt										
Grading status	Not graded										
Grading criteria	<p><b>Score to grade mapping rules</b></p> <p>The minimum possible score for this rubric is <b>0 points</b> and it will be converted to the minimum grade available in this module (which is zero unless the scale is used). The maximum score <b>14 points</b> will be converted to the maximum grade. Intermediate scores will be converted respectively and rounded to the nearest available grade.</p> <p>If a scale is used instead of a grade, the score will be converted to the scale elements as if they were consecutive integers.</p> <table border="1"> <thead> <tr> <th>Rhythm</th> <th>Unrecognizable</th> <th>Poor</th> <th>Good</th> <th>Excellent</th> </tr> </thead> <tbody> <tr> <td></td> <td>0 points</td> <td>1 points</td> <td>2 points</td> <td>3 points</td> </tr> </tbody> </table>	Rhythm	Unrecognizable	Poor	Good	Excellent		0 points	1 points	2 points	3 points
Rhythm	Unrecognizable	Poor	Good	Excellent							
	0 points	1 points	2 points	3 points							



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



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

The screenshot shows a Moodle interface for grading. On the left is a navigation sidebar with 'Medieval excerpts' selected. The main area is titled 'Medieval excerpts' and contains a table of student submissions. A red arrow points to the 'Grade' column for the first student, Jason. Below the table are options for 'With selected...' and 'Options'.

Select	User picture	First name / Last name	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submissions
<input type="checkbox"/>		Jason	@stolaf.edu	No submission	-	Edit +	-		
<input type="checkbox"/>		Benjamin	@stolaf.edu	No submission	-	Edit +	-		
<input type="checkbox"/>		Ezra	@stolaf.edu	No submission	-	Edit +	-		
<input type="checkbox"/>		Sarah	@stolaf.edu	No submission	-	Edit +	-		Comments (0)
<input type="checkbox"/>		Douglas	@stolaf.edu	No submission	-	Edit +	-		

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

<b>Grade:</b>	<b>Research - Scores</b> You must reference the score at least 3 times in relation to your thesis. include excerpts. Ensure 3 instances present, must be relevant to argument not just there for credit. 1 point per irrelevant, 2 per relevant.		<b>score</b> 6 /5
	<b>Research - Recordings</b> You must reference recordings at least 3 times in relation to your thesis. Ensure 3 instances present, must be relevant to argument not just there for credit. 1 point per irrelevant, 2 per relevant.		<b>score</b> 6 /5
	<b>Research - Secondary</b> You must use at least 2 arguments from secondary sources that either defend or challenge your thesis. Again must be used in relation to thesis, at least 2 arguments. Assess for quality.	Secondary sources used are factual only and do not engage with thesis.	<b>score</b> 2 /10
	<b>Performance</b> You must reflect your research in your performance. Grade for style mainly, disregard technical and preparation errors.		<b>score</b> 18 /20
	<b>Cohesiveness</b> You must include a thesis that is defended throughout your paper. This is more than a factual report. Assess for presence and complexity of thesis and to what extent it is argued throughout.	1	<b>score</b> 20
	<b>Frequently used comments</b>		
	+Thesis present, but not thought-provoking.		
	+Citations present, but not relevant to thesis.		
	+Secondary sources used are factual only and do not engage with thesis.		
	* Show grader criterion descriptions <input type="radio"/> Hide grader criterion descriptions		
	* Show student criterion descriptions <input type="radio"/> Hide student criterion descriptions		

2 →

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.

Feedback comments

Notify students  Yes ←

Save changes Save and show next Cancel

Previous Next

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) ([https://wp.stolaf.edu/it/?page\\_id=10107](https://wp.stolaf.edu/it/?page_id=10107)) to learn more advanced grading tools if you have not done so yet.