UVic Online Learning Systems
University of Victoria

The Moodle Gradebook

This document shows you the steps to calculate grades by:

1. Weighting Items strictly by their point value
2. Giving Items in Gradebook all Equal Weight
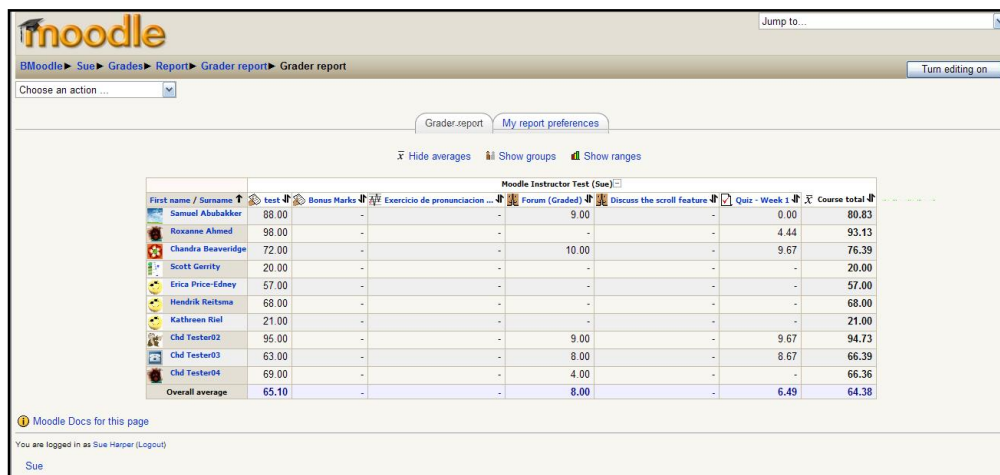3. Course Grade is Weighted by Categories

We also show you how to:

A. Add Marks to the Gradebook
   - From the Actual Assignment
   - Adding Marks Directly from the Gradebook
B. Exclude a person's mark in an assignment from their final grade
C. Add Bonus Marks
D. Hiding and Releasing Grades to Students

1. Weighting Items Strictly by Their Grade Value

By default, Moodle computes a course grade based on the total number of points (or marks) earned, divided by the number of points possible. Therefore, if your course has two midterm tests, each worth 50 points, and a final exam worth 100 points, the final exam counts twice as much as each of the midterm tests.

Items in the gradebook are not computed into the grade until a score is assigned. This means that you can post your activities as far in advance as you wish; students always see a grade based only on what has been marked. If you see a '-' under an assignment in the gradebook, it is not calculated in the final mark. If '-' is changed to a '0' it will be.

So, when you go to your gradebook, it will look something like this (below):

A. To Add Marks to the Gradebook:

You can add marks to the gradebook in two ways:

   A. From the actual assignment
   B. Adding Marks Directly from the gradebook

• **From the Actual Assignment**

1. Click on the name of the assignment from the centre block of your course.

2. Click 'View submitted assignments' located in the upper right -hand corner.

3. A grading window will open.

4. Click on the 'Grade' link opposite a particular student's name. A new window will open containing a feedback area.

5. Pick the grade for the assignments from the dropdown list in the upper right hand corner (you set the scale when you created the assignment). Below the grade scale, you can type comments.

6. Click 'Save changes' or 'Save and show next'.

- **Adding Marks Directly from the Gradebook**

1. Go to your course and under the administration block, click 'Grades'

2. Your gradebook will open. In the top right hand corner, click the button 'Turn editing on'.

3. Your gradebook will now change to something similar to the following:

4. It is this screen (above) that you can now manually enter grades in the white space block that you see.

5. If you wish to also send feedback to the student, Click the hand icon above the white space and a new screen will appear.

B. Excluding a person's mark in an assignment from their final grade

1. Go to the Gradebook
2. 'Turn editing on'
3. Under the assignment, go to the person's mark that you wish to exclude.
4. Click on the hand icon

A new screen will open. Tick the box beside Excluded, and then click 'Save changes'.

You will now see the following and their grade has changed accordingly.

First name / Surname	test	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total
Controls						
Samuel Abubakker	88.00	56.00	9.00	98.00	0.00	78.44
Roxanne Ahmed	98.00	78.00	8.00	56.00	4.44	76.39
Chandra Beaveridge	72.00	Excluded 70.00	10.00	76.00	9.67	76.21
Scott Gerrity	20.00	96.00	7.00	45.00	7.00	54.69
Erica Price-Edney	57.00	45.00	7.00	87.00	7.00	63.44
Hendrik Reitsma	68.00	58.00	4.00	34.00	6.00	53.13
Kathreen Riel	21.00	98.00	5.00	56.00	5.00	57.81
Chd Tester02	95.00	45.00	9.00	67.00	9.67	70.52
Chd Tester03	63.00	36.00	8.00	46.00	8.67	50.52
Chd Tester04	69.00	67.00	4.00	39.00	9.00	58.75
Overall average	65.10	64.90	7.10	60.40	6.65	63.99

C. How to Add Bonus Marks

Bonus Marks can easily be added to your gradebook.

1. Add an 'Offline Activity' assignment to your course.
2. Title it: 'Bonus Marks' and assign the mark you would like to attribute.
3. Now go to your course gradebook, under the Administration Block.
4. You will notice a new assignment has been added ' Bonus Marks'.
5. 'Turn editing on'
6. Now assign your bonus marks to the students.
7. If you wish to exclude anyone from bonus marks, so it will not affect their grade, exclude the student from this mark (see previous page).
8. Click 'Update' and your new marks will show. (Similar to below)

First name / Surname	test	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Bonus Marks	Course total
Controls							
Samuel Abubakker	88.00	56.00	9.00	98.00	0.00	5.00	77.58
Roxanne Ahmed	98.00	78.00	8.00	56.00	4.44	Excluded	76.39
Chandra Beaveridge	72.00	Excluded 70.00	10.00	76.00	9.67	3.00	74.20
Scott Gerrity	20.00	96.00	7.00	45.00	7.00	Excluded	54.69
Erica Price-Edney	57.00	45.00	7.00	87.00	7.00	7.00	63.64
Hendrik Reitsma	68.00	58.00	4.00	34.00	6.00	8.00	53.94
Kathreen Riel	21.00	98.00	5.00	56.00	5.00	9.00	58.79
Chd Tester02	95.00	45.00	9.00	67.00	9.67	Excluded	70.52
Chd Tester03	63.00	36.00	8.00	46.00	8.67	Excluded	50.52
Chd Tester04	69.00	67.00	4.00	39.00	9.00	5.00	58.48
Overall average	65.10	64.90	7.10	60.40	6.65	6.17	63.87

Update

D. Hiding and Releasing Grades to Students

Once students have submitted their assignments or completed an activity that you now need to grade, you may wish to release student grades all at the same time. This is done directly through the gradebook.

1. Click on Grades under the Administration Block within your course.
2. Click the button located in the top right hand corner 'Turn editing on'.
3. Looking at your gradebook, you will see the word controls on the left hand side column
4. In this row, the eye feature when open means that students can see that particular assignment.

5. If you click the eye feature, it will now show a closed eye. This means that students can no longer see that particular assignment.

Eye is closed, all students cannot see their specific grade for this assignment

Moodle navigation: BMoodle ▶ Sue ▶ Grades ▶ Report ▶ Grader report ▶ Grader report — Turn editing off

First name / Surname ↑	Bonus Marks	Discuss the scroll feature	Forum (Graded)	Exercicio de pronunciacion ...	Category total	Quiz - Week 1	test	Category total	Course total
Samuel Abubakker	5.00	56.00	9.00	77.00	66.82	0.00	88.00	80.00	74.73
Roxanne Ahmed	4.00	87.00	8.00	55.00	70.00	4.44	98.00	93.13	83.88
Chandra Beaveridge	1.00	67.00	10.00	64.00	64.55	9.67	72.00	74.25	70.37
Scott Gerrity	Excluded	90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69
Erica Price-Edney	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82
Hendrik Reitsma	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91
Kathreen Riel	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00
Chd Tester02	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64
Chd Tester03	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09
Chd Tester04	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36
Overall average	5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25

When grading an assignment, you may wish to hide that assignment first from students using the gradebook, mark the assignment, and then click the eye again to release those grades to all students at the same time.

You may also hide an assignment grade from a particular student, by clicking on that particular 'eye' and closing it.

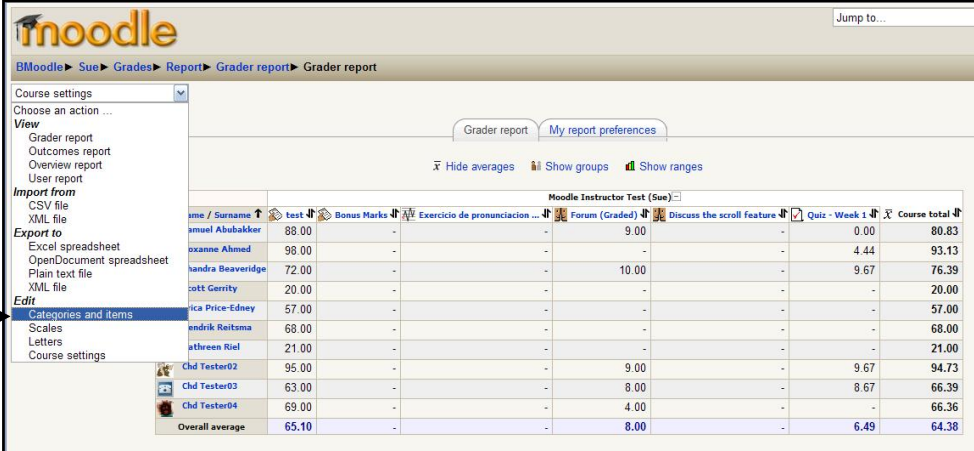**Find the assignment column and then the student. Click on the corresponding eye**

2. Giving Items in Gradebook all Equal Weight

In some courses, the number of points (or marks) given to an item is arbitrary and is not a factor in deciding its weight in computing the course grade. In this case, each assignment is given equal weight, so a 10 point essay might be worth just as much as a 20 point essay. With this grading strategy, one would first convert each item to a percentage value and then average the percentages in computing the course total.

1. Go to your Gradebook
2. In the top left hand corner you will see 'Choose and action'. Click on the drop down menu and choose 'Categories and items'
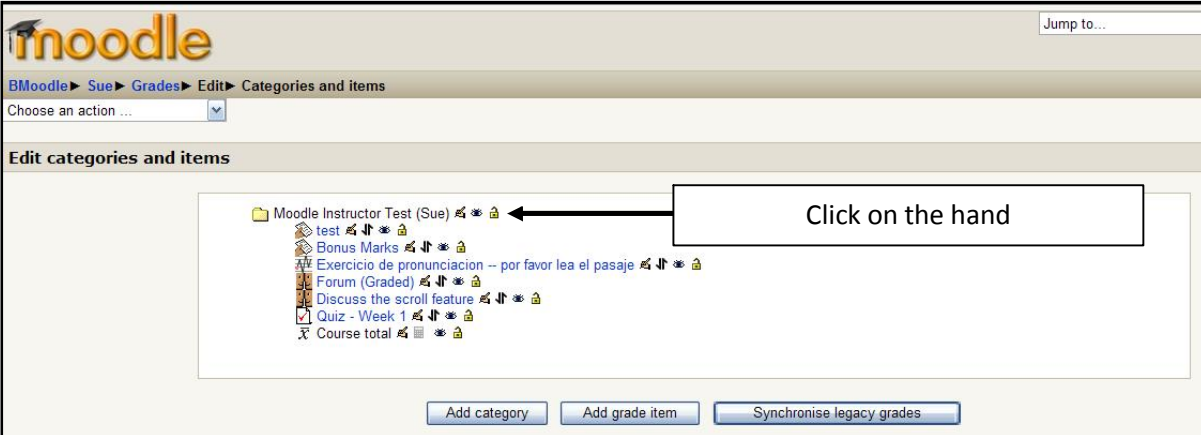

3. Another screen will open. Now click on the hand icon beside the title of your course.

4. Change Aggregation to 'Mean of grades'.
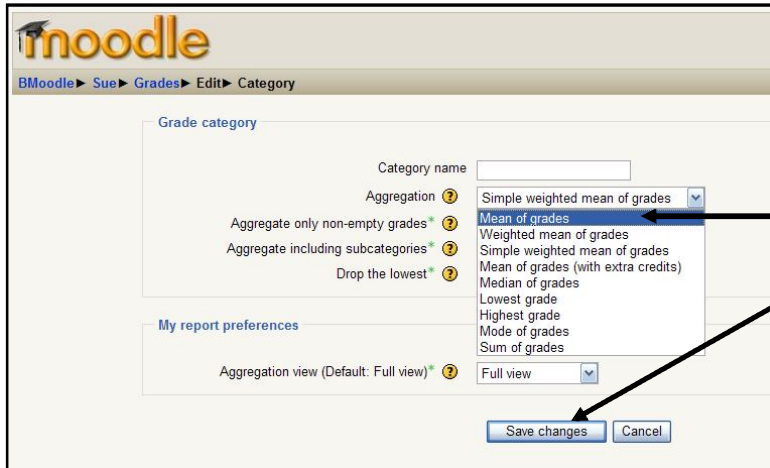
Choose 'Mean of grades' from drop down menu

Save your changes!
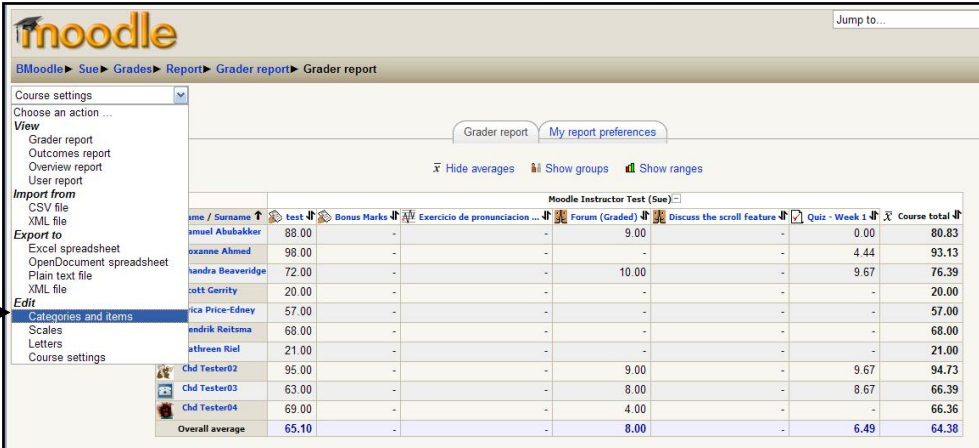
Everything in your gradebook now has equal weight in your course total.

3. Course Grade Weighted by Category

In many courses, the instructor may want to assign different weights (such as assignments and tests) to defined percentages in determining a course grade.

Note:
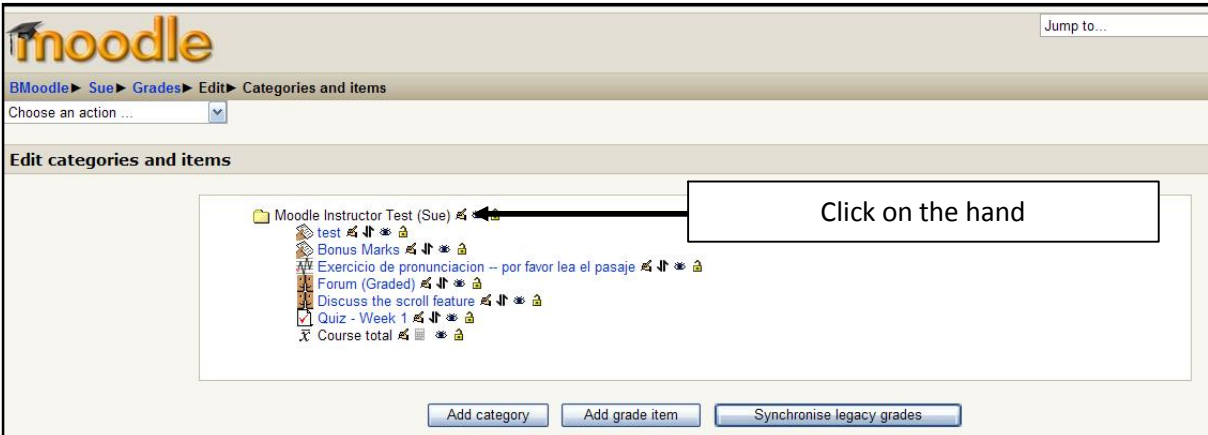
- Once your gradebook is setup, you can put activities into categories when you create or edit the activity (like an assignment or quiz).
- You can also change item categories from the Categories and items view of the gradebook.
- You can keep an item from being factored into the course grade by not placing it in a weighted category.

1. From the gradebook, select 'Categories and items' under the drop down menu 'Choose an action' located in the top left hand side of the gradebook.

2. Click the hand icon for your entire gradebook (the top item).

3. Now change Aggregation to 'Weighted mean of grades'

Grade category

Category name [   ]

Aggregation (?) [Simple weighted mean of grades ▼]
- Mean of grades
- **Weighted mean of grades**
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Sum of grades

Aggregate only non-empty grades* (?)
Aggregate including subcategories* (?)
Drop the lowest* (?)

My report preferences

Aggregation view (Default: Full view)* (?) [Full view ▼]

[Save changes] [Cancel]

Choose ' Weighted mean of grades' from drop down menu

Save your changes!

4. Click the 'Add a category' button.

moodle

Jump to...

BMoodle ► Sue ► Grades ► Edit ► Categories and items

[Choose an action ... ▼]

Edit categories and items

📁 Moodle Instructor Test (Sue) 🔊 👁 🔒
  📄 test 🔊 ⇕ 👁 🔒
  📄 Bonus Marks 🔊 ⇕ 👁 🔒
  📄 Exercicio de pronunciacion -- por favor lea el pasaje 🔊 ⇕ 👁 🔒
  📄 Forum (Graded) 🔊 ⇕ 👁 🔒
  📄 Discuss the scroll feature 🔊 ⇕ 👁 🔒
  ☑ Quiz - Week 1 🔊 ⇕ 👁 🔒
  𝑥̄ Course total 🔊 ▢ 🔒

[Add category] [Add grade item] [Synchronise legacy grades]

ⓘ Moodle Docs for this page

5. In this example, I am adding a category 'Daily work 40%' with aggregation staying at the default 'Simple weighted mean of grades, with a weight of 40 for the item weight.

Grade category

Category name*	Daily Work 40%
Aggregation	Simple weighted mean of grades
Aggregate only non-empty grades*	☑
Aggregate including subcategories*	☐
Drop the lowest*	None

Parent category

Item weight	40.0000

My report preferences

Aggregation view (Default: Full view)*	Default

Save changes   Cancel

6. Remember to save your changes!

7. I am now adding another category: 'Exams and Tests 60%', with aggregation staying at the default ' Simple weighted mean of grades' with an item weight of 60%.

Grade category

Category name*	Exams and Tests 60%
Aggregation	Simple weighted mean of grades
Aggregate only non-empty grades*	☑
Aggregate including subcategories*	☐
Drop the lowest*	None

Parent category

Grade category	Moodle Instructor Test (Sue)
Item weight	60.0000

My report preferences

Aggregation view (Default: Full view)*	Default

Save changes   Cancel

Save your changes!

8. I have now created two categories in the gradebook. For the existing items in the gradebook, click the "move" icon ⬇ beside the item, and place each one in appropriate category.

In this case, I am moving 'test' to the Exams and Tests Folder

Click on the box to move the item
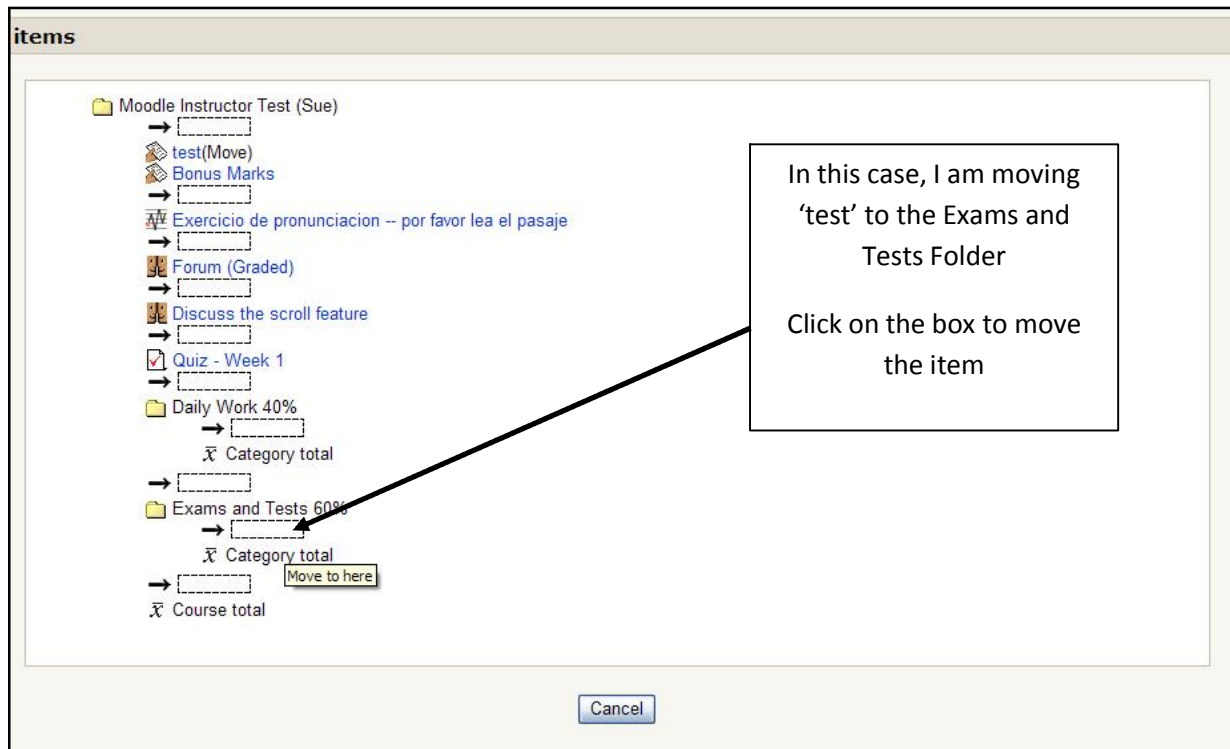
9. You will now notice that 'test has been moved to the correct category.

'test' now appears in 'Exams and Tests 60%'
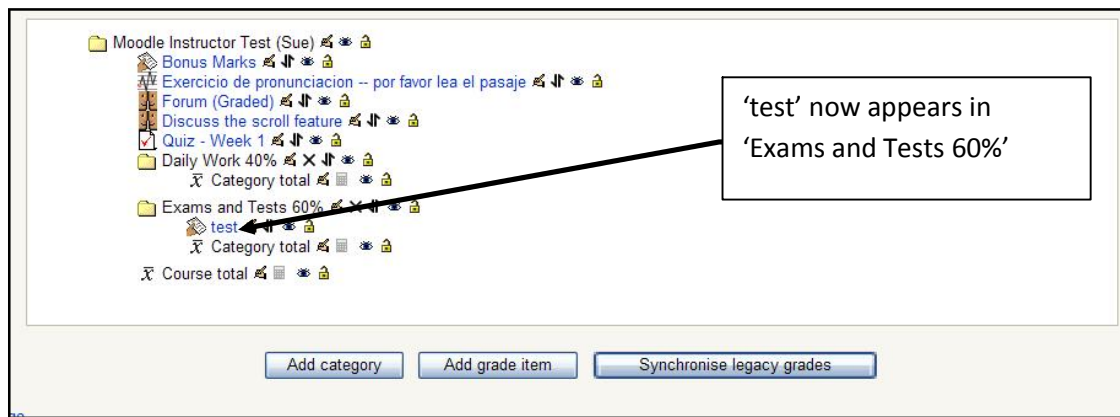
10. You must do this for all your items so they will be calculated properly in the gradebook.

11. You can add as many categories as suits your course. When you are adding a NEW assignment to the course, if categories are already created in the gradebook, you can place the item into the category when you create or edit them.

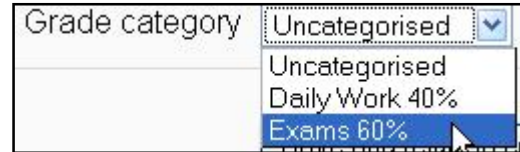| Grade category	Uncategorised ▾
	Uncategorised
	Daily Work 40%
	Exams 60%

12. When you return to your gradebook, you will find it has now created categories, your items are in the correct area's and the course is now weighted by the categories and values you have created.

Daily Work 40%, and individual items showing in that weighted category

Exams and Tests 6%, and individual items showing in that weighted category

	Grader report	My report preferences								
	x̄ Hide averages	â¡ Show groups	dl Show ranges							
				Moodle Instructor Test (Sue) ⊟						
		Daily Work 40% ⊟					Exams and Tests 60% ⊟			
First name / Surname ↑	Bonus Marks ⇕	Discuss the scroll feature ⇕	Forum (Graded) ⇕	Exercicio de pronunciacion ... ⇕	x̄ Category total ⇕	Quiz - Week 1 ⇕	test ⇕	x̄ Category total ⇕	x̄ Course total ⇕
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Chandra Beaveridge	1.00	67.00	10.00	64.00	64.55	9.67	72.00	74.25	70.37
Scott Gerrity	Excluded -	90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69
Erica Price-Edney	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82
Hendrik Reitsma	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91
Kathreen Riel	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00
Chd Tester02	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64
Chd Tester03	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09
Chd Tester04	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36
Overall average	5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25

Final grade for each student

An assignment that was excluded, so it will not factor into a student's final grade