

## A. Access the Gradebook

1. Log in to Moodle and enter the course for which you want to set up a grade book.
2. Find the **Administration** block in the left column.
3. Click on **Grades**.



## B. Basic Functions: Add Items to the Gradebook

Items created from an **Add an Activity...** link (like quizzes and digital assignments) will automatically appear in the grade book. To create an item manually:

1. In the grade book, click on the tab labeled **Categories and Items**.
2. Click on **Add grade item** at the bottom of the page.
3. Enter the **Item name**.
4. Select the **Grade type** from the pull-down menu. Choose **Value** to enter and display points with or without feedback, or choose **Text** to enter and display feedback only. (Avoid using *Scales* in Moodle—they do not work as you'd expect them to.)
5. For items set to display as Value, enter the **Maximum grade** for the item.
6. Click on **Save changes**.

## C. Basic Functions: Enter Grades and Comments

Grade items created as activities may be graded from the course module where they reside. To enter a half point grade or to grade an item created manually:

1. In the grade book, click on the link in the upper right corner of the page labeled **Turn editing on**.
2. Locate the item for which you wish to enter grades.
3. Enter a grade for the first student and tab between fields to continue entering grades.
4. To enter a comment, click on the **Edit grade** icon adjacent to the grade field, then **Save changes**.
5. Click on **Update** at the bottom of the page to save the grades **for each page of students**, then click on **Next** at the top of the page to continue entering grades.

## D. Enter Feedback with Quick View

It's possible to enter feedback without having to use the **Edit grade** icon each time by enabling "Quick Feedback."

1. Click on the **My preferences** tab in the grade book. In the "General" area, select **Yes** in the **Show Quick Feedback** box.
2. Click on **Save changes** to return to the grade book.
3. Turn editing on and enter feedback in the right hand column of the item you are grading. Tab to the next student.
4. **Don't forget**—click on **Update** to save your feedback!

## E. Change Number of Students Displayed

1. Click on the **My preferences** tab in the grade book. In the "General" area, enter the desired number in the box labeled **Students per page**. (Displaying 8-10 students tends to work well on most computers.)
2. Click on **Save changes** to save your new display preferences and return to the grade book.

## F. Organize Grades: Creating Categories

Grade items can be batched in different categories both to organize your grade book and to facilitate grading, if you weight the grades in a course.

1. Click on the **Categories and Items** tab.
2. Click on the **Add category** link at the bottom of the page.
3. Enter the **Category name** in the textbox provided.
4. Click on **Save changes**. (No need to complete any other fields at this time. If you have options, click on **Hide Advanced** to simplify your view.)

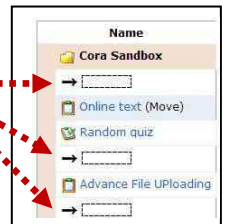
Repeat steps 2-4 for each category you wish to create. You can easily add or update categories at any time. (You may find that you need to add a category for items that are exempt from your weighting scale, for instance.)

## G. Rearrange Items

There are two ways to rearrange items in the grade book, one for moving one or two items at a time, and the other for moving several items to a new category. The latter method is very handy if you already have a number of items set up in your grade book when you create your categories.

### Move a single item (or category)

1. Click on the **Categories and Items** tab.
2. In the **Actions** column, click on the up/down arrows next to the item (or category) you want to move.
3. Click the box where you want the item (or category) to end up.



### Move several items at once

1. Check the boxes in the rightmost column (labeled "Select") that correspond to the items you wish to move. (Note the option to Select **All** or **None** for each category.)
2. At the bottom of the page, choose the category where you would like the items to be from the drop-down menu labeled **Move selected items to**.
3. Click on **Continue** to return to the **Categories and Items** page.

## Moodle Grade Book Quick Start Guide for Instructors (cont'd.)

### H. Calculating Grades

Moodle offers several "Aggregate Methods," or processes for calculating grades. You can set the aggregate method to match your grading philosophy in each course site. For all aggregation types, the default settings **exclude** ungraded items (those missing grades) from category and course totals.

The aggregation methods include:

- **Sum of grades.** This is the default setting for our Moodle installation. Each student's total grade will reflect the total points earned divided by the total points possible.
- **Simple weighted mean of grades.** This method represents the simplest way to weight grades by category. Students grades will display as the total number of points earned divided by the total points possible multiplied by the weight assigned to each category.
- **Mean of grades.** This method calculates the sum of all grades divided by the total number of grades. Each item has equal weight in determining the overall score.
- **Weighted mean of grades.** With this method, individual items are assigned weights within weighted categories. If an item is not assigned a weight, the default of 1 is used. The total of all items must equal 100.

NOTE: If you plan to offer extra credit in your course, use **Sum of Grades** or **Simple Weighted Mean of Grades**.

### I. Change Aggregation Method

So far, your grade book categories have been displayed in "Simple view." To modify the aggregation method, we're going to switch to "Full view." Don't panic!

1. Click on the **Categories and Items** tab.
2. Below the tabs, you'll find a tool bar with two links, **Simple view** and **Full view**. Click on **Full view** to reveal all of your grading options.
3. In the second column, use the pull-down menu to select the aggregation method you wish to use for each category. **Save changes**.

### J. Weight Grade Categories

Weights are easily added to categories in the **Full view** of your categories and items (see #2 above).

1. Create categories as described on page 1 that correspond to your grading scale.
2. For **Simple weighted means**, enter the assigned weight in the **Category total** field In the "Max Grade" column for each category. For **Weighted means**, enter the weight for each item in the "Weight" column.
3. Click on **Save changes**.

### K. Modify or Delete Grade Book Items

How you modify items depends on how you created them—activities like digital assignments, forums and quizzes can be edited from either the course home page where they are posted or from the grade book. Items created manually in the grade book may only be edited in the grade book.

#### **Modify or delete an activity-generated grade item**

To change the name, category, due date, points possible, or availability of an item:

1. Click on the item name wherever it appears in the course or double click on it in the grade book.
2. Click on **Update this Assignment** in the upper right corner.
3. Make the desired changes and click **Save and return to course**.

To delete the corresponding grade item, you must remove the item from the module where it resides—you cannot remove it directly from the grade book.

#### **Modify or delete a manually-created grade item**

1. Click on the **Categories and Items** tab.
2. Locate the item you wish to modify or delete.
3. Select the **Edit item** icon in the "Activities" column or the delete symbol associated with it to make the desired adjustment.
4. **Save changes** or confirm deletion, as needed.

### L. Downloading Grades

1. In the grade book, click on the **Export** tab.
2. From the format options toolbar located just below the tabs, select **Excel spreadsheet**.
3. Choose the information you would like to have in your report by selecting items in the "Options" and "Grade items to be included" menus.
4. Click **Submit**, then **Download**.

Save or open the resulting file, depending on your needs. If you choose to save the file, you'll be asked to identify a destination folder where the .xls file will be saved.

### M. Extra Credit & Other Adjustments

- To identify an item as extra credit, click on the related box in the **Extra credit** column on the **Categories and Items** page. (**Note:** Extra credit is only an option if you are using *Sum of grades* or *Simple weighted means* as your aggregating method.)
- To drop the lowest score from a category, open the **Categories and Items** tab in **Full view** and enter the desired number in the item's box in the column labeled **Drop the lowest**. **Save changes**.