Moodle: Gradebook

Moodle will automatically add activities (i.e., anything from the ‘Add an Activity’ drop-down menu) into the gradebook. The gradebook displays all of these activities in one place so that faculty and students can have an overview of course progress.

For more information on how to create and grade assignments, see the Creating Assignments Tutorial and the Grading Assignments Tutorial respectively.

Note: By default the gradebook aggregates student grades in a ‘Sum of grades’ mode. It will sum all of the student’s grades and divide that number by the total possible points in the course. It will not count empty grades in the calculation.

Access the gradebook by clicking on Grades in the Settings block.

Gradebook Setup

Score Aggregation Types

While configuring the gradebook in your course you will determine how scores are calculated based on the aggregation type. There are two simple types of aggregation that may be used throughout the gradebook.

- **Sum of grades** will determine scores by adding students earned points and dividing by the total possible points. This is the default gradebook configuration, and is applicable to “points based” gradebooks.
  
  For example, there are three assignments worth 100 points each where a student earned a 70, 80, and 90. Students points (240) divided by total points (300) \( \frac{240}{300} \) = .8 or 80%.

- **Weighted grades** allows you to specify the ‘weight’ of each graded item or category. This is most useful when creating categories of like assignments (e.g., Exams, Discussion Forums, etc.) and weighting them toward student’s final grades.
  
  For example, there are three assignments worth 100 points each and weighted at 20%, 30%, and 50% of the final grade. The student earned 70, 80, and 90 respectively on the assignments. \( \frac{70}{100} \times .2 + \frac{80}{100} \times .3 + \frac{90}{100} \times .5 \) = .14 + .24 + .45 = .83 or 83%

Using a ‘Point-based’ Gradebook (default)

1. Click on Grades in the Settings block.
2. Select the Categories and Items tab from the top menu.
3. Next to the title of your course, select Sum of grades from the Aggregation drop-down menu.
4. Continue configuring your gradebook in the section Adding Categories.

Using a ‘Weighted’ Gradebook

1. Click on Grades in the Administration block.
2. Select the Categories and Items tab from the top menu.
3. Next to the title of your course, select Weighted grades from the Aggregation drop-down menu.
4. If your assignments are weighted individually (e.g., a final exam at 20%), you can add weight to these assignments individually. If you have multiple assignments that group into a weight (e.g., 5 quizzes that contribute a total of 20%), then continue configuring your gradebook in the section Adding Categories.
**Adding Categories**

It will save time to create categories before creating activities. Doing so will allow you to assign activities to their appropriate category while you are creating them. Categories serve to organize your gradebook and to set weights to like assignments contained within them.

1. Click on Grades in the **Settings** block.
2. Select the **Categories and Items** tab from the top menu.
3. Scroll down and click the **Add Category** button.
4. Enter a short category name (e.g., Quizzes, Discussions, etc.).

   **Note:** If you are using a **weighted graded book**, type the percent value of the category in the name (e.g., Quizzes 20%, Discussions 10%, etc.).

5. The aggregation drop-down allows you to determine how grades are calculated within the **individual category** (see above). The default **Sum of Grades** is appropriate for categories in both weighted and points gradebooks.

6. Click **Save changes**.

   **Note:** To delete a category, press the **x** in the actions column of the Categories and Items tab.

**Assigning Items to a Category**

All graded items should be assigned to their respective categories.

1. Click on Grades in the **Settings** block.
2. Select the **Categories and Items** tab from the top menu.
3. In the Select column, check all activities to be moved to their respective category.
4. Scroll down and from the Move selected items to drop-down, select the appropriate category.

   **Note:** If you are using a weighted gradebook, graded activities will only be weighted equally if their maximum scores are the same for all activities contained within that category. That is, the number of possible points per assignment should be equal for every activity in the category.
Setting Weights to Categories

Note: If you do not use weights for your gradebook, there is no need to follow the steps below.

1. Click on Grades in the Setting block.

2. Select the Categories and Items tab from the top menu.

3. In the weight column, type the percentage number of how much each category contributes to the final grade. ☞

4. Once weights have been assigned, be sure to check that the course total at the bottom of the page is set to 100.00. If this is not the case, the gradebook will not aggregate correctly. ☞

5. Click on Save changes.

Adding Manual Grade Items in the Gradebook

Manual Grading Items are graded assignments that can be added directly into the gradebook. These items are confined solely to the gradebook, and can therefore only be viewed, edited, and graded directly (see Grading Activities Directly in the Gradebook). For this reason, it is still preferred to create activities by following the Creating Assignments Tutorial. To create manual grading items, follow the steps below.

1. Click on Grades in the Settings block.

2. Select the Categories and Items tab from the top menu.

3. Scroll down and click Add grade item.

4. Enter an Item name and a Maximum grade. ☞

5. From the Grade category drop-down select the appropriate category. ☞

6. Click Save changes.
Grading Activities Directly in the Gradebook

You may grade students directly in the gradebook by following these instructions. You may manually enter any number for student grades up to two decimal places. You may also exceed the maximum grade specified by the assignment, thereby awarding extra credit to students who have excelled.

1. Click on Grades in the Setting block.

2. Click Turn editing on in the upper right corner of the gradebook.

3. Enter student grades in the solid textboxes for each activity. You may enter any number and decimals. The textboxes with broken lines can be used to give feedback to a student on a specific assignment. 🔷

4. Scroll down and click Update.

Setting up Grade Letters

To change the number range for letter grades, follow these steps:

1. Click on Grades in the Settings block.

2. Select the Letters tab from the top menu, and Select Edit below the tab. 🔷

3. Check Override Site Defaults.

4. Configure the higher and lower grade boundaries for each Grade letter. 🔷

5. Scroll down and click Save changes.
Advanced Options

Downloading Grades to a Spreadsheet or Text file

The following are steps on how to download the Moodle gradebook:

1. Click on Grades in the Settings block.

2. Click the Export tab from the top menu, and select the desired export type directly below the tab.  

3. From the Grade export display type, select how the grades will be displayed: raw score (Real), percent, or letter grade.  

4. Scroll down and select the content of the report.

5. Click Submit to preview the report.

6. Once the report is acceptable, click Download.

7. Save the file to your computer.

Marking an Activity as Extra Credit

Mark activities as extra credit if you only want their point value added to the students’ grades.

Important Note: The gradebook must already be configured (see pg. 1 of this tutorial) and have existing categories for the assignments to which extra credit will be applied.

1. If you have not already done so, create a graded activity by following the Creating Assignments tutorial.

2. Click on Grades in the Settings block.

3. Select the Categories and Items tab from the top menu. Once there click Full view.  

4. Select the Extra Credit check box next to the bonus item.  

5. Scroll down and click Save changes.
Dropping the Lowest Score

This setting enables a specified number of the lowest grades to be excluded from the aggregation.

1. Click on Grades in the Settings block.

2. Select the Categories and Items tab from the top menu. Once there click Full view.

3. Under the Drop the lowest column, indicate how many of the lowest grades should be excluded in either the whole gradebook or in a specific category.

4. Scroll down and click Save changes.