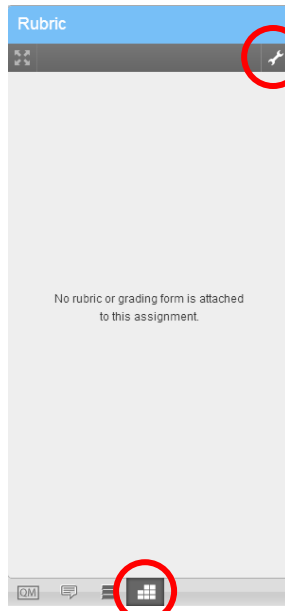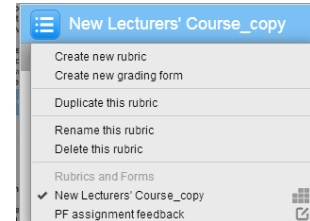# Grading forms in GradeMark

Grading forms are described as simple rubrics. They are designed to give feedback and marks to students for specific criteria. Grading forms can be used instead of rubrics but you cannot attach a rubric scorecard and a grading form to the same assignment.

Please note: Grading forms are not available on the iPad app.

To create a grading form, open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane. Click on the spanner icon to access the **Rubric/Form Manager** area.

Click on **Create new grading form** from the drop down menu at the top left of the Rubric/Form Manager area.

Enter a name for your grading form in the title box at the top of the blank form that appears.

Fill in the criteria **titles** and give each one a **description**. To add further criteria click on the **+** sign either at the top of the form or at the very bottom of the form. To delete a criterion, click on the **dustbin** icon at the end of the criterion row.
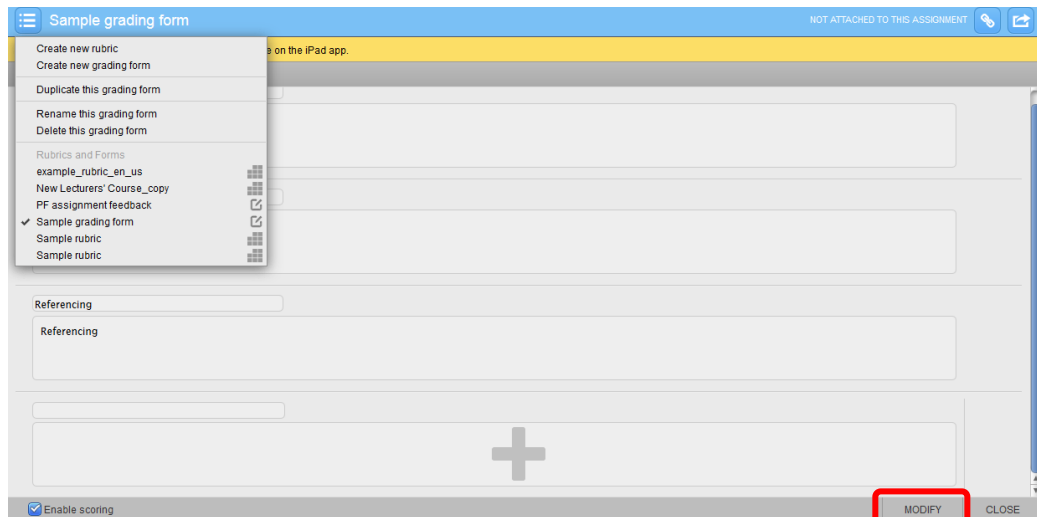
You can choose to grade the grading form by checking the **Enable scoring** checkbox. You can 'grade' with letters or numbers. If you grade with letters no overall score will be assigned to the grading form but if you use numbers it will. Click on the **Save** button to complete the process.

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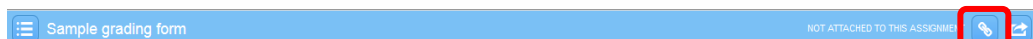
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If you need to modify the form simply go back into the Rubric/Form Manager area, select the grading form from the drop down menu at the top left of the Rubric/Form Manager area. Click on the **Modify** button at the bottom of the form, make your changes and then **Save** them.

You can also **duplicate**, **rename** and **delete** the grading form from the drop down menu at the top left of the Rubric/Form Manager area.

Once a grading form is attached to an assignment it cannot be modified. Grading forms can be exported and imported in exactly the same way as rubric scorecards can.

Click on the **attach** button in the blue bar at the top of the grading form to attach it to an assignment.

If a rubric or a grading form has already been attached to the assignment you will receive a warning stating the same. If you are sure you want to replace the previous rubric or grading form with the new one click on **OK**.

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To use the grading form once it is attached to an assignment simply complete the fields that will appear in the right hand pane next to the assignment.

Add your comments into the appropriate criterion field and add a mark if you have chosen to use them. The grading form will show a total mark for any numerical values that you add.

Once you have finished simply click on the **Apply score to grade** button. This will add the mark to the **Grade** field at the top right hand corner of the GradeMark interface.

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