

WAGNER COLLEGE

INFORMATION TECHNOLOGY

Moodle Survival Guide #20- Setting Up the Moodle Gradebook

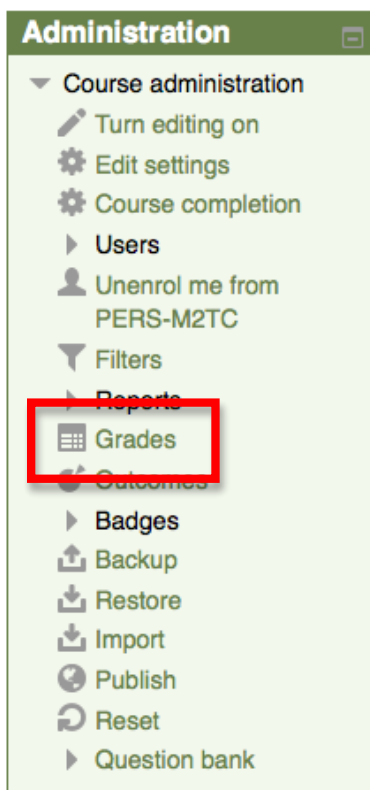
Introduction: This guide will inform the user on how to set up the Gradebook in Moodle 2.5. This is a great tool to use if you plan on setting up a basic Gradebook.

NOTE: If your Gradebook is complex, it is recommended that you set up a basic Gradebook in Moodle and then export your grades to Excel for any advanced calculations.




I. Setting Up the Grader Report

- a. Scroll down to the **Administration** block and click on **Grades**.






















NOTE: It is recommended that you set up the Gradebook before you create assignments.



- b. The first thing that you are going to see is your **Grader Report**, which contains your student roster, the students' Wagner College email addresses, as well as the assignments and grade items once you have created them.

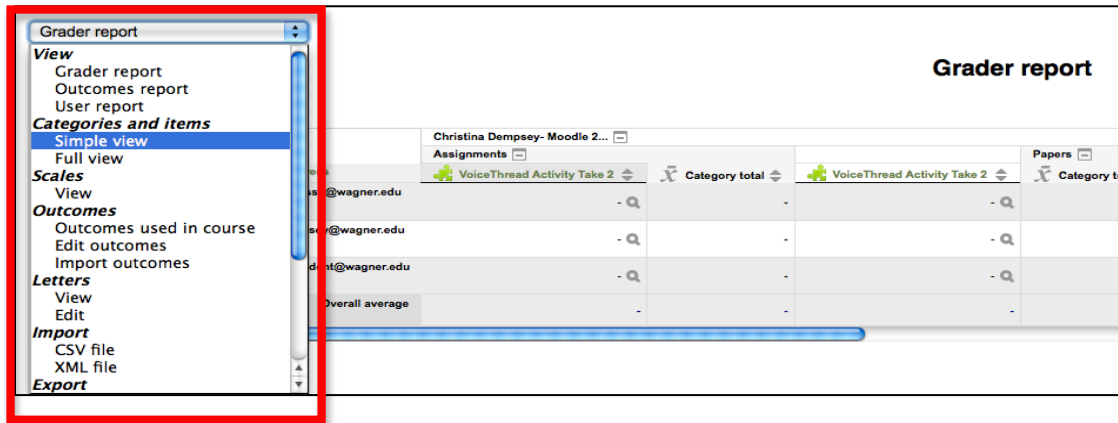
Grader report							
			Christina Dempsey - Moodle 2...				
			Assignments		Papers	Exams	
Surname	First name	Email address	VoiceThread Activity Take 2	Category total	Category total	Test Washington Fellows	online text example
	Frank Cafasso	frank.cafasso@wagner.edu	-	-	-	-	-
	John Dempsey	john.dempsey@wagner.edu	-	-	-	-	-
	Moodle Student	moodlestudent@wagner.edu	-	-	-	-	-
Overall average			-	-	-	-	-

- c. You will be able to enter your students' grades once the editing button is turned on.
- i. You will notice that each assignment or grade item has their own column and a text box under the assignment where you can enter their grades. Make sure you do NOT put the grade in the **Category Total** column.

			Assignments		Papers	Exams	
Surname	First name	Email address	VoiceThread Activity Take 2	Category total	Category total	Test Washington Fellows	online text example
Controls							
	Frank Cafasso	frank.cafasso@wagner.edu	 				
	John Dempsey	john.dempsey@wagner.edu	 				
	Moodle Student	moodlestudent@wagner.edu	 				
Overall average			-	-	-	-	-

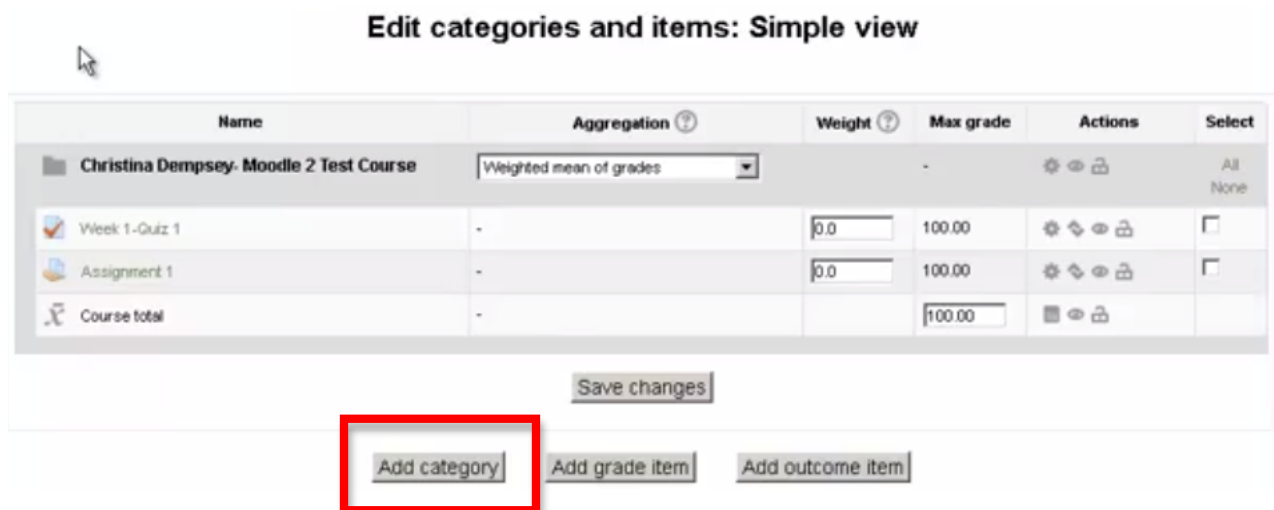
II. Setting Up your Gradebook

- a. While in the **Grader Report**, go to the top left of the page and click the drop down menu
 - i. Under **Categories and Items**, click **Simple View**



III. Creating Categories

- a. When creating categories, you want to divide each category into sections like, exams, papers, assignment, etc. Once you have created the category you can assign a percentage to that category.
 - i. Each one of these items will be their own category.
 - ii. As you create the assignments or grade items, each will go into their respective categories.
- b. Click **Add category**



- i. Create a **Category name**. In this example we'll call the category "Assignments." Scroll down and click **Save changes**.

Grade category

Category name* Assignments

Aggregation ⓘ Simple weighted mean of grades

+ Show more...

► Category total

► Parent category

Save changes Cancel

- c. Once you have created your categories, you can now set how you want these categories to be weighted.

NOTE: Make sure that weighted mean of grades is selected next to the name of your Moodle course.













- i. Also make sure that next to each assignment or grade item, **Simple weighted mean of grades** is selected under **Aggregation**.
- d. Next to the category you have created and under the weight column you can assign a percentage.
 - i. You can put the weight in decimal form or enter them as percentages.
 - ii. Once you have entered the weighted percentage, scroll down and click **Save changes**.

Edit categories and items: Simple

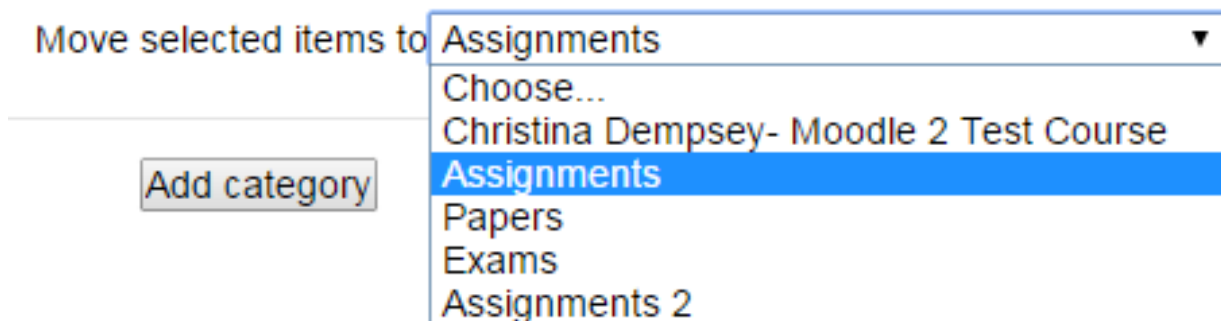
Name	Aggregation ⓘ	Weight ⓘ
Christina Dempsey- Moodle 2 Test Course	Weighted mean of grades	
Assignments	Simple weighted mean of grades	30.0
VoiceThread Activity Take 2	-	
Category total	-	
Papers	Simple weighted mean of grades	20.0
Category total	-	
Exams	Simple weighted mean of grades	50.0

IV. Placing Assignments into Categories

- If you have created assignments, you will notice that they will appear as items in your grader report.
- Once you have made an assignment, you can place it in a previously created category by moving it to its proper place. You can also do so by selecting it in the Grade settings upon creating the assignment.
- To move the assignment, click the check box under the **Select** column.

Name	Aggregation ?	Weight ?	Extra credit ?	Max grade	Actions	Select
Christina Dempsey- Moodle 2 Test Course	Weighted mean of grades			-	  	All None
Assignments	Simple weighted mean of grades	30.0		-	   	All None
 VoiceThread Activity Take 2	-		<input type="checkbox"/>	100.00	   	<input checked="" type="checkbox"/>

- Scroll down to the bottom and click on the drop down menu next to **Move selected terms to**. Select the category that you would like to place the assignment in.



V. Adding a Grade Item

- When you create an assignment in Moodle, a place for that item is automatically created for you in your gradebook. If you would like to add another item that was not submitted on Moodle such as an in class presentation, trip, in-class test, etc, you can create a Grade Item.
- With **Simple View** selected from the Grader Report drop down menu, scroll down to the bottom and click **Add grade item**.

Name	Aggregation	Weight	Max grade	Actions	Select
Christina Dempsey- Moodle 2 Test Course	Weighted mean of grades	-	-		All None
Week 1-Quiz 1	-	0.0	100.00		<input type="checkbox"/>
Assignment 1	-	0.0	100.00		<input type="checkbox"/>
Course total	-		100.00		

Save changes

Add category Add grade item Add outcome item

- Give your grade item an **Item name** and click **Save changes**.

Grade item

Item name Exam 1

Grade type value

Scale Use no scale

Maximum grade 100.00

Minimum grade 0.00

Hidden ☐

Locked ☐

+ Show more...

Parent category

Grade category Christina Dempsey- Moodle 2 Test Course

Save changes Cancel

VI. Grading a Moodle Assignment

- a. Once you are in **Simple View**, click on the assignment that you want to grade. Once you are in that assignment page, click **View/grade all submissions**.









Grading summary	
Participants	3
Submitted	1
Needs grading	1
View/grade all submissions	

- b. You can then grade each student's assignment by clicking the paper and pen option or you can enable **Quick grading** by clicking the checkbox at the bottom of the screen which will make the textbox appear. Click **Save All Quick Grading Changes**

Grading action

Choose...

Test Washington Fellows





Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File
<input type="checkbox"/>		Frank Cafasso	frank.cafasso@wagner.edu	No submission	 -		-	
<input type="checkbox"/>		John Dempsey	john.dempsey@wagner.edu	No submission	 -		-	
<input type="checkbox"/>		Moodle Student	moodlestudent@wagner.edu	Submitted for grading	 -		Tuesday, 2 September 2014, 12:44 PM	 DS

With selected...

Lock submissions

Go

Grading action Choose...

Select	User picture	First name / Surname	Email address	Status	Grade
<input type="checkbox"/>		Frank Cafasso	frank.cafasso@wagner.edu	No submission	 <input type="text"/> / 100.00
<input type="checkbox"/>		John Dempsey	john.dempsey@wagner.edu	No submission	 <input type="text"/> / 100.00
<input type="checkbox"/>		Moodle Student	moodlestudent@wagner.edu	Submitted for grading	 <input type="text"/> / 100.00

Notify students Yes

With selected...

Options

Assignments per page 10

Filter No filter

Quick grading ☒

VII. Grading an Offline Assignment

- Make sure you are in the **Grader Report**. Turn **editing on**.
- Enter the grade next to the student's name under the corresponding category and click **Update**. **Do NOT** enter the grade in the **Category Total** column.

The screenshot shows the Moodle Grader report interface. At the top, there is a dropdown menu labeled 'Grader report'. Below it, the title 'Grader report' is displayed. The main area contains a table with columns for 'Surname', 'First name', 'Email address', and several category columns. The categories are 'Assignments' and 'Papers', each with a sub-column for 'VoiceThread Activity Take 2' and a 'Category total' column. The table lists three students: Frank Cafasso, John Dempsey, and Moodle Student. Each student has a grade of 100 in the 'VoiceThread Activity Take 2' column. A red box highlights the 'Assignments' section and the 'Update' button at the bottom right.

Surname	First name	Email address	Assignments	Category total	Papers	Category total
Frank Cafasso		frank.cafasso@wagner.edu	VoiceThread Activity Take 2		VoiceThread Activity Take 2	
John Dempsey		john.dempsey@wagner.edu	100			
Moodle Student		moodlestudent@wagner.edu	100			
Overall average						

Update

VIII. Viewing a Single Student's Grades or All Student's Grades

- Click the drop down menu at the top left in the Grader Report and click **User report**

The screenshot shows the Moodle Grader report interface with the 'User report' option selected in the dropdown menu. The dropdown menu is open, showing options like 'View', 'Grader report', 'Outcomes report', 'User report', 'Categories and items', 'Simple view', 'Full view', 'Scales', 'View', 'Outcomes', 'Outcomes used in course', 'Edit outcomes', 'Import outcomes', 'Letters', 'View', 'Edit', 'Import', 'CSV file', 'XML file', and 'Export'. The 'User report' option is highlighted. The main area shows the same table as the previous screenshot, but with the 'User report' option selected.

Surname	First name	Email address	Assignments	Category total	Papers	Category total
Frank Cafasso		frank.cafasso@wagner.edu	VoiceThread Activity Take 2		VoiceThread Activity Take 2	
John Dempsey		john.dempsey@wagner.edu	100			
Moodle Student		moodlestudent@wagner.edu	100			
Overall average						

Update

- b. On the right hand side, select all or select the student's name to view their user report.

Home ► PERS-M2TC ► Grade administration ► User report

User report

User report - Marisa Carmello

Grade item	Grade	Range	Percentage	Letter grade	Feedback
Christina Dempsey- Moodle 2 Test Course					
Assignments					
VoiceThread Activity Take 2	-	0-100	-	-	
Category total	-	0-100	-	-	
Papers					
Category total	-	0-0	-	-	
Exams					
Test Washington Fellows	-	0-100	-	-	
online text example	-	0-100	-	-	
Exam 1	B (85.00)	0-100	85.00 %	B	
Category total	B (85.00)	0-100	85.00 %	B	
Journal Entry Test	-	0-100	-	-	
new voicethread test	-	0-100	-	-	
LMS Integration Test	-	0-100	-	-	

Select all or one user

- Moodle Student
- Choose...
- All users (3)
- Frank Cafasso
- John Dempsey
- Moodle Student**