

# SacCT

## Grading Forms

### HOW TO GUIDE







CALIFORNIA STATE UNIVERSITY, SACRAMENTO



### WHAT IS A GRADING FORM?

A grading form is a rubric that you can use to grade students' work based on specific criteria that you define. It also provides clear performance indicators for students and consistent grading guidelines for Section Instructors and Teaching Assistants. After you create a grading form, it is available as a grading option for assignments and discussion topics, as well as a column type in the Grade Book.

### CREATING A GRADING FORM

- step 1.* Click the **Build** or **Teach** tab and then click the **Grading Forms** button.
- step 2.* Click the **Create Grading Form** button.
- step 3.* In the title box type a name for your new grading form. Optionally, you can enter a description for the grading form.
- step 4.* By default, there are three criteria and three performance indicators in the rubric.

Add Criterion		Add Performance Indicator		
To edit the name of a criterion or performance indicator, click its Edit icon.				
Objective/Criteria	Performance Indicators			
	* Need Improvement	* Meet Expectations	* Exceptional	
* Spelling  	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
* Grammar  	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
* Style  	<input type="text"/> *points	<input type="text"/> *points	<input type="text"/> *points	
				Total (out of):: <input type="text" value="0"/>

- step 5.* If you need to add another criterion (row), click **Add Criterion**.
- step 6.* If you need to add another performance indicator (column), click **Add Performance Indicator**.
- step 7.* To edit the title of a criterion or performance indicator, click the **Edit** icon  next to the title and then type a new title. Click outside the text box to save your changes.
- step 8.* To delete a criterion (row) or performance indicator (column), click the **Remove** icon  next to the title of the row or column.
- step 9.* Click in the performance indicator box in a criterion row and type the expected performance indicator for that criterion.
- step 10.* Click in the box below the performance indicator and type the point value.
- step 11.* Continue to type the performance indicator and point value for each criterion.
- step 12.* Click **Save** to create and save your new Grading Form.

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## EDITING A GRADING FORM

- step 1.* Click the **Build** or **Teach** tab and then click the **Grading Forms** button.
- step 2.* Click the **ActionLinks** button next to the name of the Grading Form and select **Edit Grading Form**.
- step 3.* Type your new information for the Grading Form and click **Save**.



**TIP :** When editing grading forms used by an assignment, you cannot add or delete criteria or performance indicators, but you can edit the numeric values assigned to the performance indicators. If grades have been assigned, they are automatically re-graded in the Grade Book. However, overridden grades – those that were entered directly into the Grade Book – are not automatically re-graded.

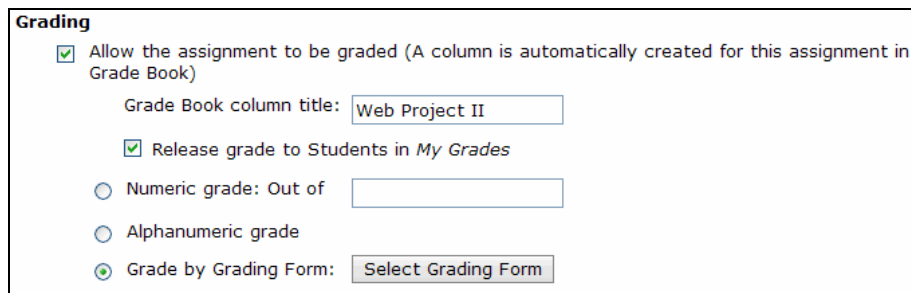
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## CREATING A GRADING FORM COLUMN IN THE GRADE BOOK

- step 1.* Click the **Teach** tab and then click the **Grade Book** button.
- step 2.* Click the **Create Column** button and select **Grading Form**.
- step 3.* In the **Column label** text box, type a name for the title of the new column.
- step 4.* Click the **Select Grading Form** button.
- step 5.* In the **Select Grading Form** window, select the radio button next to the name of the grading form you want to use for this column.
- step 6.* Click **Select**.
- step 7.* Click **Save**.

## LINKING A GRADING FORM TO AN ASSIGNMENT

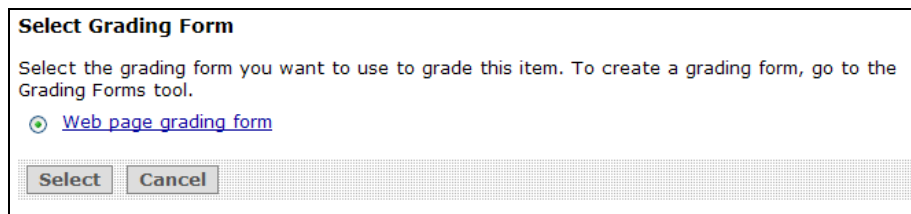
- step 1.* Click the **Build** tab and then click the **Assignments** button.
- step 2.* Click the **Create Assignment** button.
- step 3.* Follow the steps in the *Create Assignment* section of the *SacCT: Assessments & Assignments* document.
- step 4.* In the **Grading** section, check the box to allow the assignment to be graded, as shown in the following screen image.



The screenshot shows a 'Grading' section with the following options:

- Allow the assignment to be graded (A column is automatically created for this assignment in Grade Book)
  - Grade Book column title:
- Release grade to Students in *My Grades*
- Numeric grade: Out of
- Alphanumeric grade
- Grade by Grading Form:

- step 5.* Click the radio button next to the text *Grade by Grading Form*.
- step 6.* Click the **Select Grading Form** button.
- step 7.* In the **Select Grading Form** window, select the radio button next to the name of the grading form you want to use for this assignment.



The screenshot shows a 'Select Grading Form' window with the following content:

Select the grading form you want to use to grade this item. To create a grading form, go to the Grading Forms tool.

- [Web page grading form](#)

- step 8.* Click **Select**.
- step 9.* Select additional options for your new assignment in the **More Options** section.
- step 10.* Click **Save**.

## LINKING A GRADING FORM TO A DISCUSSION TOPIC

- step 1.* Click the **Build** or **Teach** tab and then click the **Discussions** button.
- step 2.* To create a new discussion topic, click **Create Topic** and follow the instructions in the *Creating Topics* section of the *SacCT: Communication Tools* document. If you want to modify an existing topic, click the **ActionLinks** button next to the name of the topic and select **Edit Properties**.
- step 3.* While in the **Create Topic** or **Edit Discussion Topic Properties** screen, you can attach a grading form to the **Grading** section and/or the **Peer Review** section.
  - a.* If using the **Grading** section:
    - Click the radio button next to **Grade by Grading Form**.
    - Click the **Select Grading Form** button.

- Select the grading form you wish to use for grading this topic.
  - Click **Select**.
- b.* If using the **Peer Review** section:
- Click the radio button next to *Allow students to review messages using a grading form.*
  - Click the **Select Grading Form** button.
  - Select the grading form you wish to use for peer review of this topic.
  - Click **Select**.

*step 4.* Continue with additional choices for your topic properties and click **Save**.

## UPDATING GRADES IN THE GRADE BOOK

To edit a grade, you can click the student's name to view and edit a single student's grades, the column name to view and edit all student's grades for a specific column, or a cell value to edit a specific column for a single student.

Your location: **Grade Book**

**Grade Book**

Create Column ▾ Enroll Members Import from Spreadsheet Grade Book Options ▾

Reorder Columns

Grades Members View All Custom View SCORM Grades

<input type="checkbox"/>	▾ Last Name Alphanumeric ↕	▾ First Name Alphanumeric	▾ Assignment Numeric (out of 15)	▾ Web page p Grading Form (out of 15)	▾ Web Assign Grading Form (out of 15)	▾ Assignment Grading Form (out of 15)
<input type="checkbox"/>	<a href="#">Pina</a>	Raymond				
<input type="checkbox"/>	<a href="#">Range</a>	Monica				
<input type="checkbox"/>	<a href="#">Smith</a>	J.	--	--		
<input type="checkbox"/>	<a href="#">Student 1136</a>	Demo	--	--		
<input type="checkbox"/>	<a href="#">Vera</a>	Yazmin				

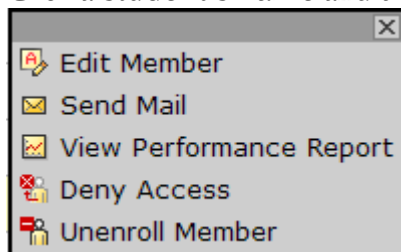
Send Mail Export to Spreadsheet Grant Access

(XX) - Indicates a grade that is partial or not complete  
^XX - Indicates a grade that has been overridden

Click a column name, an individual student's name, or a cell value in the Grade Book to edit grades.

### Modify a single student's grade(s)

- step 1.* Click the **Teach** tab.
- step 2.* Click the **Grade Book** button in the menu bar.
- step 3.* Click a **student's name** and then select **Edit Member**.



*step 4.* In the **Edit Member** screen, click the **Edit Grading Form Grade** button next to the name of column you want to edit.

<b>Assignment 4</b> - --	Change to:	Comment:	<input type="text"/>	<input type="text"/>	<input type="button" value="View Audit History"/>
<b>Web page project:</b>	15	<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>		

*step 5.* In the **Complete Grading Form** window, find the **Change to** box at the bottom right, and enter your numeric value for the rubric for this student.

*step 6.* Type any comments you want into the **Comments** text boxes.

*step 7.* Click **Save** to update your grading form value for the student.

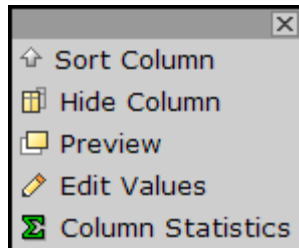
*step 8.* Click **Save** to update all changes to the student's grades.

### Modify all students' grade(s)

*step 1.* Click the **Teach** tab.

*step 2.* Click the **Grade Book** button in the menu bar.

*step 3.* Click a column title and then select **Edit Values**.



*step 4.* In the **Edit Column** screen, click the **Edit Grading Form Grade** button next to a student's name you want to edit

J.	Smith	sac12345	^15	<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>
Demo	Student	webct_demo_1136576001		<input type="button" value="Edit Grading Form Grade"/>	<input type="button" value="View Audit History"/>
	1136576001				

*step 5.* In the **Complete Grading Form** window, find the **Change to** box at the bottom right, and enter your numeric value for the rubric for this student.

*step 6.* Type any comments you want into the **Comments** text boxes.

*step 7.* Click **Save** to save your grading form changes.

*step 8.* Click **Save**.