



## Faculty: Create a Checklist (Advanced Grading)

Hart Wilson - 2023-04-07 - Comments (0) - Faculty

Moodle's advanced grading feature allows us to use an online checklist to assign points for assignments and advanced forums. This [guide to creating checklists](#) describes how to get started with this tool.

See [these instructions for reusing a checklist](#) to grade another assignment or forum.

Grade: <b>Content</b>
<input checked="" type="checkbox"/> Concise subject line
<input checked="" type="checkbox"/> Includes clear request for action
<input type="checkbox"/> Adequate and complete justification for request or recommendation
More information regarding the desirability of your request would have made your memo even more persuasive.
<b>Logic</b>
<input checked="" type="checkbox"/> Logical basis for argument
<input checked="" type="checkbox"/> Request or recommendation aligned with argument
<input checked="" type="checkbox"/> Persuasive or informative, depending on purpose
Good job laying out your premise.
<b>Style and Mechanics</b>
<input type="checkbox"/> Professional tone
<input checked="" type="checkbox"/> Clear and concise style
<input checked="" type="checkbox"/> Correct subject-verb-pronoun agreements
<b>Memo Grading Checklist</b>