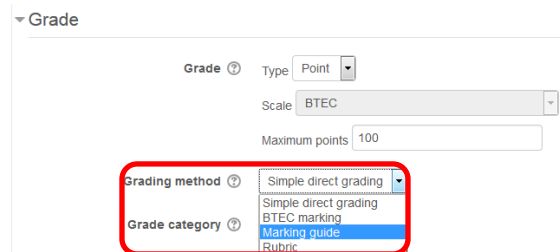


## Creating and using Moodle Marking Guides

Marking guides or grading forms are marking methods that allow Module Leaders or Co-teachers to create a set of criteria which are allocated grades or weightings. These are attached to assignment dropboxes and are available for everyone involved in the marking process to use.



Grade

Grade ⓘ Type: Point

Scale: BTEC

Maximum points: 100

Grading method ⓘ

- Simple direct grading
- Simple direct grading
- BTEC marking
- Marking guide**
- Rubric

Grade category ⓘ

Create your assignment as normal. When you reach the **Grade** section click on the down arrow next to **Grading method** and choose **Marking guide** from the dropdown menu.

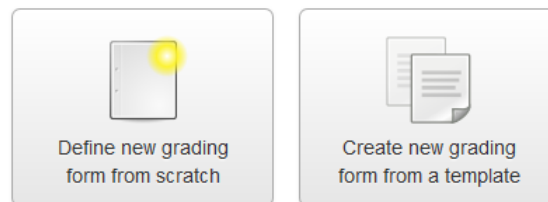
Complete the rest of the fields and then click on the **Save and Display** button at the bottom of the

page.

If you haven't created a marking guide before you will see a screen similar to the one below.

### Advanced grading: Grading forms example (Submissions)

Change active grading method to ⓘ Marking guide

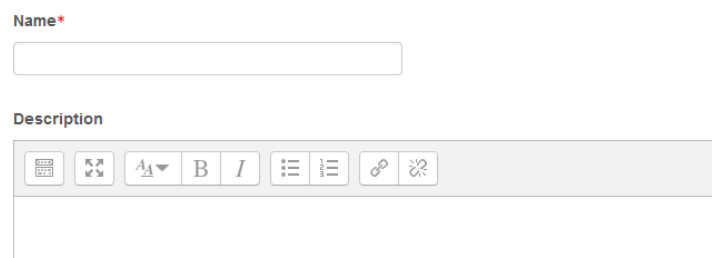


Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

For the purposes of this guide we will only be looking at defining a new grading form from scratch.

Click on the **Define new grading form from scratch** button.

Give the form a **Name** and a **Description**.



Name\*

Description

Save and Display

### Marking guide

**Click to edit criterion name**  
**Description for Students**  
*Click to edit*  
**Description for Markers**  
*Click to edit*  
**Maximum mark**  
*Click to edit*

**+ Add criterion**

Click on the text that says **Click to edit criterion name** to add the criterion title.

To add the criterion description for the students click on the grey text under **Description for Students** that says **Click to edit**.

To add the criterion description for the markers click on the grey text under **Description for Markers** that says **Click to edit**.

To add a mark for the criterion click on the grey text under **Maximum mark** that says **Click to edit**.

Please note you cannot create a qualitative marking guide using Moodle; only quantitative marking guides are available as you are required to enter a maximum mark for each criterion.

To add another criterion click on the **Add criterion** button; you can reorder the criterion once you have created more than one by using the **up** and **down** arrows that appear to the left of each criterion title. To delete a criterion click on the **X** icon to the left of its title. Here is a completed example.

### Marking guide

**X Grammar**  
**Description for Students**  
↓  
Make sure you have used the correct grammar - student version  
**Description for Markers**  
Make sure they have used the correct grammar  
**Maximum mark**  
10

**↑ Spelling**  
**X Description for Students**  
Make sure you have used the correct spelling - student version  
**Description for Markers**  
Make sure they have used the correct spelling  
**Maximum mark**  
20

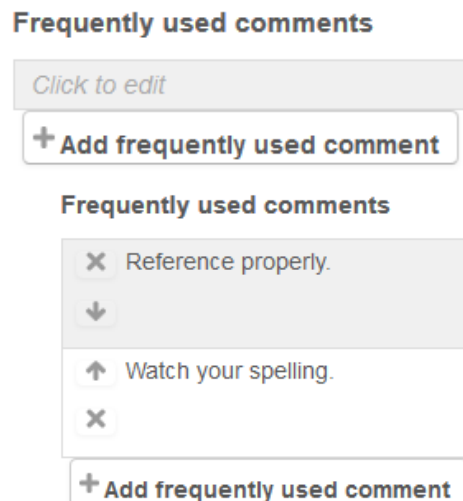
**+ Add criterion**

You can also create a set of frequently used comments that will speed up the marking process.

Click on the grey **Click to edit** link under the **Frequently used comments** section to add your text.

To create a new comment click on the **Add frequently used comment** button.

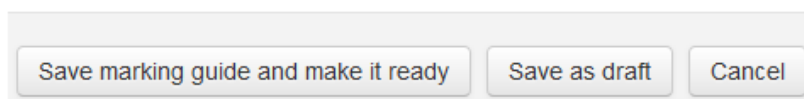
You can reorder the comments once you have created more than one by using the **up** and **down** arrows that appear to the left of each comment title. To delete a comment, click on the **X** icon to the left of its title. To the right is a completed example.



At the bottom of the screen are several display options. You can choose to **Show (the) guide definition to students** and to **Show (the) marks per criterion to students** by ticking the appropriate checkbox.

#### Marking guide options

- Show guide definition to students
- Show marks per criterion to students





Finally you can choose to **Save (the) marking guide and make it ready** or just **Save (it) as (a) draft** by clicking the appropriate button.

If you save the form as a draft you will see the following screen with the form shown in preview mode. You can choose to delete the form (by clicking on the **Delete the currently defined form** button) or **Edit** the form if you don't like the layout and then either make it available or save it as a further draft.


If you decide to create a draft marking guide and then come back to edit it at a later date you will need to click on the assignment title and then find the **Assignment Administration** menu (usually on the left hand side of your Moodle space) to access the marking guide as it will not appear if you go into the assignment. Find **Advanced grading** on the menu and then **Define marking guide** beneath it.

## Advanced grading: Grading forms example (Submissions)

Change active grading method to  Marking guide 



Edit the current form definition



Delete the currently defined form

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

## Example grading form Draft

This is the grading form for DSBVT

### Grammar

#### Description for Students

Make sure you have used the correct grammar - student version

#### Description for Markers

Make sure students have used the correct grammar - marker version

#### Maximum mark

20

### Spelling

#### Description for Students

Make sure you have used the correct spelling - student version

#### Description for Markers

Make sure students have used the correct spelling - marker version

#### Maximum mark

10

### Frequently used comments

This is incorrectly spelt.


This is grammatically incorrect.




### Marking guide options

- Show guide definition to students
- Show marks per criterion to students

To make the form available click on the **Edit the current form definition** button and then click on the **Save (the) marking guide and make it ready** button. You will then see a screen similar to the one below. Once again you can **Edit the current form definition**; **Delete the currently defined form** or **Publish the form as a new template** so that you (and other Brookes' staff) can reuse it when marking other assignments.

### Advanced grading: Grading forms example (Submissions)

Change active grading method to 

 Edit the current form definition	 Delete the currently defined form	 Publish the form as a new template
---	--	---

### Example grading form Ready for use

This is the grading form for DSBVT

**WARNING: Your marking guide has a maximum grade of 30 points but the maximum grade set in your activity is 100 The maximum score set in your marking guide will be scaled to the maximum grade in the module. Intermediate scores will be converted respectively and rounded to the nearest available grade.**

Please be aware that you may get a red message as in this example which is highlighting that the grade awarded for the assignment (100) is not the same as the grades awarded for the individual criteria (30). You can still use the marking guide but the figures may not be exactly what you originally intended as Moodle will automatically adjust them. You may decide to leave them as they are or to adjust either the criteria marks or the overall grade for the assignment so that they match.

If you click on the **Publish the form as a new template** button above you can save the form so that other users at Brookes can use it or adapt it for their needs.

When students submit an assignment to the dropbox they will see a copy of the marking guide on their submission page. They simply click on the **Add submission** button as normal and follow the instructions on the screen.

When you enter the marking interface for a particular submission you will see the usual marking interface plus the grading form with text boxes next to each criterion.

**Grade:**

This is the grading form for DSBVT

<b>Grammar</b> Make sure you have used the correct grammar - student version Make sure students have used the correct grammar - marker version		<b>score</b> <input type="text"/> <b>/50</b>
<b>Spelling</b> Make sure you have used the correct spelling - student version Make sure students have used the correct spelling - marker version		<b>score</b> <input type="text"/> <b>/50</b>

**Frequently used comments**

- + This is incorrectly spelt.
- + This is grammatically incorrect.
- Show marker criterion descriptions  Hide marker criterion descriptions
- Show student criterion descriptions  Hide student criterion descriptions

You can add free text into the boxes or use the **Frequently used comments** by clicking on the + sign to the left of their title. You will not be able to add the comments into the assignment directly. You can also add a figure into the **score** boxes. **Save** your changes when you have finished marking the assignment.

The students will see a screen similar to the one below when they look at their marked assignment (plus all of the other normal feedback features).

**Feedback**

Grade	This is the grading form for DSBVT		
<b>Grammar</b>	Your grammar is	<b>5 /</b>	
Make sure you have used the correct grammar - student version	very poor	<b>50</b>	
<b>Maximum mark</b>			
50			
<b>Spelling</b>	This is incorrectly	<b>45 /</b>	
Make sure you have used the correct spelling - student version	spelt.	<b>50</b>	
<b>Maximum mark</b>			
50			
50.00 / 100.00			