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Faculty: Create a Checklist (Advanced Grading)

Hart Wilson - 2025-12-04 - [Comments \(0\)](#) - [Faculty](#)

Moodle's advanced grading feature allows us to use an online checklist to assign points for assignments and advanced forums. Points are assigned as you check a box. Checklists are not applicable to forums.

See [these instructions for reusing a checklist](#) or rubric to grade an activity.

Grade: Content
<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.
Logic
<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.
Style and Mechanics
<input type="checkbox"/> Professional tone
<input checked="" type="checkbox"/> Clear and concise style
<input checked="" type="checkbox"/> Correct subject-verb-pronoun agreements

Memo Grading Checklist