



WebCT Grading Forms Tool

The WebCT Grading Forms Tool allows instructors to create a reusable rubric that can be used in grading discussions or assignments within WebCT. Some of the benefits of using a grading form (per WebCT) include:

- Performance expectations are clear: Students can view the criteria when completing the work.
- Grading is consistent: Instructors use the criteria when grading the work.
- Feedback is structured: along with their final mark, Students can view the completed grading form to see how they scored for each criterion.

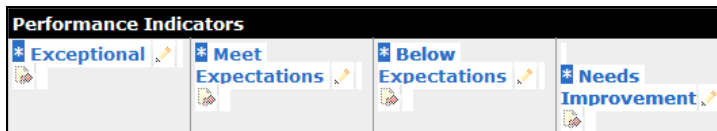
Access the Grading Forms Tool

1. Move to the Build tab or the Teach Tab.
2. The Grading Forms tool appears in all courses within the Instructor / Designer Tools menu.







Create a Grading Form

1. Access the Grading Forms tool.
2. Select 'Create Grading Form'.
3. Do not type in the title and/or description until you have finished editing the grading form.
4. Edit each Performance Indicator by clicking on the Pencil icon. Add new Performance Indicators by selecting 'Add Performance Indicator'. Delete extra Performance Indicators by selecting the red arrow next to them.











5. Edit each Criteria title by clicking on the Pencil icon. Add new Criterion by selecting 'Add Criterion'. Delete extra Criterion by selecting the red arrow next to them.



Objective/Criteria	Performance
* Quality  	* Exceptional
* Relevancy  	* point

6. Fill in the point value and text for each item in your rubric.

Objective/Criteria	Performance Indicators		
	* Exceptional  	* Meet Expectations  	* Below Ex  
* Quality  	Appropriate comments: thoughtful, reflective, and 5.0 *points	Appropriate comments and responds respectfully to 3.0 *points	Responds, with minimum effort. (i.e. agree with 1.0 *point

- When the table is complete, go back to the top and type in the title and/or description.
- Click on Save at the bottom of the page to save all changes.

Create Grading Form

*Title:

Description:

9. Use the Grading Form when creating new columns in the gradebook, when adding Gradable Discussion topics, or when adding new Assignments. Within each area you should see an option to 'Select Grading Form'.

- Create a new Discussion Topic that is gradable using a Grading Form.

Allow the topic to be graded

Numeric grade: Out of

Alphanumeric grade

Grade by Grading Form:

- Create a grade book column (something that is manually entered and not linked to the Discussion tool or Assignments tool) that uses a Grading Form.

Grade Book

Create Column

- Alphanumeric
- Calculated
- Letter grade
- Numeric
- Selection list
- Text
- Grading Form