

Setting up a Marking guide in your Moodle assignment

Setting up Advanced marking

Grade

Grade ? Type Point ▾

Scale CV Feedback ▾

Maximum grade 100

Grading method ? **Marking guide** ▾

Grade category ? Uncategorized ▾

Grade to pass ?

Blind marking ? No ▾

Use marking workflow ? No ▾

Use marking allocation ? No ▾

- When you create your assignment (see [Creating an assessment submission point using Moodle assignment activity](#)), you will need to change the **Grading method** to **Marking guide**

- Follow the guide for all other assignment submission point settings

- Choose **Save and display**

You can enable Marking guide any time before marking begins. Once marking begins, you will not be able to enable Marking guide, or amend an existing Marking guide.

Creating your marking guide

Advanced grading: Unit_Code_assessmentname_deadline (Submissions)

Change active grading method to ⓘ Marking guide ▾

Define new grading form from scratch

Create new grading form from a template

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

- Choose **Define a new grading form from scratch**

Note that once you have created the grading form, if you need to, you can come back to amend it (before marking begins). To do this, enter the assignment submission point, choose **assignment administration, Advanced grading** then **edit the current form definition**.

Defining your marking guide form

- Give your marking guide a suitable name and description, which is meaningful for other staff
- Your marking guide will not be visible to students (when you apply the visibility below)

- To edit each criterion, select **Click to edit** on the criterion title
- You can add a **Description for markers** as a prompt during marking
- Add a **Maximum score** for each criterion. Note that the total should add up to the same as the **Maximum grade** in the assignment settings (usually 100)
- To create additional criteria, choose **Add criteria**

- You can add a set of **Frequently used comments** which you might use during marking
- Click on the first comment box to enter your comment
- Choose **Add frequently used comment** to create additional comments

- Make sure you **Uncheck** the boxes to **Show guide definition to students** and to **Show marks per criterion to students** (an extra precaution, as you will also hide the assignment submission point from student view)

Save marking guide and make it ready Save as draft Cancel

Advanced grading: Unit_Code_assessmentname_deadline (Subm

Change active grading method to Marking guide ▾

Edit the current form definition Delete the currently defined form

Please note: the advanced grading form is not ready at the moment. Simple grading method will be used until the form has a valid status.

Edit the current form definition

Assessmentname_markingguide_may20 Ready for use

- You can choose to **Save as draft** (if you want to come back in to edit the marking guide) or **Save marking guide and make it ready** if you are ready to use it
- To come back in to edit the draft form, choose **Assignment administration** then **Advanced grading**, then **Edit the current form definition**
- Once you save the marking guide and make it ready, it will be flagged in the advanced grading window as ready for use