Why Use It?

The Folio gradebook contains your grading system, grade calculations, grade scheme, grade items, as well as view and display options. Grade items in your gradebook represent all of the work that you want to evaluate students on in a course. Faculty and staff have an obligation under FERPA to protect student information such as grades, graded papers, and exams. Folio is a secure platform and the preferred method for storing and communicating grades and feedback.

Guidance

There is a correlation between providing clear, meaningful feedback and supporting student success. An instructor’s work is not complete after posting the assignment. The crucial work of grading student submissions and offering substantive and constructive feedback remains. When grading, it is wise to carefully review the assignment and the criteria for success. Not only will this re-attune you to the expectations stated in the assignment, but it will also make it easier to identify ways in which the assignment could be revised for clarity. For instance, if several students misinterpreted a particular part of the assignment, you should consider revising it. The temptation simply to give students a grade without feedback is real. However, taking time to carefully assess assignments and articulate a substantive response to student work is an important part of online and hybrid teaching. When students do not receive substantive feedback, they might assume that the instructor has not even read their work. This can be discouraging to students who have exerted great effort to complete an assignment.

Rubrics

The use of rubrics allows you to share with your students the criteria you will use to evaluate their work, thus letting them know what your expectations are before they submit the assignment. Rubrics help you ensure consistency in grading. When creating a rubric, make sure your criteria align with the outcomes you wish to measure and that your levels of achievement are clearly defined. With the Rubrics tool in Folio, you can easily create an analytic or holistic rubric and associate it with a course object and grade item. Analytic rubrics may contain multiple assessment criteria and levels of achievement, while holistic rubrics contain a single criterion and multiple levels of achievement. Rubrics can be associated with assignment folders and discussion topics.

Technology

Gradebook:
- Understanding the Grades Tool
- Enter Grades
- More …

Rubrics:
- Create a Holistic Rubric
- Create an Analytic Rubric
- Add a Rubric to an Existing Activity