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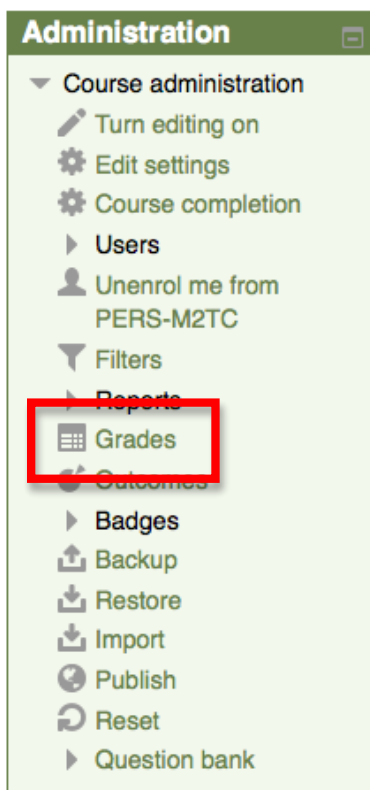
b. The first thing that you are going to see is your **Grader Report,** which contains your student roster, the students' Wagner College email addresses, as well as the assignments and grade items once you have created them.

Grader report

| Surname ▲ First name	Email address	Christina Dempsey- Moodle 2... ☐		Papers ☐	Exams ☐	
		Assignments ☐				
		🧩 VoiceThread Activity Take 2 ⇕	𝑋̄ Category total ⇕	𝑋̄ 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.

Surname ▲ First name	Email address	Assignments ☐ ⚙		Papers ☐ ⚙	Exams ☐ ⚙	
		🧩 VoiceThread Activity Take 2 ⇕	𝑋̄ Category total ⇕	𝑋̄ 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**
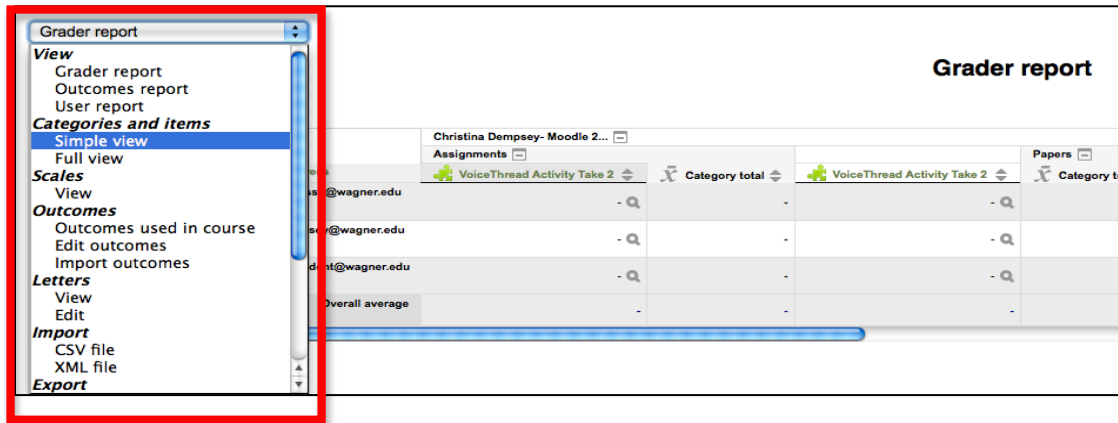
III.   Creating Categories
a. When creating categories, you want to divide each category into sections like, exams, papers, assignment, etc. Once you have created the category you can assign a percentage to that category.
   i. Each one of these items will be their own category.
   ii. As you create the assignments or grade items, each will go into their respective categories.
b. Click **Add category**
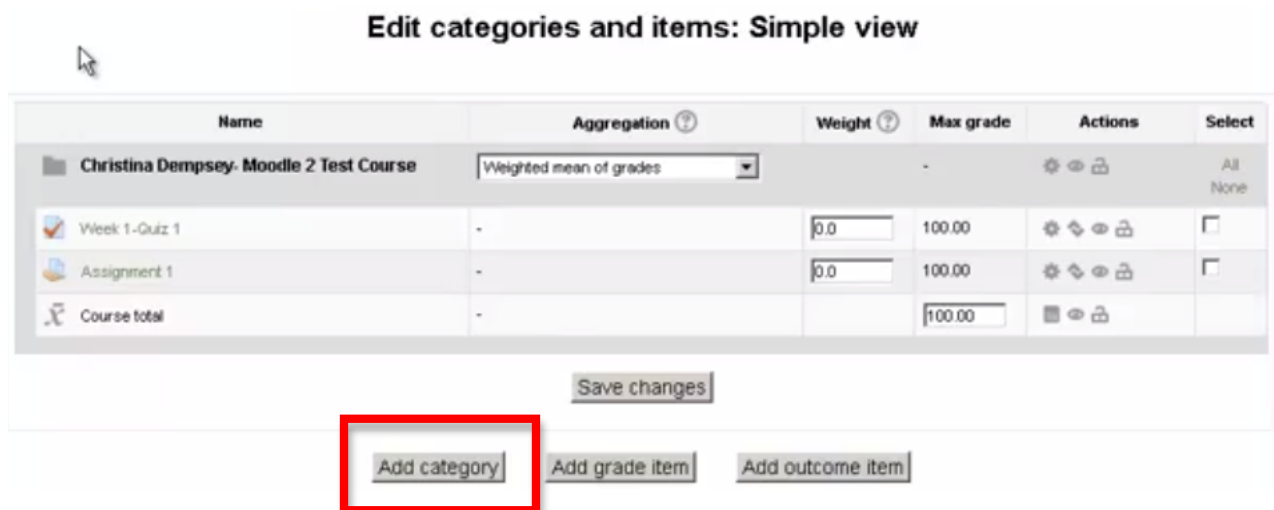
i. Create a **Category name.** In this example we'll call the category "Assignments." Scroll down and click **Save changes**.

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

NOTE: Make sure that <u>weighted mean of grades</u> 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**.

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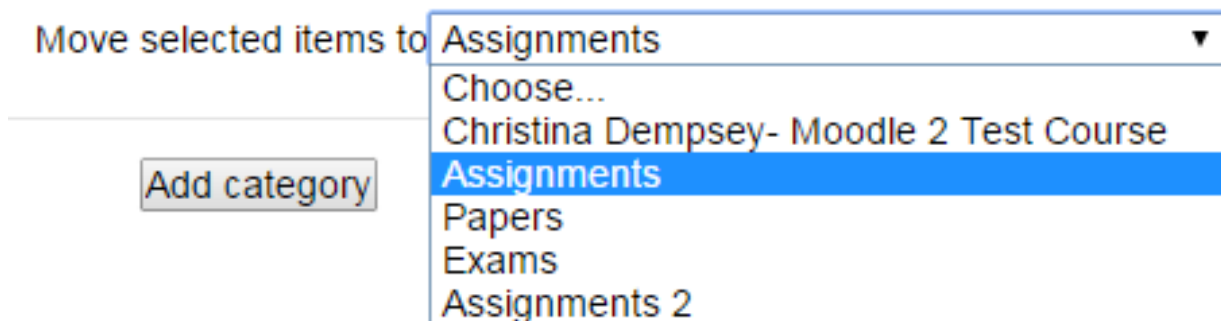   a. If you have created assignments, you will notice that they will appear as items in your grader report.
   b. Once you have made an assignment, you can place it in a previously created category by moving it to its proper place. You can also do so by selecting it in the Grade settings upon creating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

Name	Aggregation ⑦	Weight ⑦	Extra credit ⑦	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	-		☐	100.00	⚙ ⬧ 👁 🔒	☑

   d. 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.

Move selected items to | Assignments ▾

Choose...
Christina Dempsey- Moodle 2 Test Course
Assignments
Papers
Exams
Assignments 2

Add category

V.   Adding a Grade Item

a. 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.

b. With **Simple View** selected from the Grader Report drop down menu, scroll down to the bottom and click **Add grade item**.

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

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**.

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**

VII. Grading an Offline Assignment

a. Make sure you are in the **Grader Report**. **Turn editing on**.

b. 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.

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

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

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