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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:	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