

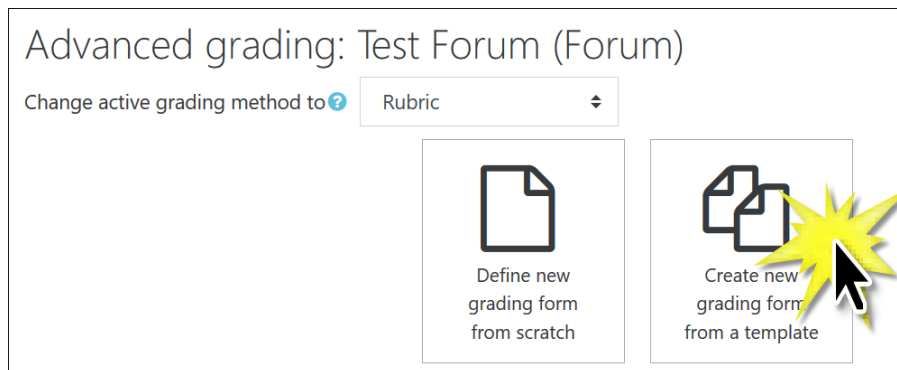
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Faculty: Reuse an Advanced Grading Tool



Hart Wilson - 2025-12-03 - [Comments \(0\)](#) - [Faculty](#)


If you have created a grading guide, rubric or checklist to grade an assignment or forum, you can use that advanced grading tool as a template for another activity in the same course or in another course you teach.


First create the activity and select the advanced grading tool as the grading method. Save changes. In the following dialogue page, select **Create a new grading form from a template**:



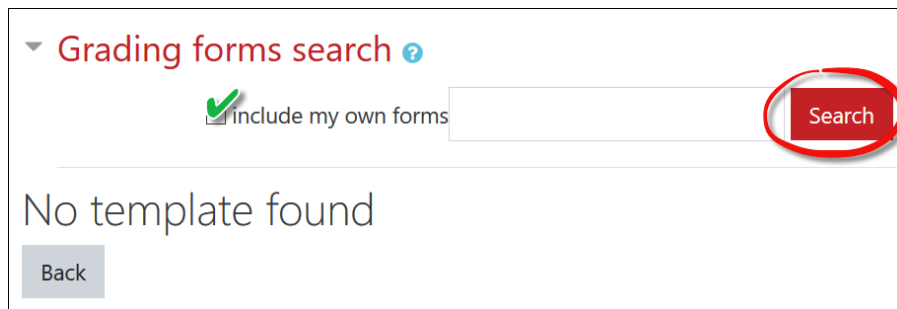
Advanced grading: Test Forum (Forum)


Change active grading method to  Rubric 


 Define new grading form from scratch


 Create new grading form from a template

No templates will be found, but don't panic! Select the option to include your own forms in the search.




▾ Grading forms search 

 include my own forms



No template found



All of the forms that you have created for this tool type will be listed on the page. Scroll down to locate the form you want to use, then click on **Use this form as a template** to copy the form into the new activity.

Discussion Forum Rubric Own form

Location: Week 1: Discussion 2 (Forum)

Timeliness	Does not participate 0 points	Poor 4 points	Fair 6 points	Good 8 points	Excellent 10 points
Demonstrates Understanding	Does not participate 20 points	Poor 30 points	Fair 40 points	Good 50 points	Excellent 60 points

- ☒ Allow grader to add text remarks for each criterion
- ☒ Show remarks to those being graded



Use this form as a template

Revise the form as needed for the new activity. Any revisions you make will apply solely to this particular instance of the form. The original version of the form will remain unchanged.

If you have already saved the assignment or forum and need to apply an advanced grading tool, open the activity and click on the **Advanced grading** tab to select the grading tool you wish to use, then follow the instructions above to access and copy your template.

Assignment Settings Submissions **Advanced grading** More ▾

Advanced grading

Change active grading method to ?

Simple direct grading ▾

Grading guide

Rubric

Simple direct grading