Faculty: Create a Checklist (Advanced Grading)

Hart Wilson - 2025-12-23 - Comments (0) - Faculty

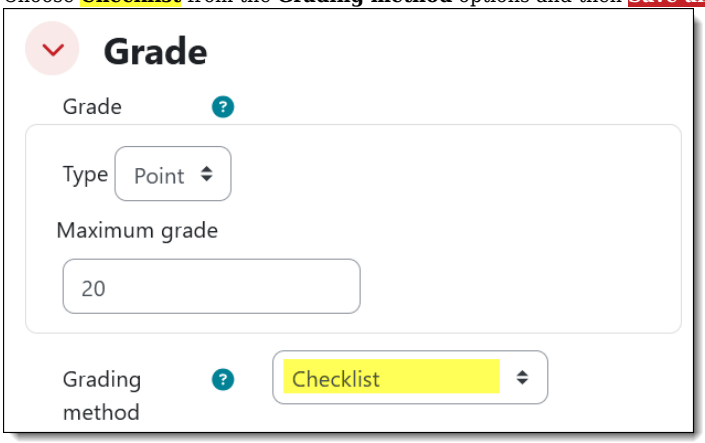
Moodle's advanced grading feature allows us to use an online checklist to assign points for assignments. Points are assigned as you check off an item in a "group" or category of grading factors. Scores are calculated by adding up the points for each item checked off—unchecked items receive no points. If the total points possible assigned to the item differ from the value of the points in the checklist, Moodle will automatically calculate the gradebook score based on the total points possible.

Note: Checklists cannot be used to grade forums.

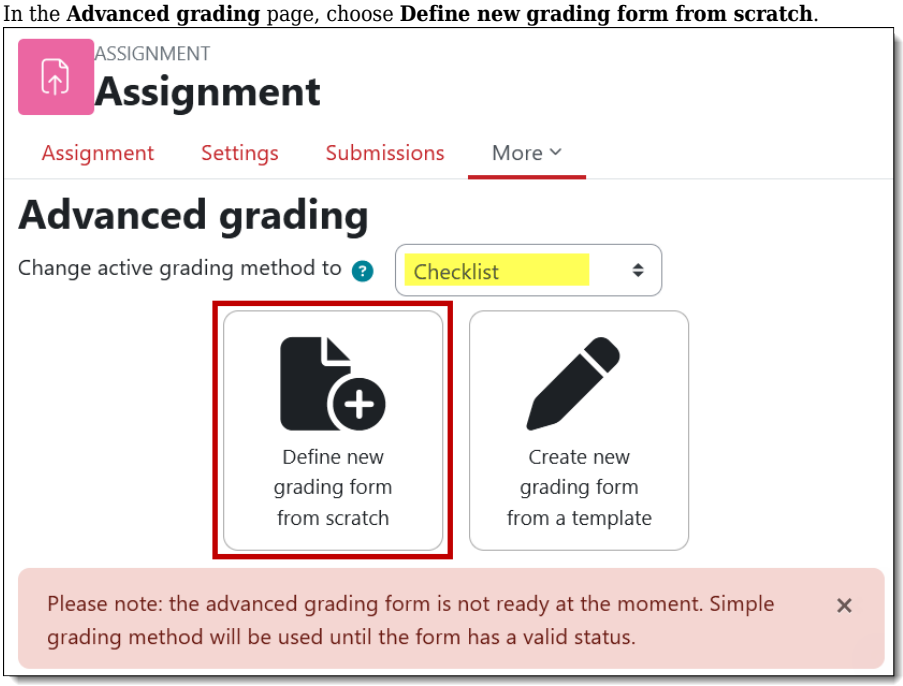
See these instructions for reusing a checklist or rubric to grade an activity.

Here's how to set up a checklist for advanced grading in an assignment:

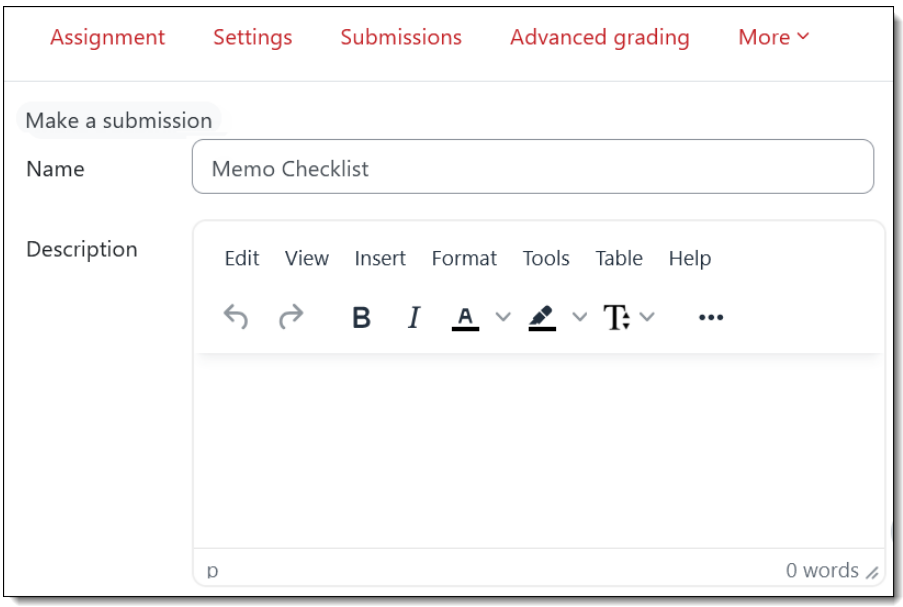
1. Choose **Checklist** from the **Grading method** options and then **Save and display**.



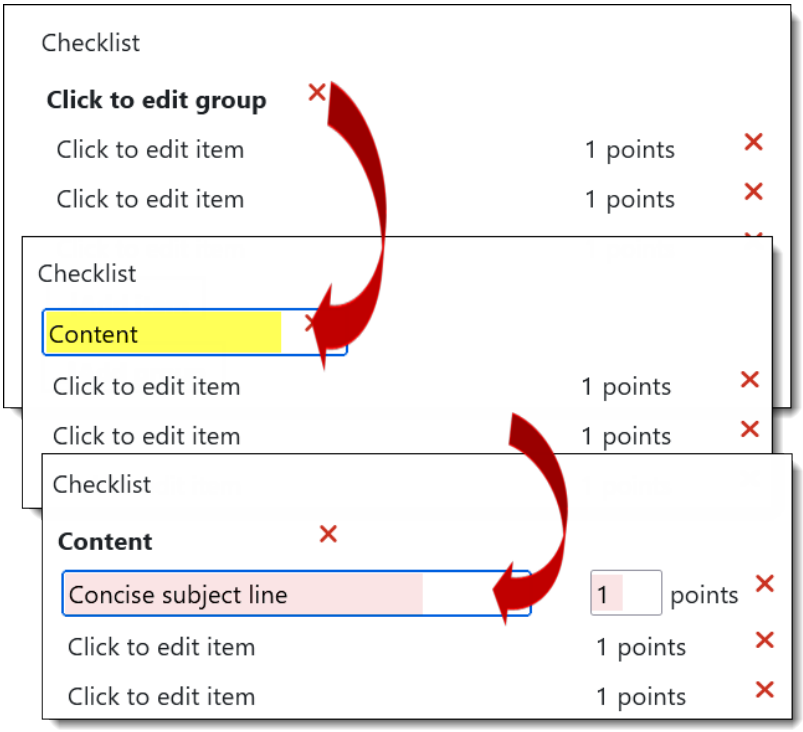
2. In the **Advanced grading** page, choose **Define new grading form from scratch**.



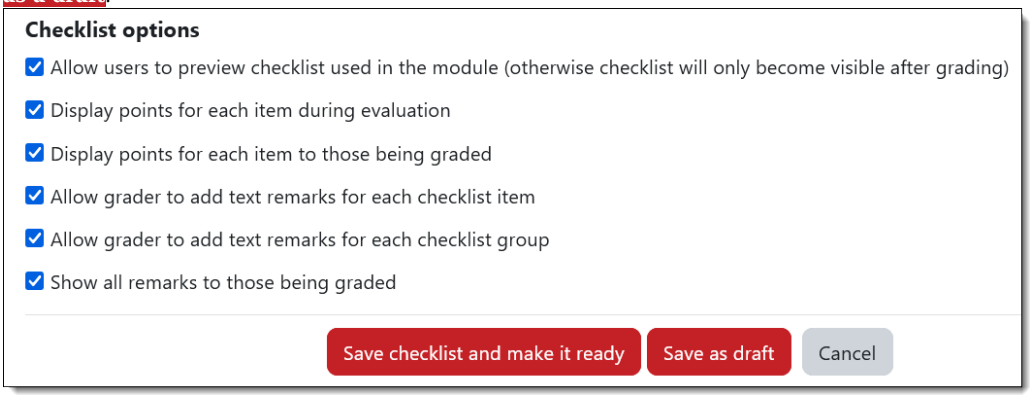
3. Provide a name for the checklist and a brief description if you like (you'll be the only one seeing it).



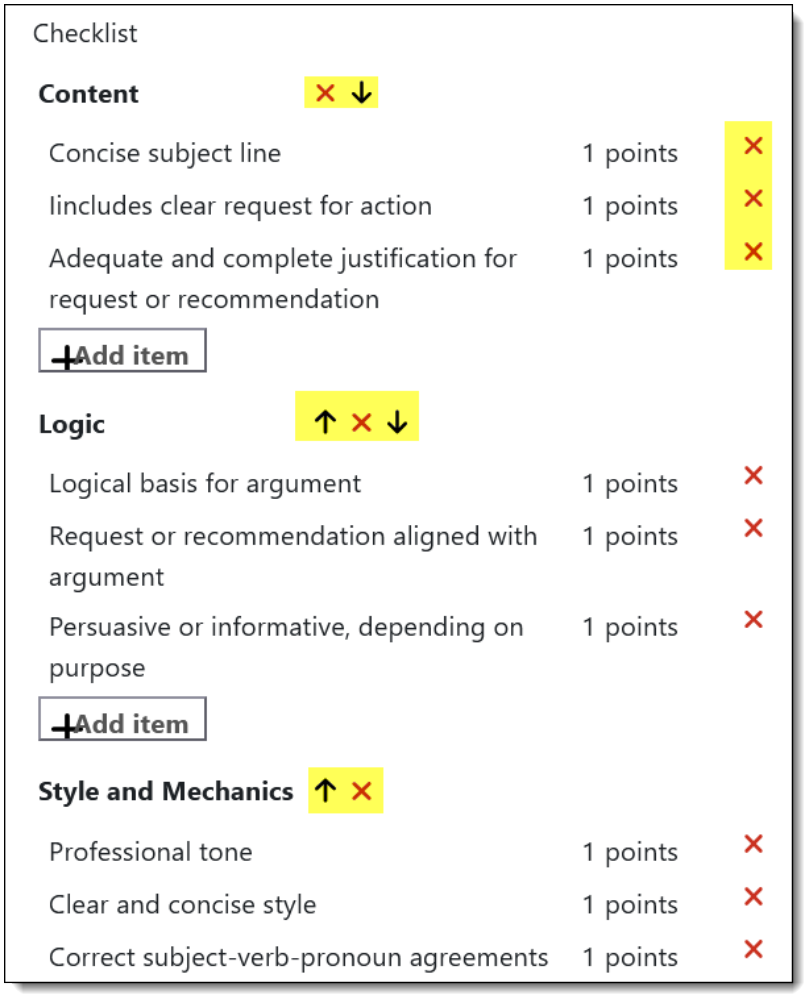
4. In the checklist definition area, click on **Click to edit group** to name the first set of grading criteria, then click on **Click to edit item** to enter the first criterion that you wish to assess and update the point value if desired.



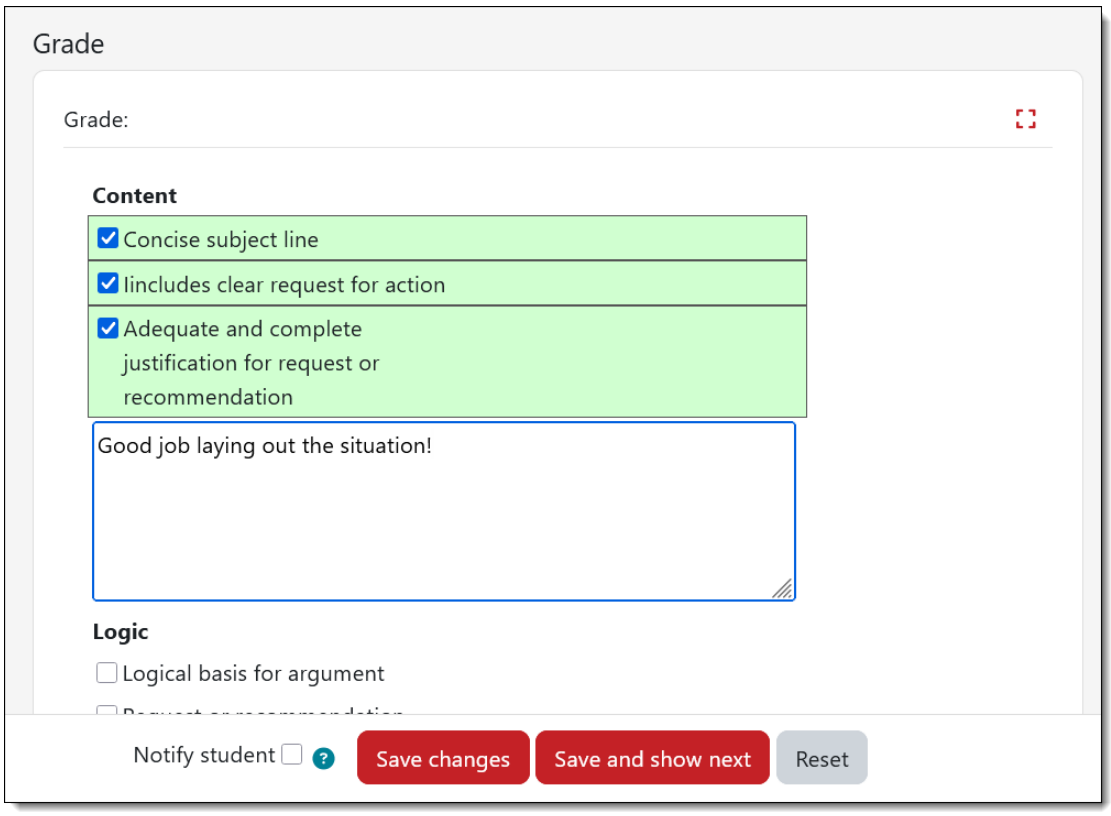
5. Continue adding group names and items as needed, deleting any extra (uncustomized) items.
6. Review the checklist options, then **Save checklist and make it ready** (you can always edit it) or **Save as a draft**.



Your checklist might look something like this:



To grade an assignment, check the box for each criterion successfully completed:


Grade
Grade:
Content
Concise subject line
Iincludes clear request for action
Adequate and complete justification for request or recommendation
Good job laying out the situation!
Logic
Logical basis for argument
Notify student
Save changes
Save and show next
Reset