

A Simple Guide to the Moodle Gradebook.

Principles:

- Your Moodle gradebook should bear a close resemblance to what you promised in your course outline. (same names, order, percentage values)
- Create anything students will hand in within Moodle first – this will automatically create a grade item for each activity in the gradebook (assignments, quizzes). Then go into the gradebook and manually create Grade items for things not submitted through Moodle.
- Keep the aggregation method at Weighted Mean of Grades unless you have a compelling need for Sum of Grades (*see below).
- Only create a Category when you need to group several grade items together to give them a percentage value as a group (e.g. weekly quizzes worth 15% of course total – create a category called Quizzes and put all the quizzes in there)
- Use *Control +* or *Control –* on your keyboard to make your gradebook view larger or smaller (the gradebook is much easier to use when you have a 24-inch display). You can also turn editing off and dock the left side blocks to get more space.

How to build your gradebook:

1. Click on *Grades* in the *Administration* block at the left.
2. Pull down to *Categories and items / Simple View*.
3. If you need to add a grade item, click *Add grade item* at the bottom.
4. Give it a *Name* and a *Maximum grade*.
5. If you have categories, put it in the parent category you want.
6. Click *Save changes* at the bottom.
7. Now enter the *Weight* for each item or category and click *save changes*.

Weighting is what percentage of the course total the grade item counts for (e.g. if it's worth 25% of the course total put in the number 25). Weight column must add up to 100.

Maximum grade is how many points you are marking the assessment out of. (E.g. you could mark it out of 64, but it's worth 25% of the course total. When you're marking, just put in the score out of 64 and let the gradebook do the math)

When to use Sum of Grades aggregation:

Sum of Grades removes weighting. Use this aggregation method if a point is a point. For example, an assignment marked out of 40 will count for twice as much in the course total as an assignment marked out of 20. As long as this matches your course outline, go ahead and use Sum of Grades. Use sum of grades for the category level aggregation as well. Please note that you cannot use a scale with sum of grades aggregation

Gradebook FAQs:

How do I input or edit grades manually?

Go to Grader Report, turn editing on, and enter grades in the solid box. Enter feedback in the dotted box.

How do I hide the gradebook from students?

Go to administration / course administration / edit settings. Under appearance / show gradebook to student / enter “no”. Save.

How do I export grades?

Go to administration / course administration / grades. In the pull down menu of the grader report select export and choose your desired file type.

How do I test the gradebook?

Each teacher has a row in the grader report. Enter numbers on your row (100% is usually best) and then go to user report in the pull down menu and select your name. Does it add up to 100%?

How do I see what the student sees?

Under grades, select “User Report” in the pulldown menu. This is what the student sees.

What do I do if I need further assistance?

One of our education technology coordinators would be happy to help. Contact Ross McKerlich – rmckerlich@okanagan.bc.ca or Mike Minions – mminions@okanagan.bc.ca. Alternatively, fill out a Moodle Service Request- under help for teachers on the Moodle Toolbar.