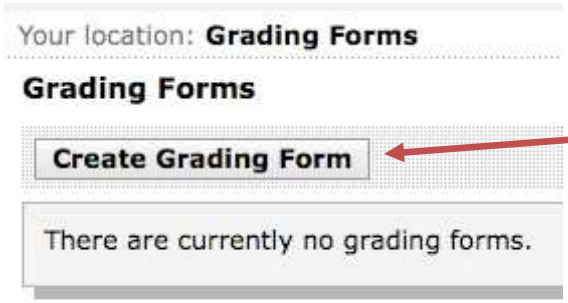
Setting up Grading Forms for an assignment or assessment in eCampus takes some time and effort, but once created, it will save you hours of grading time. There are several steps involved. This handout will guide you through the process.

Step 1: Create a Grading Form

Under the **Build** tab, select the Course Tool for **Grading Forms** from the **Designer Tools** menu on the left.



Select the **Create Grading Form** button.

Enter the **Title** of the form and a **Description** where indicated.
We will continue with the "PowerPoint Presentation - Development" for our example.

There are two parts to the Grading Form set up:

- **Add Criterion**
- **Add Performance Indicators**

You will see the default criteria—Spelling, Grammar and Style and the default Performance Indicators—Need Improvement, Meet Expectations, Exceptional. You can change or add to these as you wish. To add a new Criterion or Performance Indicator, select the **Add Criterion** or **Add Performance Indicator** button.

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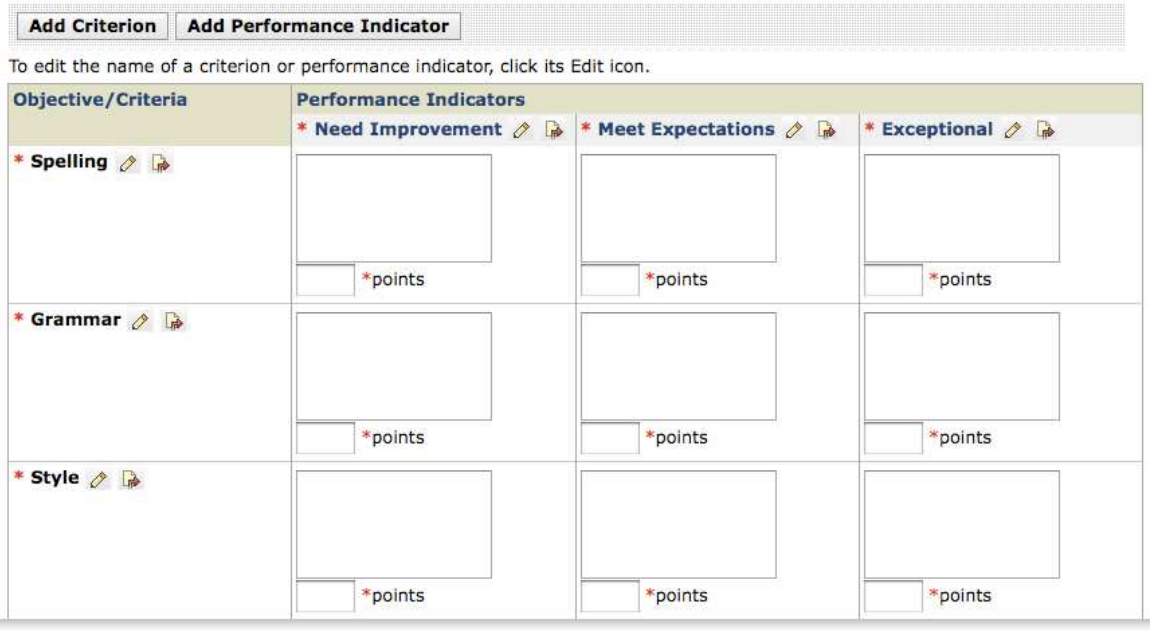
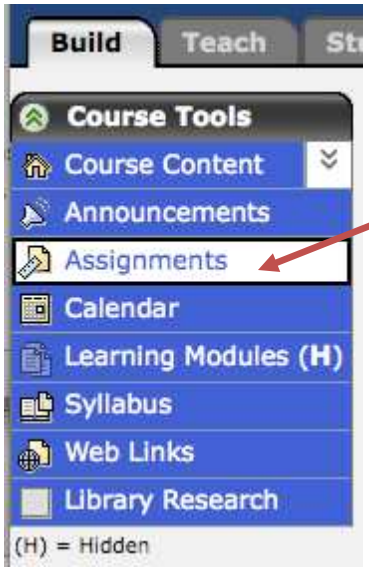
You can also remove Performance Indicators and Criteria by selecting the "Remove" icon.



You will have to compose the Performance Indicators for each level of performance you establish. (See example in Appendix).

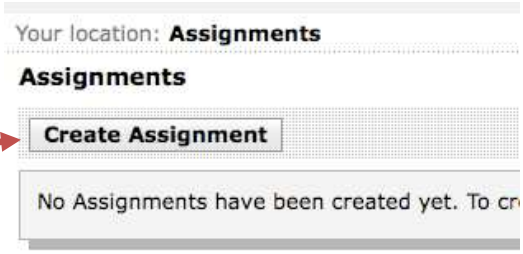
Then apply the point values to each level of performance. You may choose to keep the values the same for every Criterion in every Performance Indicator column, or you may want to weight some Criteria more heavily than others.

Step 2: Create an Assignment



While you are under the **Build** tab, select the Course Tool for **Assignments** from the menu on the left.

Click the **Create Assignment** button.



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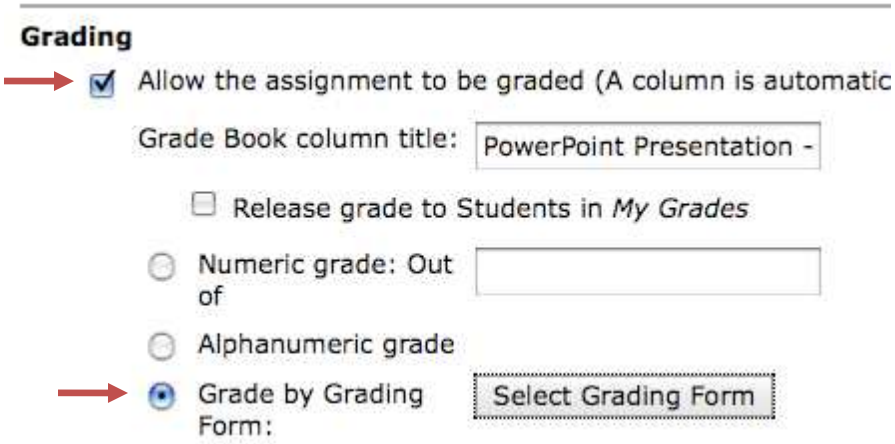
When the **Create Assignment** form appears, enter the **Title** and **Instructions** of the assignment where indicated. The example used here is for the development of a PowerPoint presentation (as opposed to the delivery of the presentation).

Make sure that the "Show Item" button is selected so that you'll be able to see what you are creating in all views. If you want to hide it from students later, you still can.

If the button is not available, skip to **Assignment Recipients** (lower on the page) and select "All Students Individually" so that the assignment will appear under the Student tab when you go there to test it later.

For **Student submission format**, select "Text." Enter due date where indicated (not pictured here). Make sure that it is today's date and is at an hour earlier than the current time.

Under **Grading** select "**Allow the assignment to be graded**" AND "**Grade by Grading Form.**"



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Step 3: Pretend You're a Student

Student View

Now, let's test this Grading Form. Under the **Student View** tab, select **Assignments** from the Course Tools menu.

The assignment that you created in Step 1 should be listed there. (If it is not, go back to the Build tab and make sure you have entered due date and time.)

Select your assignment. The next screen will show you the assignment and instructions as your students will see them.

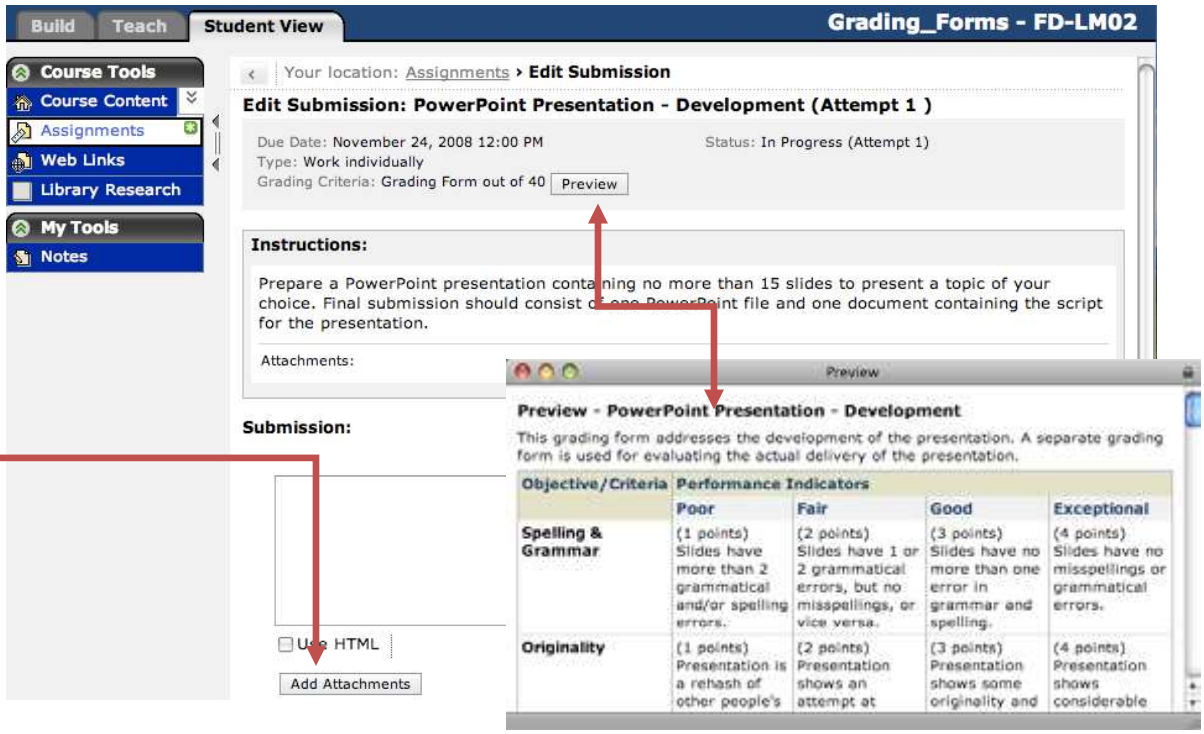
Click on the **Preview** button to see how your students will see the criteria you included in your Grading Form.

Use the **Add Attachments** button to upload your sample files. You can create a blank ppt file and a fake document for this test. Make sure you hit the **Submit** button at the bottom of the page.

If you are new to writing rubrics, or grading guidelines, like this you may find Rubistar a helpful tool. http://rubistar.4teachers.org

Several rubrics for a variety of subjects are there to get you started. You will have to name the rubric and enter a zip code in order to download a rubric. Pull down menus in the "Category" column provide Criteria to choose. Descriptive Performance Indicators for four levels of performance will appear.

You will no doubt want to edit the default descriptors, since these rubrics are designed for K - 12 students. You may edit them on screen before downloading, or you may save and download them as html or Excel files to edit on your desktop.



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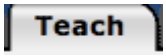
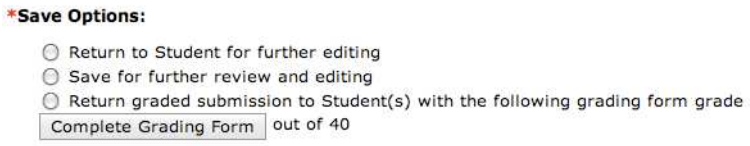
Step 4: Grade the Assignment Submission



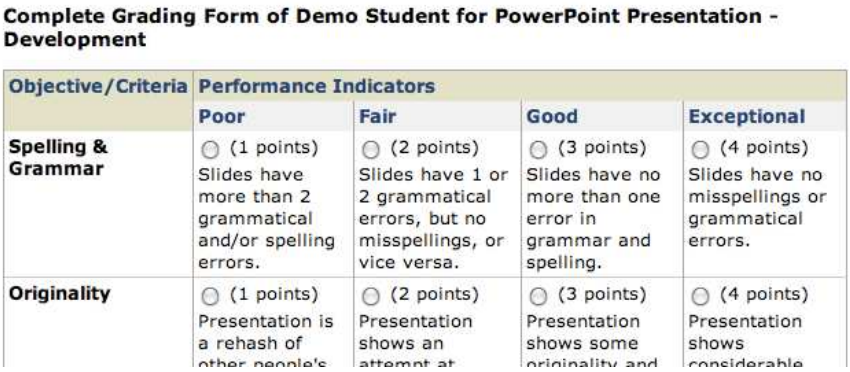
Go to the **Teach** tab to see how you will grade the student submission. Select the **Assignment Dropbox** under the **Instructor Tools** menu. You will see the assignment you just submitted as a Demo Student listed there.



Click on the link in the Title column, and the Assignment Submission will appear. You will see the student's submitted files linked and ready for download.

When you grade a real student submission, you will click on the submitted files to download them to your desktop so you can read them. Skip this step for this demonstration, and let's pretend you already did this.

Scroll to the bottom of the page to select the **Complete Grading Form** button. Your grading form will open in a new window (right).



Complete Grading Form of Demo Student for PowerPoint Presentation - Development

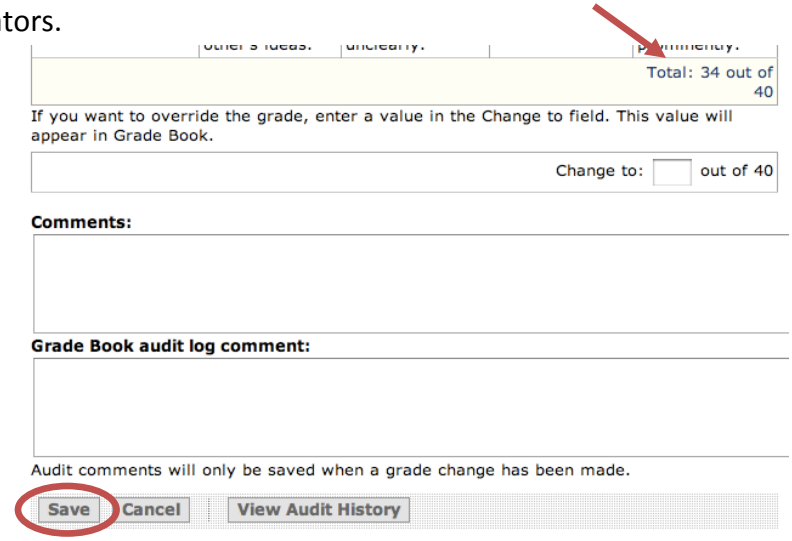
Objective/Criteria	Performance Indicators			
	Poor	Fair	Good	Exceptional
Spelling & Grammar	(1 points) Slides have more than 2 grammatical and/or spelling errors.	(2 points) Slides have 1 or 2 grammatical errors, but no misspellings, or vice versa.	(3 points) Slides have no more than one error in grammar and spelling.	(4 points) Slides have no misspellings or grammatical errors.
Originality	(1 points) Presentation is a rehash of	(2 points) Presentation shows an	(3 points) Presentation shows some	(4 points) Presentation shows

You will notice that there is a radio button beside each Performance Indicator. Select the most descriptive indicator for each Criteria.

When you get to the bottom of the form, you will notice that the score has been tallied for you as you selected the indicators.

You have an opportunity to override the auto-tally if you wish. You also have a text area in which to write any comments or feedback to the student in addition to the point score.

Be sure to click the **Save** button at the bottom of the page so that the score will be recorded. When you do, the Complete Grading Form window will disappear and you will see the score recorded in your Grade Book.



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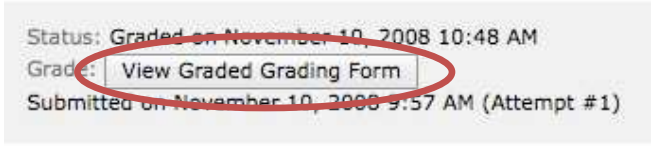
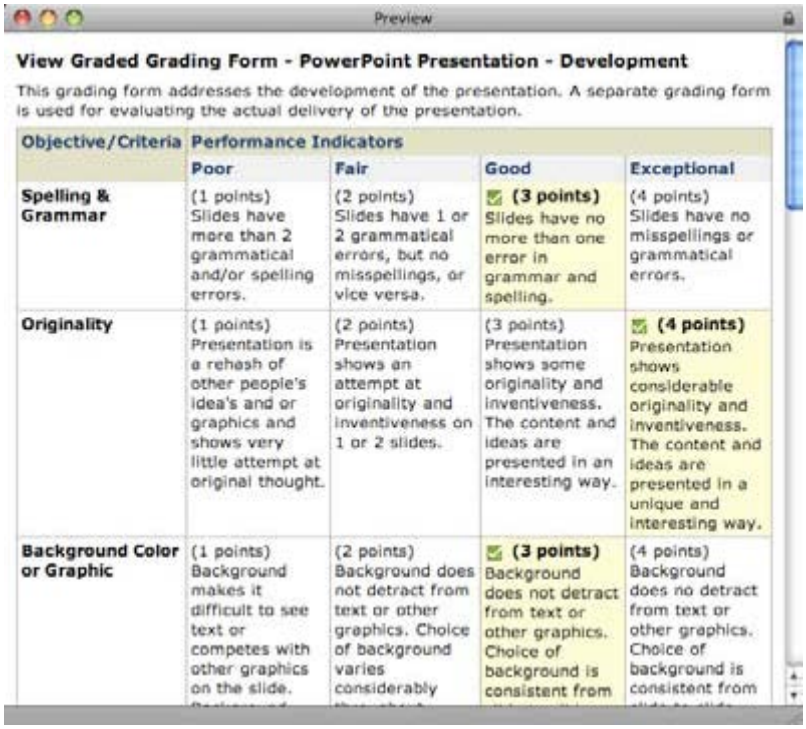
Step 5: See how your students will see the graded assignment.

Under the **Student View** tab, go to Assignments and select the Graded tab. Then select the V**iew Graded Grading Form** button.

The Graded Grading Form will appear in a new window with checkmarks next to the Performance Indicator selected for each Criteria.



If you included any Comments, they will be visible at the bottom of the window.



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Appendix

Sample rubric used in for this presentation.

Your location: Grading Forms › **Preview**

Preview - PowerPoint Presentation - Development

This grading form addresses the development of the presentation. A separate grading form is used for evaluating the actual delivery of the presentation.

Objective/Criteria	Performance Indicators			
	Poor	**Fair**	**Good**	**Exceptional**
Spelling & Grammar	(1 points) Slides have more than 2 grammatical and/or spelling errors.	(2 points) Slides have 1 or 2 grammatical errors, but no misspellings, or vice versa.	(3 points) Slides have no more than one error in grammar and spelling.	(4 points) Slides have no misspellings or grammatical errors.
Originality	(1 points) Presentation is a rehash of other people's idea's and or graphics and shows very little attempt at original thought.	(2 points) Presentation shows an attempt at originality and inventiveness on 1 or 2 slides.	(3 points) Presentation shows some originality and inventiveness. The content and ideas are presented in an interesting way.	(4 points) Presentation shows considerable originality and inventiveness. The content and ideas are presented in a unique and interesting way.
Background Color or Graphic	(1 points) Background makes it difficult to see text or competes with other graphics on the slide. Background choice changes throughout presentation.	(2 points) Background does not detract from text or other graphics. Choice of background varies considerably throughout presentation or is not appropriate for content.	(3 points) Background does not detract from text or other graphics. Choice of background is consistent from slide to slide.	(4 points) Background does no detract from text or other graphics. Choice of background is consistent from slide to slide and is appropriate for the topic.
Text - Font Choice & Formatting	(1 points) Font color and formatting makes it very difficult to read the material.	(2 points) Font color and formatting has been carefully planned to complement the content, but is a little hard to read.	(3 points) Font color and formatting has been carefully planned to enhance legibility and readability.	(4 points) Font color and formats have been carefully planned to enhance legibility, readability and the content, as well.
Sequencing of Information	(1 points) There is no clear plan or logic for	(2 points) Some information is logically	(3 points) Most information is organized in a	(4 points) Information is organized in a

out of 40

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Objective/Criteria	Performance Indicators			
	Poor	**Fair**	**Good**	**Exceptional**
	the organization of the information.	sequenced, however more than one slide or item of information appears out of place.	clear, logical way. One slide or item of information appears out of place.	clear, logical way. It is easy to anticipate the type or material that might be on the next slide.
Slide Content	(1 points) Many ideas per slide. Content goes well beyond the 7x7 rule.	(2 points) More than one idea per slide. Content goes a little beyond the 7x7 rule.	(3 points) Some slides stick to one idea and some don't. Content adheres closely to the 7x7 rules.	(4 points) All slides contain only on idea. Contetn consistently adheres to the 7x7 rule.
Graphics	(1 points) Graphics are gratuitous and have little or no relationship to the topic. Illuminating or clarifying graphics are absent. Graphic size is unbalanced for the slide content.	(2 points) Graphics are hit-and-miss as to appropriateness. Some are clarifying and some are not. Graphics sizes are not always the best use of slide space.	(3 points) Most graphics are clarifying and illuminating. Some that should be included are not. Graphics sizes are mostly balanced wtih slide content.	(4 points) All graphics are appropriate, illuminating and clarifying. Graphics sizes are balanced with the other content on the slides throughout the presentation.
Slide Transitions	(1 points) Different visual transition is used for nearly every slide. No cisistency. Too many "special effects" transitions. Transition choices detract from content.	(2 points) More than two transition choices are used. Transition choice detracts from content.	(3 points) One transition choice is used throughout, however that choice detracts from content.	(4 points) One transition choice is used. The choice does not detract from content and adds "polish" to the overall presentation.
Script	(1 points) Script accompanying the PowerPoint file is not sequenced with the slides, or	(2 points) Script accompanying PowerPoint is in logical sequence, but slide indicators	(4 points) Script accompnaying PowerPoint is in logical sequence, and slide	(5 points) Script accompanying PowerPoint is in logical sequence, and slide
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Objective/Criteria	Performance Indicators			
	Poor	**Fair**	**Good**	**Exceptional**
	is lacking in descriptive content. Text is formatted too small or is not legible for the speaker's reference.	are inconsistently inserted. Content is fairly clear and descriptive. Text is fairly readable for the speaker.	indicators are consistent. Content is fairly clear and descriptive. Text is fairly readable for the speaker.	indicators are consistent. Content is clear and descriptive. Text is clearly readable for speaker.
Citations	(0 points) No citations are included for quotations and reference to other's ideas.	(1 points) Most quotations and ideas are cited, but either incompletely or unclearly.	(2 points) Most quotations and referenced ideas are cited correctly.	(3 points) All quotations and referenced ideas are cited properly and prominently.
				out of 40

OK

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