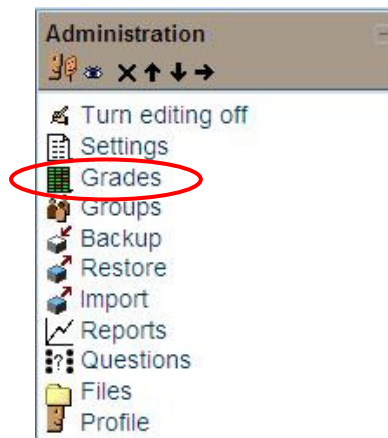


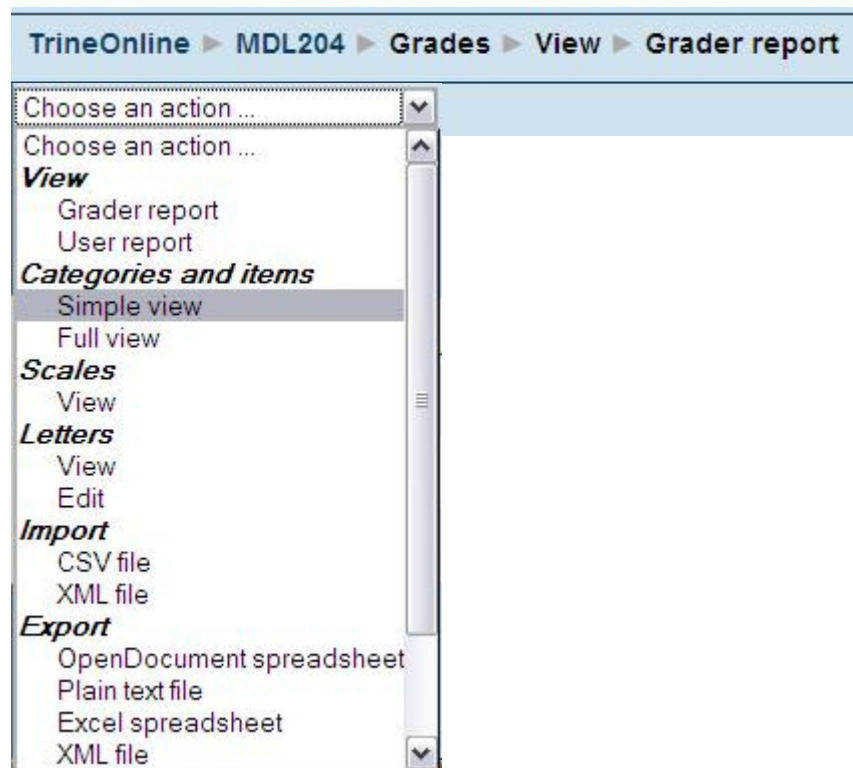
Setting up Gradebook

1. Click Grades

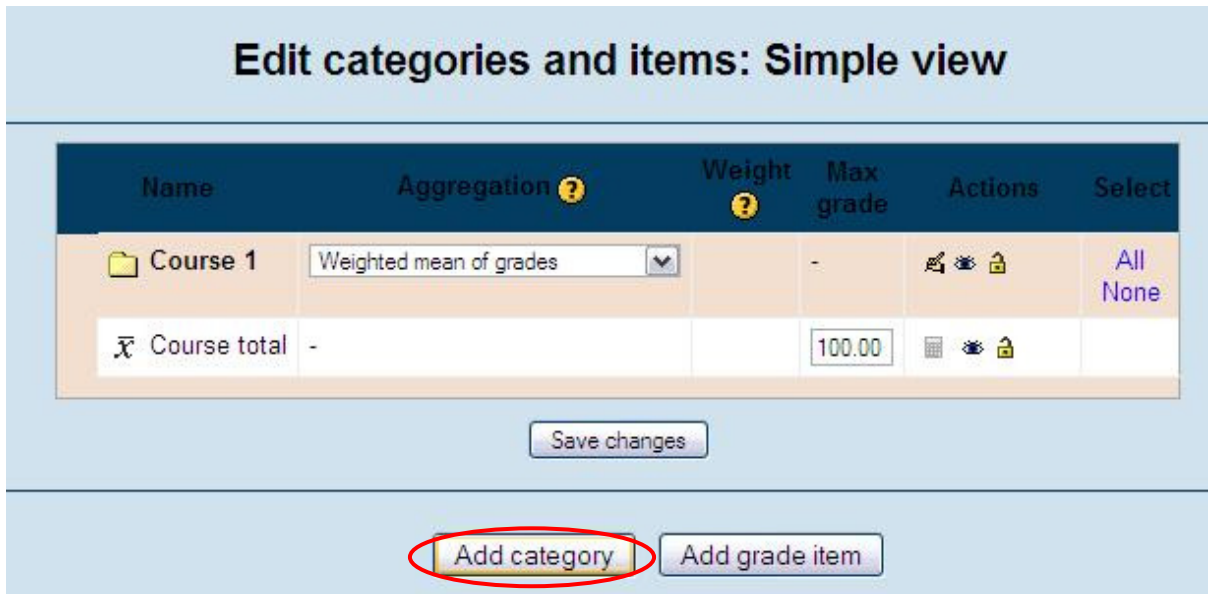


2. Click “Chose an action...”

3. Click “Simple view” below
“*Categories and items*”



4. Click “Add a Category” A category can be a group of assignments (such as quizzes or tests) or just one assignment.



5. Fill out the information.

a. Name the category. Suggestions: Test, Quiz, Participation.

b. Choose your aggregation method. (We suggest that you are consistent with the aggregation of the whole course)

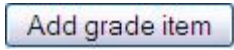
b. Adjust Maximum points. Suggestions: 100, 10

6. Click “Save Changes”

7. Your new category will appear. Repeat steps 4-6 to complete all of your categories. This example has Test, Quiz, and Participation

Name	Aggregation ?	Weight ?	Extra Credit ?	Max grade	Actions	Select
Course 1	Weighted mean of grades	-	-	-		All None
Test	Simple weighted mean of grades	0.0000	-	-		All None
Test	-	-	-	100.00		
Quiz	Simple weighted mean of grades	0.0000	-	-		All None
Quiz	-	-	-	100.00		
Participation	Simple weighted mean of grades	0.0000	-	-		All None
Participation	-	-	-	100.00		
Course total	-	-	-	100.00		

8. Now you will add grade items. This is the individual assignments that go into a category. (for example, test 1 in the test category) Click “Add grade item”



9. Fill out the item information. Name the item (Test 1, Quiz 3). Give a Maximum grade (100, 10, 5). Choose the Grade category that will contain the item (Test 1 goes in the Test category)

Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Parent category

Grade category

- Course 1
- Test
- Quiz
- Participation

10. Click “Save Changes”

11. Add the rest of the items by following steps 8 – 10.

Name	Aggregation	Weight	Extra Credit	Max grade	Actions	Select
Course 1	Weighted mean of grades			-		All None
Test	Simple weighted mean of grades	60		-		All None
Test 1	-		<input type="checkbox"/>	100.00		<input type="checkbox"/>
Test 2	-		<input type="checkbox"/>	100.00		<input type="checkbox"/>
Test 3	-		<input type="checkbox"/>	100.00		<input type="checkbox"/>
Test	-			100.00		
Quiz	Simple weighted mean of grades	30		-		All None
Quiz1	-		<input type="checkbox"/>	10.00		<input type="checkbox"/>
Quiz 2	-		<input type="checkbox"/>	10.00		<input type="checkbox"/>
Quiz 3	-		<input type="checkbox"/>	10.00		<input type="checkbox"/>
Quiz	-			10.00		
Participation	Simple weighted mean of grades	10		-		All None
Participation	-		<input type="checkbox"/>	5.00		<input type="checkbox"/>
Participation	-			100.00		
Course total	-			100.00		

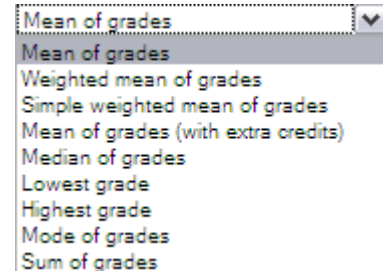
Aggregate Grades

You can choose how moodle calculates overall grades. Moodle calls this “Aggregation.” We suggest that you use: Weighted mean of grades, Simple weighted mean of grades, or Sum of grades.

- **Sum of grades**

The sum of grades calculates the overall grade by adding all of the points the student earned. This is calculated against the total number of points possible.

Example: A test is worth 200 points and two quizzes are 50 points each. There are 300 possible points. The student’s scores are added together for the final grade. If she received a 150 on their test and 50 points on both quizzes then she would finish with 250 points. Her final grade will be 83% (250 out of 300).



- **Weighted mean of grades**

The Weighted mean of grades will weigh the grades and “normalize” them by adjusting all scores to a 100 point scale. You can adjust the categories’ weight to your preference

Example: if the maximum amount of points on a quiz is 10, Moodle will adjust the score to show it based out of 100. (The student’s score would also increase from 9 to 90).

Name	Aggregation ?	Weight ?	Max grade
Course 1	Weighted mean of grades		-
Exams	Weighted mean of grades	60.0000	-
Category total	-		100.00
Quizzes	Weighted mean of grades	30.0000	-
Category total	-		10.00
Attendance	Weighted mean of grades	10.0000	-
Category total	-		10.00
Course total	-		100.00

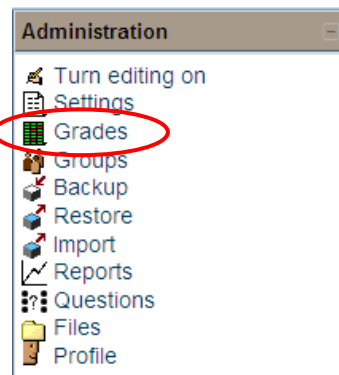
- **Simple weighted mean of grades**

This is the default method of aggregating grades in Moodle. This setting weighs grades based on the amount of points possible for each category. It is a blend of sum and weighted mean.

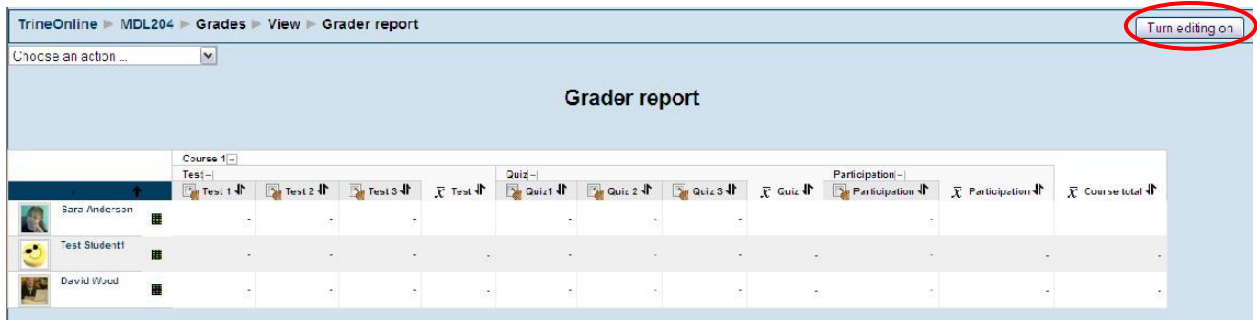
Example: A course has two exams worth 100 points each. There are five quizzes worth 10 points each. You will add each grade normally (95 out of 100). However, Moodle will automatically weigh the overall score so the maximum is 100. Each exam will weigh 40 points each while each quiz will be 4 points each.

Inserting student grades

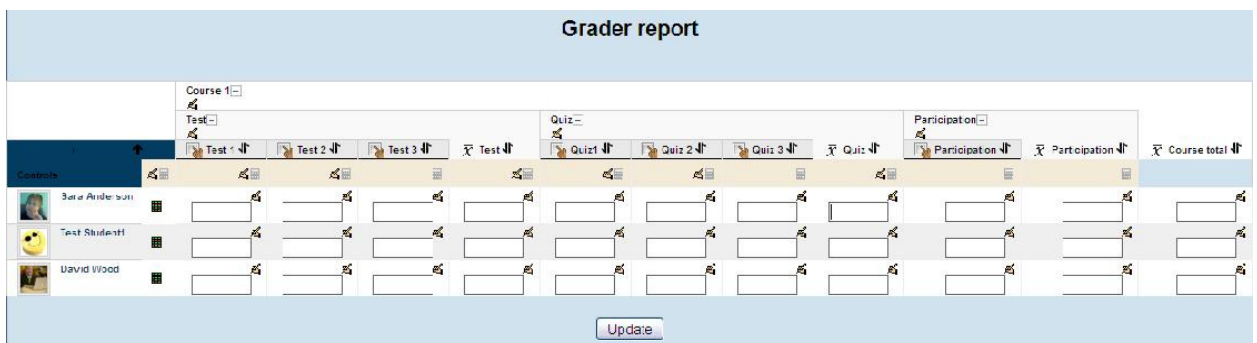
1. Click “Grades” in administration



2. Click “Turn editing on” on the top right side of the screen



3. Now insert grades for the students.



4. Click “Update”

Extra Credit

An item that is marked “Extra Credit” will only add points to the student’s grade. To make an item extra credit, click the box in the “Extra Credit” column.

Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
Course 1	Simple weighted mean of grades	<input type="checkbox"/>	-	⚙️ 🗑️ 📄	All None
Exams	Simple weighted mean of grades	<input type="checkbox"/>	-	⚙️ 🗑️ 📄	All None
Test 1	-	<input type="checkbox"/>	100.00	⚙️ 🗑️ 📄	<input type="checkbox"/>
Test 2	-	<input type="checkbox"/>	100.00	⚙️ 🗑️ 📄	<input type="checkbox"/>
Category total	-		100.00	⚙️ 🗑️ 📄	
Quizzes	Simple weighted mean of grades	<input type="checkbox"/>	-	⚙️ 🗑️ 📄	All None
Quiz 1	-	<input type="checkbox"/>	10.00	⚙️ 🗑️ 📄	<input type="checkbox"/>
Quiz 2	-	<input type="checkbox"/>	10.00	⚙️ 🗑️ 📄	<input type="checkbox"/>
Quiz 3	-	<input type="checkbox"/>	10.00	⚙️ 🗑️ 📄	<input type="checkbox"/>
Category total	-		10.00	⚙️ 🗑️ 📄	

1. Go to the gradebook
2. Click “Choose an action...”
 - Select “Categories and items – simple view”
3. Find the extra credit assignment.
4. Click the box in the Extra Credit column to make the item worth extra credit.
5. Click “Save Changes”

Calculate ungraded assignments

Moodle allows you to choose whether or not ungraded items are calculated in the gradebook. Should the overall grade calculate blank items?

Example 1: Aggregate empty grades. (uncheck) This will count unmarked assignments toward the overall grade.

Course 1			Exams				Quizzes			Attendance		Course total
Test 1	Test 2	Category total	Quiz 1	Quiz 2	Quiz 3	Category total	Attendance	Category total				
92.00	-	92.00	10.00	9.00	-	9.50	-	-			47.23	
87.00	-	87.00	8.00	8.00	-	7.00	-	-			42.98	
80.00	-	80.00	0.00	9.00	-	4.50	-	-			37.87	

Example 2: Aggregate non-empty grades. (check) This will only count the assignments that have been marked toward the overall grade.

Course 1		Quizzes			Attendance		Course total		
Test 1	Test 2	Category total	Quiz 1	Quiz 2	Quiz 3	Category total	Attendance	Category total	Course total
92.00	-	92.00	10.00	9.00	-	9.50	-	-	92.50
87.00	-	87.00	8.00	8.00	-	7.00	-	-	84.17
80.00	-	80.00	0.00	9.00	-	4.50	-	-	74.17

To choose your method, follow these steps:

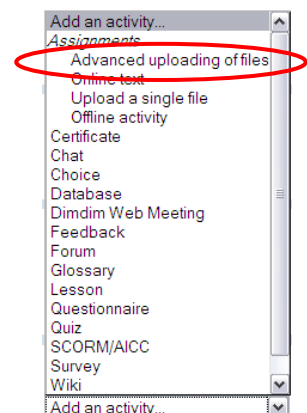
1. Enter the gradebook
2. Click “Choose an action...”
 - Select “edit categories and items – Full view” (it must be full view)
3. Check or uncheck “Aggregate only non-empty grades”

Edit categories and items: Full view								
Name	Aggregation ?	Extra Credit ?	Max grade	Aggregate only non-empty grades ?	Aggregate including subcategories ?	Drop the lowest ?	Keep the highest ?	Multiplicator ?
Course 1	Simple weighted mean of grades		-	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0	-

Click “Save Changes”

Have students turn in a paper through Moodle (and grade it)

1. Add a category for “Paper” in the gradebook. (see above to add a category) Only create a category, you do not need to add an item.
2. Return to the course homepage
3. Click “Add an activity...” Choose “Advanced uploading of files”



4. Name and describe the paper

5. Set the due date

Adding a new Assignment to topic 4

Assignment name* Final Paper

Description* Final English Paper

Grade 100

6. Scroll down and click on the “Grade category.” Choose the category that you created earlier.

Common module settings

Group mode No groups

Visible Show

ID number

Grade category Uncategorised

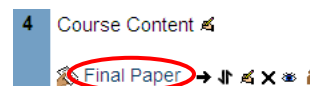
Save and return to course

7. Click “Save and Return to Course”

Save and return to course

8. The new assignment will appear on the homepage.

9. Click on the assignment



10. Click the link under “Update this Assignment.” It will say “No attempts have been made on this assignment” or something like “View 1 submitted assignments”

MDL204 > Assignments > Final Paper

Update this Assignment

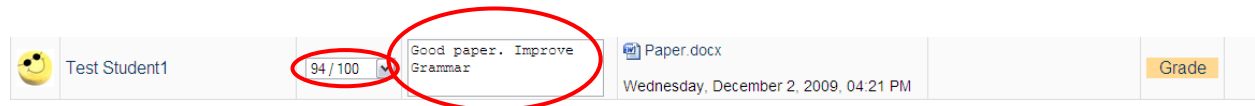
No attempts have been made on this assignment

Final English Paper

11. Click the file to download or open it. Read and grade the paper.

	Test Student1	No grade	Paper.docx	Wednesday, December 2, 2009, 04:21 PM	Grade
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12a. Choose the grade from the drop down menu. Make comments if necessary.



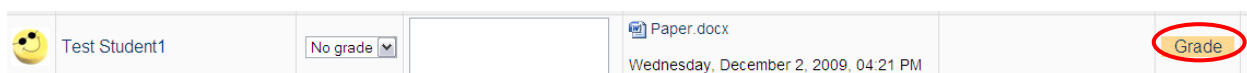
A screenshot of a gradebook entry for 'Test Student1'. The entry shows a grade of 94 / 100 and a comment 'Good paper. Improve Grammar'. The file name is 'Paper.docx' and the date is 'Wednesday, December 2, 2009, 04:21 PM'. A 'Grade' button is visible on the right.

13a. Click “Save all my feedback”

14a. The grade will automatically be inserted into the gradebook.

***You can also return the original paper with your comments. To do this, follow these steps after step 11

12b Click “Grade”



A screenshot of a gradebook entry for 'Test Student1'. The entry shows a grade of 'No grade' and a 'Grade' button highlighted with a red circle. The file name is 'Paper.docx' and the date is 'Wednesday, December 2, 2009, 04:21 PM'.

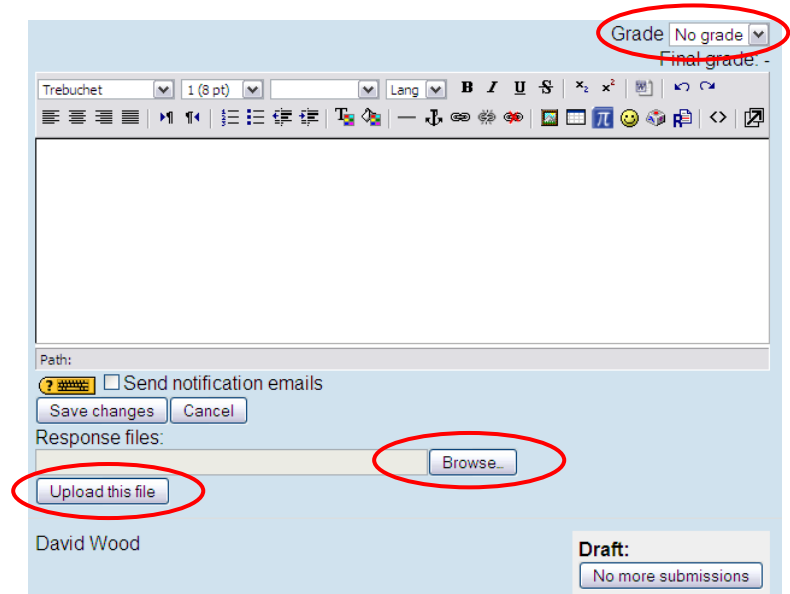
13b. Select the grade from the drop down menu.

14b. Write any comments in the comment section.

15b. Click “Browse” and select the file.

16b. Click “Upload this file”

17b. Click “Save all my feedback”



A screenshot of a file upload dialog box. The dialog box has a 'Grade' dropdown menu set to 'No grade' and a 'Final grade' field. Below the dialog box, there is a 'Path:' field, a 'Send notification emails' checkbox, and 'Save changes' and 'Cancel' buttons. The 'Response files:' section contains an 'Upload this file' button and a 'Browse...' button, both highlighted with red circles. The name 'David Wood' is visible at the bottom left, and a 'Draft: No more submissions' button is at the bottom right.

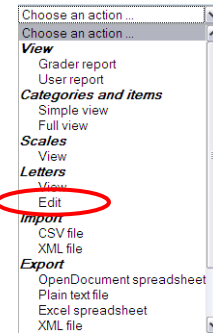
Configure letter grades

You can adjust the letter grade settings to match your course.

1. Go into gradebook.

2. Click “Choose an action...”

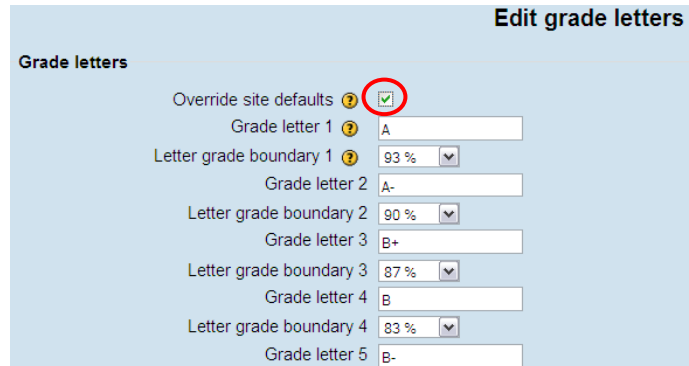
-Select Letters – Edit



3. Check “Override site defaults”

4. Adjust the scores with the letter grades you choose.

5. Click “Save Changes”



What type of overall grade to display

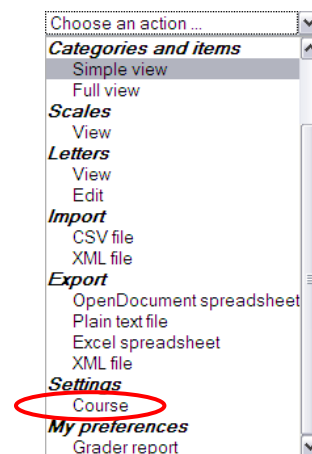
You can choose between three different types of grades to display for the students when they check their grades.

- Real. This is the actual score amount. This score may exceed 100 if the grade aggregation is “sum.”
- Percentage. This is their percentage score out of 100. (95%).
- Letter. This is the letter grade based upon the letter grade settings (see above). (A-).

1. Enter the gradebook

2. Click “Choose an action...”

- Select Settings – Course



3. Choose the grade type that you want to display.
The type in parenthesis* will display after the first type. (for example, 92% A- would be Percentage (letter))

4. Click “Save Changes”

