**Grading Methods**

Moodle has advanced grading methods option. It will allow you to choose between *Simple direct grading*, *Marking guide* and *Rubric*.

You can select each of these grading methods when you set up your assignment, before your students have submitted any assignment.

In the assignment under the Grade option, click on the drop-down menu, select the type of grade you prefer.

Moodle has three options, *Scale: Separate and Connected ways of knowing*, *No grade* and numbers **0-100**.

Moodle has a standard set of scale with short phrases as a way of evaluating or giving feedback to students. However Moodle Gradbook has an option to create custom scales too.

*Scales* may be used in **Forums, Glossaries and Assignments** for rating or grading student’s activities.

If you want to add a new scale to your Moodle Course:

- **Turn Editing On**, go to **Course Administration – Grades. Grader report** will open.

![Grader report](image)

Click on **Scales** tab. Here you can add a new Scale and use it for your course. Your new scale can be just phrases, letters, and numbers.

Click on **Add a new scale** button, below Standard scales,
Name your scale, and then in the Scale box create your scale. Each item in the scale should be separated by a comma. You must order the comma separated elements in increasing order of value ex., **an A,B,C,D scale must be entered D,C,B,A**

**Marking Guide** allows entering a comment per criterion and mark up to maximum.

After selecting a **Marking Guide** grading option, you need to create the rubric:

- Click on the assignment, in the Administration setting
- Click on **Advanced Grading** option
- Click on **Define new grading form from scratch**
In the Name text field, type the name of the **Marking Guide**

In the **Description text box**, type a description of how the marking guides will be used

In the Marking Guide section:

- Click on **Criterion name** to edit the name of the grading criteria
- Click on **Description for Students** to describe how the criteria will be graded
- Click on **Description for Markers** and enter a text for other instructors who would like to use the form
- Click on **Maximum mark** to put the total points for the criteria

- Click **Add Criterion** button to add another criterion
- There is an option also to add **Frequently used comments**. To add a comment, click **Add frequently used comment** button and enter the text.
When finished with criterions click on **Save marking guide make it ready** button

If you want to edit the guide, then click **Edit the current form definition**

If you want to reuse the guide you have created in a new assignment, then in the **Grading methods** option, choose **Marking Guide**. Under the Administration settings click on the **Advanced grading**, then click on the **Create New Grading Form From Template** option.

To use your Marking Guide as a template in the **Search Box**, type the name of the Marking Guide, then check the box **Include My Own Forms**, and then click the **Search** button.

Once you have found the guide click on the **Use This Form as a Template**
After clicking Use this Form as a Template, you need to click on Continue button.

**Grading with Marking Guide**

With Marking Guide you need to add comments for each criterion and then give the earned points.

To grade the assignment:

- Click on the name of the assignment
- Click on view grade all submissions
- Click the Grade option next to the assignment you would like to grade
- Enter comments about students achievement on each criteria
- Enter the number of points earned next to the Score
• To add overall comments scroll to the Feedback files section and add a file.

Click on the following options:

• Save changes button to save the work and return to the assignment.
• Save and Show Next button to save the grading and proceed to the next student.
• Next button to proceed to the next student without saving.
• Cancel button to clear the rubric and return to the assignment.

**Grading with Rubric**

Edit your assignment, click on the gear icon right from your assignment.

Go to the **Grade option** and under **Grade method** choose **Rubric** and save your selection.
Creating a Rubric

To create a Rubric:

- Click on the name of the assignment
- Go to the Administration (it is from left)
- Click on Advanced Grading, Define Rubric

- Click on Define New Grading Form from Scratch

- Fill in the Name of the Rubric
- In the Description text box type a description providing a detailed information or instruction on how the Rubric will be used.
- In the Rubric section click on the Click to Edit the Criterion box
• To add a text in the criterion box and in the level box click Edit the criterion box and click to edit level box
• To add a point values click on the points button and add a respective numerical value
• After defining the criterions and levels you can add more by clicking on Add criterion button and Add level button

When you are done with your Rubrics leave all the options as it is and click on Save Rubric and Make it Ready.

If you need to edit your rubric, click on the Edit the current form definition option on the Advanced grading page.

If you want to reuse your rubric then:

• Click on the name of the assignment you want to use the rubric you have created
• In the Administration block click on Advanced Grading
• Click the Create New Grading Form from Template option

• Check the box next to Include my Own Forms
• In the Search box type the name of your rubric
• Click Search button
Once you have found your rubric, click Use This Form as a Template button.

And click Continue to finish the process

**Grading with a Rubric**

To grade assignments with rubric:

- Go to the assignment click on the View/grade all submissions

<table>
<thead>
<tr>
<th>Grading summary</th>
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</thead>
<tbody>
<tr>
<td>Participants</td>
</tr>
<tr>
<td>Drafts</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Needs grading</td>
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<tr>
<td>Due date</td>
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<tr>
<td>Time remaining</td>
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<tr>
<td>Late submissions</td>
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</tbody>
</table>

- Click on the Grade option next to the assignment

- After clicking on the grade a new window with the rubric criterions will open. You need to fill in with comments, if you have any and choose from each criterion the appropriate level that corresponds with the student’s work.
Click on Save and Show the Next button to save the grading and proceed to the next student.