UW ARCHITECTURE
STUDIO GRADING & EVALUATION GUIDELINES

Grade Submission
The grade submission deadline each quarter is 5pm on the Tuesday after the last day of the quarter.

[UW Registrar Grading Resources](#)

[Department of Architecture Grading Policy](#)
- Undergraduate studios are graded numerically
- Graduate studios are graded CR/NC

Studio Evaluations
In addition to submitting a grade, studio instructors are to provide each student with a written studio evaluation. Studio instructors should submit studio evaluations to their Canvas site.

An example studio evaluation form is provided in this document which you can use or modify for your studio.

Uploading studio evaluations to your studio Canvas site:

For those new to Canvas, you'll do this by creating a new "assignment," then upload a PDF of each student's course evaluation in the Gradebook page. Detailed instructions provided on page 2 of this handout.

For those new to Canvas, here is the UW-IT's [Canvas help for instructors](#)
For additional help, contact UW-IT at: (206) 221-5000, or email: help@uw.edu

 Visit **IT Connect** — a website for tech tools and resources at the UW.

GRADUATE STUDIO GRADING and EVALUATIONS
Autumn 2021

Students receive a grade from the UW (CR/NR) and a written evaluation from the instructor with three possible outcomes: Commend, Pass, and Marginal Pass. Here's the process for studio instructors:

UW GRADE - GRADEPAGE
When you log-in via MyUW on your course page, you'll get a listing of your students and a pull-down menu. Since this is a Credit/No Credit course, you'll find these options:

- **I** - Incomplete. This should only be used if you're giving students an extra week to complete their work; I recommend setting a due date of no later than Friday, 3/26. Technically, they can't enter their next studio with an (I) Incomplete in a previous studio.
- **CR** - Credit. This is what most or all of your students will get.
- **NC** - No Credit. This is for a student who fails altogether by missing studios and failing to produce work.
- **X** - No grade for now. Some faculty prefer this to an (I) as it has no strings attached; however, in the case of a studio it also means that they can't go on to the next studio. It is supposed to be used by a faculty member who needs more time to submit an evaluation. Both an "X" and an "I" can easily changed to a CR grade, on-line, using a grade change form.

DEPARTMENT OF ARCHITECTURE STUDENT EVALUATION
Every student gets a written evaluation. The attached template can be modified to suit the studio. Studio levels (e.g. ARCH 503) have a common evaluation form. These evaluation forms have a series of criteria evaluated on a 1 to 5 scale, along with a written commentary by the instructor at the end. On this form you'll circle or indicate:

- **Commend*** - typically given to the top student in each studio, and in special circumstances, 2 students (team projects). This is used by the Department for awards at graduation.
- **Pass** - this is what most students earn
- **Marginal Pass** - the student still gets credit (CR) for the studio, but this triggers a review and discussion with me and Claudine to assess the students developmental challenges. If a student gets a second marginal pass in studio, they get a (NC) for that studio and have to re-take that level of studio.

*Some faculty have introduced a "High Pass" in their student evaluation form, as there are often close contenders for the "commend" distinction. This is treated like a "Pass" by the Department and is not counted when identifying student awards.

CANVAS SUBMISSION: Starting this term, a PDF of each student's course evaluation should be delivered to the students and the Department using Canvas. You won't need to email them to the Department once you've uploaded them into Canvas. Here is a short tutorial on how to do this, and here's a synopsis for those familiar with Canvas:
- Select **Assignments** in the left column (click the three parallel bars if this isn't visible) and add an assignment (**+Assignment** button in the top right)
- Name your "assignment" STUDIO EVALUATIONS and type an explanation to your students that this is where their studio evaluation will be delivered and that there is no actual assignment for them to do.
- Leave the fields at the bottom of the page blank or in their default condition except:
    o "Display Grade as" **Complete/Incomplete**
    o "Submission Type" check **File Uploads**
    o "Assign" leave "Due" and "Until" **blank**, and "Available from" **today's date**.
- **Save & Publish**

To upload a PDF version of your studio evaluations to each student:
- Select **Grades** in the left column
- For the first student listed, in the column for "STUDIO EVALUATIONS" click or hover until a box with a right arrow appears, click the arrow and a pull-out menu will appear; click "Speed Grader"
- In this new field, pull-down "Complete" in the grade box, add a comment to your student, and click the **paperclip** then **Choose File**; select the file for the evaluation (PDF) then the **Submit** button. Repeat this for each student's submission.
- Last step: go back to the **Grades page**, click in the STUDIO EVALUATIONS box until 3 dots appear, click the dots and select "**Post grades**". This will trigger an announcement from Canvas to your students that their studio evaluations are available.

STUDIO LEVEL: **QUARTER/YEAR:**

S T U D E N T N A M E :   **INSTRUCTOR:**

OVERALL EVALUATION: Commend, Pass, Marginal Pass

The following evaluation is based on observation of your work and participation in the studio throughout the quarter. In additional to the final design project. An evaluation of 3 indicates work that is consistent with the expectation for the studio. Higher evaluations (4 and 5) indicate areas of strength and lower ones (1 and 2) indicate areas that need additional effort. An overall evaluation is identified with either Commend, Pass, or Marginal Pass. If High Pass and Low Pass is used this is for you information only and will be recorded by as a Pass.   A written evaluation follows.

1 2 3 4 5	**DESIGN PROCESS**
☐ ☐ ☐ ☐ ☐	**Analysis** - clarity of thought, ability to understand and evaluate relevant issues.
☐ ☐ ☐ ☐ ☐	**Concept Formation** - generating appropriate concepts/diagrams for the site and program.
☐ ☐ ☐ ☐ ☐	**Concept Development** - recognizing and evaluating of potential of the concept and proposing alternatives.
☐ ☐ ☐ ☐ ☐	**Media/Methods** - using diagrams, drawings, models throughout the design process.

1 2 3 4 5	**DESIGN WORK**
☐ ☐ ☐ ☐ ☐	**Site Plan** - scale, hierarchy of public and private, relation to context.
☐ ☐ ☐ ☐ ☐	**Program** - functional/ spatial hierarchy and proportion in plan and section.
☐ ☐ ☐ ☐ ☐	**Tectonics** - expressive logic of materials and structure.
☐ ☐ ☐ ☐ ☐	**Architectural Character** - synthesis and development of the orders of use, space and construction.
☐ ☐ ☐ ☐ ☐	**Graphic Presentation** - clarity, craft of drawings, models.
☐ ☐ ☐ ☐ ☐	**Verbal Presentation** - clarity and concision of expression.

1 2 3 4 5	**WORK METHODS**
☐ ☐ ☐ ☐ ☐	**Critical** - evaluates own work and work of others in positive, constructive way.
☐ ☐ ☐ ☐ ☐	**Receptive** - accepts criticism, comments of others, responds thoughtfully.
☐ ☐ ☐ ☐ ☐	**Productive** - early, persistent, thoughtful inquiry, progress.

1 2 3 4 5	**SUMMARY EVALUATION**
☐ ☐ ☐ ☐ ☐	

SUMMARY EVALUATION: