

Creating and using grading forms

Step by step guide for instructors and designers

For Blackboard Vista 4.x

A grading form uses a map or matrix to display the assessment criteria for a task and the performance indicators (i.e. levels of performance) associated with each criterion.





They have three benefits:

1. When given to students prior to the task, they make the performance expectations and how their work will be judged clear.
2. They lead to better marking consistency (particularly in team marking situations).
3. They provide students with informative feedback on their performance.

Grading forms can be associated with both assignments and assessable discussion topics, and made available for student peer assessment (discussions only).

Note: Grading forms cannot be associated with/attached to the paragraph parts of a quiz. That does not preclude a grading form being used to inform grading of paragraph submissions by assessors; however, you can't use the form to enter results.

Creating grading forms

1. Click on the **Grading Forms** tool under either the Designer or Instructor Tools menu, and then click **Create Grading Form**
2. The **Create Grading Form** window appears.
3. Enter a title (required field) and description (optional) for the form (e.g. 'Assignment 1' if the form is to be associated with just one assessment task, or more general if it is to cover a number of related tasks such as a set of discussions topics).
4. Three criteria appear by default. To add or edit these do the following:
 - To edit or remove a criterion, click on the *Edit*  or *Remove*  icon next to the name of the criterion.
 - To add a criterion, click **Add Criterion**.
5. Three performance levels appear by default. To add or edit these do the following:
 - To edit or remove a performance indicator, click on the *Edit*  or *Remove*  icon next to the name of the performance indicator.
 - To add an indicator, click **Add Performance Indicator**.
6. For each criterion, define your performance indicators by entering an explanation in the text box.
7. In the **points** text box for each criterion's performance ranking, enter a numeric value. (**Note:** you can only enter a number, not a number range.) The maximum score is calculated automatically.
8. Click **Save**.

You can now select this grading form when creating assignments and discussion topics.

Associating a grading form with an assessable task

When creating the assignment or discussion topic under the **Grading** settings

1. Select **Allow the assignment or topic to be graded** by checking the box next to it.
2. Select the radio button next to **Grade by Grading Form** and then click **Select Grading Form**.
3. The **Select Grading Form** window appears.
4. Select the radio button next to the required form and then click **Select**
5. Then Save your settings for the assignment or discussion topic.

Peer Assessment

Note: With discussions, you have the option of allowing for peer review (i.e. assessment) of student contributions to a discussion topic.


Under **Peer Review** in the Settings for the topic, select **Allow Students to review messages using a grading form**, and then select the particular grading form to be used.

Editing grading forms and their associates


Both designers and instructors can edit the grading form itself (criteria, performance indicators and their descriptors), and any association between a form and assignment/discussion).

Note: if the grading form is used by an assignment or discussion topic, you cannot add or delete criteria or performance indicators. You can, however, edit the numeric values assigned to the performance indicators. If grades have been assigned, they are automatically regraded in the **Grade Book** (exempting overridden grades).

To edit a grading form:

1. Click **Grading Form** from either the Designer or Instructor Tools menu.
2. Click on the *Actionlinks* icon  for the form to be edited and select **Edit Grading Form** from the drop-down menu.

To edit an association:

1. Click on either **Assignments** or **Discussions** from the **Course Tools** menu.
2. Click on the *Actionlinks* icon  for the assignment (discussion topic concerned, and select **Edit Properties** from the drop-down menu. The **Edit ...** page will open.
3. Scroll down to the **Grading** section and remove (and replace) the grading form link.

Using the grading form in grading assignment submissions

To fill out a grading form for a submission, do the following:


1. Under the **Teach** tab, click on the **Assignment Dropbox**, select the **Submitted** tab and then open the submission.

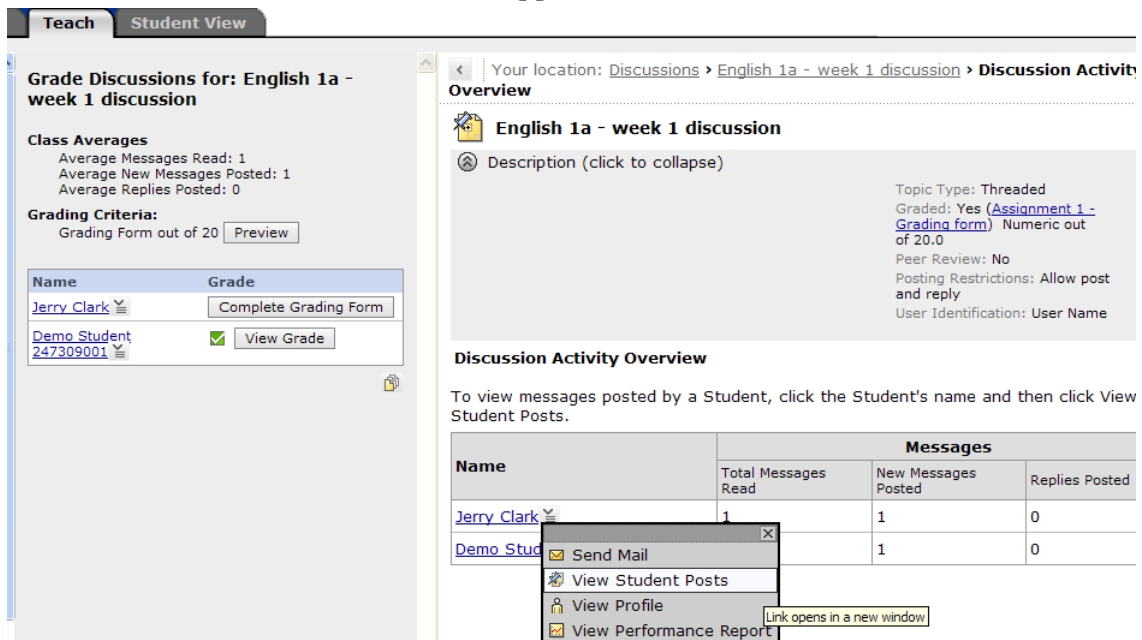
Creating and using grading forms

2. Under **Save Options**, click on **Complete Grading Form** to open the grading form.
3. Allocate marks for the performance indicators, and add any further feedback in the **Comments** text box. Marks will be automatically totalled.
4. Click **Save**.
5. Select one of the three *Save* options. The third option – **Return graded submission to Student(s) with the following grading form grade** will transfer the grading form results to the Grade Book.

Discussion topics

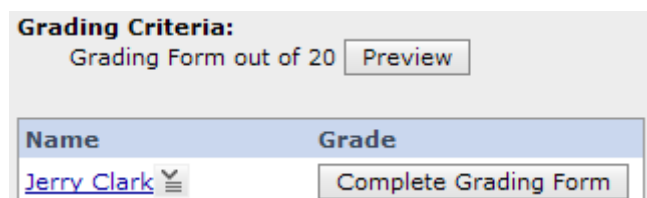
You can grade the student entries/messages of gradable topics using a grading form.

1. Under the **Teach** tab, click on **Discussions**.
2. If the Click on the *Actionlinks* icon  next to the title of the topic you wish to grade, and select **Grade Topic** from the drop-down menu.
3. The **Grade Discussions for ...** screen appears.



The screenshot displays the 'Grade Discussions for: English 1a - week 1 discussion' interface. On the left, under 'Teach', there are tabs for 'Teach' and 'Student View'. Below this, 'Class Averages' shows: Average Messages Read: 1, Average New Messages Posted: 1, Average Replies Posted: 0. 'Grading Criteria' shows 'Grading Form out of 20' with a 'Preview' button. A table lists students with 'Name' and 'Grade' columns. 'Jerry Clark' has a 'Complete Grading Form' button, and 'Demo Student 247309001' has a 'View Grade' button. The right panel, 'Discussion Activity Overview', shows the topic 'English 1a - week 1 discussion' with details like 'Topic Type: Threaded', 'Graded: Yes (Assignment 1 - Grading form) Numeric out of 20.0', 'Peer Review: No', 'Posting Restrictions: Allow post and reply', and 'User Identification: User Name'. Below this is a table for 'Discussion Activity Overview' with columns for 'Name', 'Total Messages Read', 'New Messages Posted', and 'Replies Posted'. 'Jerry Clark' has 1 total message read, 1 new message posted, and 0 replies. 'Demo Student' has 1 total message read, 1 new message posted, and 0 replies. A context menu is open over 'Demo Student' with options: 'Send Mail', 'View Student Posts', 'View Profile', and 'View Performance Report'. A tooltip indicates 'Link opens in a new window' for the 'View Performance Report' option.

4. To view the posts of a given student to the topic, click on the Student's name from the list of students in the table under **Discussion Activity Overview** and then click **View Student Posts**.
5. Open the grading form by clicking on **Complete Grading Form** next to the student's name – see left hand panel under **Grading Criteria**.



This is a close-up of the 'Grading Criteria' section. It shows 'Grading Form out of 20' with a 'Preview' button. Below is a table with 'Name' and 'Grade' columns. 'Jerry Clark' is listed with a 'Complete Grading Form' button next to his name.

6. Enter marks for the performance indicators by clicking the appropriate radio buttons. Add any further feedback in the **Comments** box.

Creating and using grading forms

- Click **Save**. A tick ✓ will appear alongside the student's name to indicate that the form has been completed. The grades will be transferred to the Grade Book.



- To view and/or edit the grade, click on **View Grade** next to the student's name. The completed grading form appears. Click **Edit Grading Form Grade** to change any items.
- Click **Save**.

You can also edit the grading form from the Grade Book – see that section in this document.

Viewing and editing the grading form from the Grade Book

To view and edit the grading form for a student submission, do the following:

- Open the Grade Book and, in the row for the student, click on the numeric grade for the submission. The completed grading form will open.
- To edit the marks, simply click on the radio button for the new value. The total will automatically change.
- Enter the new total in the **Change To** numeric box. (This ensures that the grade mark is identified as edited/changed in the Grade Book).
- Enter any comments about the change in the Grade Book audit log **Comment** text box.
- Click **Save**.
- To review the changes made at a later date, re-open the grading form (by clicking on the score in the Grade Book), and then click on **View Audit History**.

Grading form and the Student View

Once a grading form is attached to an assignment or discussion topic, students can preview the form when they open the particular assignment or discussion topic, in preparation for their submission.

Once an assignment or discussion topic has been assessed, and results released, students can view the graded Grading Form.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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