

Gradebook Overview

Moodle automatically adds any activities that have a grade-point value specified 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.

To access the gradebook, click on **Grades** in the *Navigation Slider* in the top-left of the page. The gradebook may also be accessed by clicking on **Overview Grades** in the *Course Management* tab.

Gradebook Configuration 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.

- **Natural** or “Point Based” 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.
- **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.

Example of Sum of Grades Calculation

There are three assignments worth 100 points each where a student earned a 70, 80, and 90.

Student points (70+80+90=240) divided by total points (300) (240/300) = .8 or 80%.

Example of Weighted Grades Calculation

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. $(70/100) \cdot .2 + (80/100) \cdot .3 + (90/100) \cdot .5 = .14 + .24 + .45 = .83$ or 83%.

Gradebook Setup

Using a “Point-Based” Gradebook (Default)

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Click the **Edit – Edit Settings** button under the *Actions* column that is in-line with the course title.

Name	Weights	Max grade	Actions
Ryan Test Course			
Assignment 1	10.98%	100.00	Edit settings, Hide, Reset weights
Assignment 2	1.099	10.00	

3. Ensure that the aggregation type for the entire gradebook is set to **Natural**.
4. Once the aggregation is set, click **Save Changes**.
5. Under the *Weight* column, make sure everything is unchecked
 - a. Notice that your **Course Total** value is the sum of all your assignments’ **Max Grade** values.
 - b. In the weight column, you will see the natural weighting of the activities based on their max grade and the course total.
6. If you would like to organize your gradebook into categories, skip down to the **Category Setup** section of this tutorial.

Using a Weighted Gradebook

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Click the **Edit – Edit Settings** button under the *Actions* column that is in-line with the course title.

3. Ensure that the aggregation type for the entire gradebook is set to **Natural** still.
4. Once the aggregation is set, click **Save Changes**.
5. Under the *Weight* column, click the check box for the items that need to have their weights adjusted.
 - a. The *Weight* field will become available to edit.
6. Input your weight values into the now editable boxes.

Name	Weights	Max grade	Actions
Ryan Test Course			
Assignment 1	<input checked="" type="checkbox"/> 60	100.00	Edit
Assignment 2	<input checked="" type="checkbox"/> 40	10.00	Edit

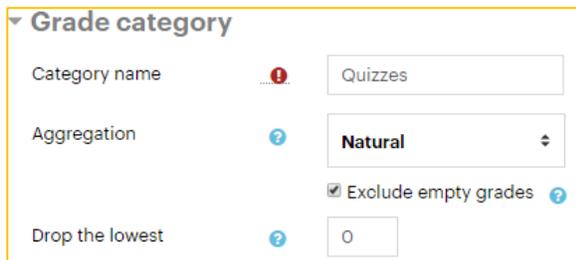
7. Once all weights have been entered, click **Save Changes** at the bottom of the page.
 - a. Note that the **Course Total** value is still the sum of all your assignments’ **Max Grade** values—this is fine as the grade will be displayed as a percentage out of 100 to you and your students.
8. If you would like to organize your gradebook into categories, skip down to the **Category Setup** section of this tutorial.

Category Setup

Adding Categories / Category Settings

Categories serve to organize your gradebook and to set weights to similar assignments contained within them.

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Scroll down and click **Add Category**.
3. Enter a short **Category Name** (e.g. Quizzes, Discussions, etc.)
4. The aggregation dropdown should be set to **Natural** regardless if you are doing a weighted or point-based gradebook.
5. By default the option to **Exclude empty grades** is checked-off, which will cause the gradebook to only aggregate items that have been graded and discount items that have not been graded yet in the total.
6. Set if the category should **Drop the lowest** grade as well by putting how many items should be discounted.



Grade category

Category name

Aggregation

Exclude empty grades

Drop the lowest

7. When done, click **Save Changes**.

Note: To delete a category, click the **Edit** button in-line with it and select **Delete** from the dropdown of options.

Assigning Items to a Category

All graded items should be assigned to their respective categories.

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. In the **Select** column on the far right, check all the items to be moved to their respective category.

Name	Weights	Max grade	Actions	Select
Ryan Test Course				
Assignment 1	10.985	100.00	Edit	All / None
Assignment 2	1.099	10.00	Edit	<input checked="" type="checkbox"/>

3. Scroll down and select the appropriate category from the **Move Selected Items To** dropdown menu.
4. Once selected, the page will reload and items will be moved to that category.

Setting Weights to Categories

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Under the **Weight** column click the check box for the categories that need to have their weights adjusted.
 - a. The *Weight* field will become available to edit.
3. Input your weight values into the now editable boxes.
4. Click **Save Changes**.
 - a. If the weights do not add up to **100.00**, the gradebook will try to redistribute evenly so check to make sure the values are set correctly still.

Advanced Options

Adding Manual Grade Items

Manual Grade 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 **Overriding Grades** in this tutorial) in the gradebook. For this reason, it is recommended that graded items be made on the course page and not from Manual Grade Items in the gradebook.

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Scroll down and click **Add Grade Item**.
3. Enter the Item Name and a **Maximum Grade**.

Grade item

Item name

Grade type

Scale

Maximum grade

Under the Parent Category section, select what Grade Category, if any, this Manual Grade Item will be placed under.

Overriding Grades

You may grade students directly in the gradebook, and enter a number for student grades up to two decimal places. You **cannot** exceed the maximum grade specified by the assignment.

1. In the gradebook, select **View** from the top navigation ribbon and click **Override Grades** from the second ribbon.
2. Use the **Select grade item** or **Select Use** dropdown menus to pick between overriding many student grades for a single assignment, or overriding many assignment grades for a single student.
3. Once either a grade item or student is selected for overriding grades, click the checkbox in the *Override* column.
 - a. Once checked, the *Grade* and *Feedback* fields will become editable.

First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None
 Sada Jaman	0.00 - 100.00	<input type="text" value="95"/>	<input type="text" value="Great Work!"/>	<input checked="" type="checkbox"/>
 Thomas Jennings	0.00 - 100.00	<input type="text" value="100.00"/>	<input type="text" value="Excellent!"/>	<input type="checkbox"/>

4. When done inputting grades and feedback into the fields, click **Save** to finalize the grade.

Note: You can also **Exclude** an item or student from a grade by clicking the checkbox in the *Exclude* column on this same page.

Setting up Grade Letters

1. In the gradebook, select **Letters** from the top navigation ribbon.
2. Click **Edit grade letters** at the top of the page.
3. Check off the **Override site defaults** box to allow you access to input your own letters and values.
 - a. Put in new grade boundaries for any letter—though there should be no gaps or overlaps in the grade boundaries.

▼ **Grade letters**

Override site defaults ?

Grade letter 1	A	≥	93	%
Grade letter 2	A-	≥	90	%
Grade letter 3	B+	≥	87	%
Grade letter 4	B	≥	83	%

1. In the gradebook, select **Setup** from the top navigation ribbon.
2. Click **Edit – Edit Settings** in-line with the grade item that will be marked for extra credit.
3. Under the **Parent Category** section for the item, click the checkbox to mark the item as **Extra Credit**.

Downloading Grades to a Spreadsheet or Text File

1. In the gradebook, select **Export** from the top navigation ribbon.
2. Choose to export the gradebook as either a **Plain text file** or **Excel spreadsheet** from the second ribbon.
3. In the **Grade items to be included** section, pick which items (and categories) will be exported by checking and unchecking the boxes next to the item names.
4. Under **Export format options** select if feedback should be included, and which **display types** to display.

▼ **Export format options**

Include feedback in export

Require active enrollment ?

Grade export display types Real Percentage Lette

▼ **Parent category**

Weight adjusted

Weight

Extra credit

4. Click **Save Changes** when done.

5. When done, click **Download**

Marking an Item as Extra Credit

Mark activities as extra credit if you want their point value added to the students' grades. *Note:* The gradebook must already be configured (see beginning of this tutorial) and have existing categories for the assignments to which extra credit will be applied.