

Moodle
User Guide

Moodle

Gradebook

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GRADEBOOK BASICS

All of your assignments and graded activities will automatically be placed into the gradebook. After grading assignments, the grades that have been assigned to students will be reflected in the gradebook. Moodle allows you to view, change, and sort into categories and calculate grade totals in various ways. If there are no assignments or activities created, the gradebook will not display any grades.

NOTE:

The gradebook feature is very flexible. It is recommended that you:

1. Create categories before you create assignments (can be done after but saves time do it first).
2. Decide on aggregation method (how grades are calculated/averaged). Consider if you want to include extra credit in making the decision.

In addition, each category can have its own aggregation method. Category sections in the gradebook can be collapsed, making grading easier.

Category Set-Up

Select the **Categories and items** tab to set up your assessments in different categories e.g. 'classwork', 'homework' etc. Each category will then have its own Category total column.

To add a grade category:

1. Access the course.
2. Select **Grades** from the Administration block.
3. Select the **Categories and items** tab.
4. Select the **Add category** button near the bottom of the page.

Edit categories and items: Simple view

View **Categories and items** Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation ?	Weight ?	Max grade	Actions	Select
CSUN Moodle Community	Weighted mean of grades		-		All None
Questions & Answers	-	6.0	10.00		<input type="checkbox"/>
Shared Resources	-	6.0	10.00		<input type="checkbox"/>
Paleolithic Quiz	-	6.0	100.00		<input type="checkbox"/>
Course total	-		100.00		

Save changes

Add category Add grade item

Synchronise legacy grades (Book) ?

5. In the **Grade category** section, **Category name** field, give your category a name. e.g. Reports, Exams, Quizzes, Projects.

NOTE: Aggregation can be set in this same window at the same time. See Setting Aggregations section in the next section of this document for aggregation explanations.

6. In the **Category Total** section, select appropriate settings. Advanced settings options are available by clicking the **Show advanced** button.
7. Select the **Save changes** button.
8. The **Categories and items** window appears. From this window, existing assignments can now be moved into the appropriate category by using the move tool  next to the assignment to be moved.

When future assignments are created the category can be assigned within the activity setup window.

Setting Aggregation

There are a number of ways to aggregate your grades. Because of the number of options available, it may be somewhat confusing. It is recommended that you start out with a simple aggregation strategy and then experiment further as you get more comfortable.

1. Select your aggregation method from the **Categories and items** tab page at the top.
2. In the aggregation column, there are 3 types of aggregation that can be selected.

The 3 Types of Aggregation

1. Sum of grades

The **Sum of grades** method is the most basic method and should be used with a straightforward gradebook where all you need is to simply calculate the points towards the total.

PROS: There is very little to set up - set all the aggregation methods to Sum of grades.

CONS: Students may be confused because they will see totals that include assignments not yet submitted (so it looks like they are failing for most of the semester) - though there is a workaround available where you hide the course total (see the Hiding Grades section under Advanced Gradebook). Lacks advanced features such as: scales, excluding particular students from grading, etc.

2. Simple weighted mean

This is the default method for category aggregation. Most of the time it works in the same manner as **Sum of grades**, but it allows you to create more advanced calculations.

In **Simple weighted mean**, all items are assigned a weight which is calculated as maximum grade - minimum grade of each item. For example, a 100-point assignment has a weight of 100; a 10-point assignment a weight of 10.

PROS: Can exclude empty grades so students don't get confused by seeing totals that include assignments not yet submitted (select "Aggregate only non-empty" grades under **Full View** in the **Categories and items** tab). It is also recommended that you choose to display on the "percentage" or "percentage/letter" grade instead of the "real" grade, which has the potential of confusing students.

CONS: Extra credit does not function.

3. Weighted mean of grades

Weighted mean of grades is the most flexible method and therefore the most complex. In this method you assign a weight to each graded item or category. This weight is used to determine the importance of each item or category of assignments in the overall mean (see below). These weights may be fractions (.25, .5) or whole numbers (25, 5) but its important to choose only one and be consistent. See figure below.

When using **Weighted mean of grades** for the overall aggregation method for the course, you can still adjust the aggregation method within each category to simple weighted mean, weighted mean of grades, sum of grades or however you would like each category to be aggregated.

PROS: Most flexible and customizable method. Extra credit is available (will show up as column in **Categories and items** when this aggregation method is selected) - but note cons below.

CONS: This method can be complicated and is recommended for advanced users. There is currently a **known bug** with extra credit (it is supposed to be fixed in the next version, so maybe by the time you read this, it will be resolved):

- If the main course category is set to **Weighted mean of grades** and a grade subcategory is added with **Simple weighted mean of grades** (which is a common scenario), any grade items added to the subcategory default to extra credit. Make sure to uncheck this in the Extra Credit column from the **Categories and items** interface.
- Cannot assign extra credit when a subcategory is set to **Weighted mean of grades**. Use **Sum of grades** for that subcategory if you need to assign extra credit.

Edit categories and items: Simple view

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation ?	Weight ?	Extra Credit ?	Max grade	Actions	Select
Attendance	Weighted mean of grades Simple weighted mean of grades Sum of grades	0.0		100.0	🗑️ 👁️ 🔒	All None
Assignments	Simple weighted mean of grades	0.0		100.0	🗑️ ✖️ ⬇️ 👁️ 🔒	All None
Week 1 Read and Response	-		<input type="checkbox"/>	10.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>
Week 2 Read and Response	-		<input type="checkbox"/>	10.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>
Week 3 Read and Response	-		<input type="checkbox"/>	10.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>
Category total	-			100.0	🗑️ 👁️ 🔒	
Book Reports	Simple weighted mean of grades	0.0		100.0	🗑️ ✖️ ⬇️ 👁️ 🔒	All None
Book Report # 1	-		<input type="checkbox"/>	100.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>
Book Report # 2	-		<input type="checkbox"/>	100.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>
Category total	-			100.0	🗑️ 👁️ 🔒	
Quizzes	Simple weighted mean of grades	0.0		10.00	🗑️ ✖️ ⬇️ 👁️ 🔒	All None
Quiz 1	-		<input type="checkbox"/>	10.00	🗑️ ⬇️ 👁️ 🔒	<input type="checkbox"/>

Settings and Preferences

The course preferences and settings determine how the gradebook appears .

There are two places to adjust the settings:

- In the **Settings** Tab – Determines how the gradebook appears to the participants.
- In the **My preferences** tab – Determines how the gradebook appears to the instructor.

Settings

The Setting tab is where you can determine how the gradebook appears for all participants (students) in the course.

1. From your course homepage, select **Grades** in the Administration Block.
2. Select the **Settings** tab.

The blue question marks next to each field can be selected to learn about options for that field.

3. To change the Grade display type in the **Grade Item Settings** section, use the drop down arrow in this field to select other options. For example, you can select **Real (percentage)** to display the real numbers plus the percentage. The default for this field is **Default (Real)**.

The screenshot shows the 'Course settings' page with the 'Settings' tab selected. The 'Grade item settings' section contains the 'Grade display type' dropdown menu, which is highlighted with a red box. The other settings sections include 'General settings', 'Overview report', and 'User report'. The 'Save changes' and 'Cancel' buttons are located at the bottom of the page.

My preferences

The **My preferences** tab is where you can determine how the gradebook appears to the instructor.

1. From your course homepage, select **Grades** in the Administration Block.
2. Select the **My preferences** tab.
3. Select the **Show Advanced** button.

The blue question marks next to each field can be selected to learn about options for that field.

4. In the **Show/hide toggles** section, in the **Show ranges** field, change the field to **Yes**. This will add a row showing the range of possible scores. This is recommended because otherwise it is impossible to tell what the maximum points possible are for an assignment without leaving the gradebook and going into the assignment directly.

Choose an action ...

Grader report preferences

View Categories and items Scales Letters Import Export Settings **My preferences**

Grader report

Show/hide toggles

Show calculations Report default (No)

Show show/hide icons Report default (No)

Show column averages Report default (Yes)

Show locks Report default (No)

Show user profile images Report default (Yes)

Show user idnumber Report default (No)

Show activity icons Report default (Yes)

Show ranges Report default (No)

Special rows Show Advanced

Grades selected for column averages Report default (Non-empty grades)

Show number of grades in averages Report default (No)

General Show Advanced

Quick Grading Report default (Yes)

Show Quick Feedback Report default (No)

Students per page

Save changes Cancel

Grader Report Layout

The grader report page is the main teacher view of the gradebook. Along the top of the report are several sections and categories. Below that are the actual columns (i.e. an essay or a category total). Each section or category has a small icon immediately to the right of its name. This is a toggle icon. A toggle icon allows the user to change how the grade information is displayed. The toggle icon can appear as a (+), (-), or (O). See figure below.

There are three ways that the categories can be displayed. Selecting the toggle icon will cycle through these display modes for that category or section.

- **(+) Grades only** - without the category totals column
- **(-) Aggregates only (Collapsed)** - Category total column only
- **(O) Full view** - grades and the aggregates (the totals column for the category)

Grader report						
View	Categories and items	Scales	Letters	Import	Export	Settings
Grader report		Overview report	User report			
Sample Gradebook <input type="checkbox"/>						
Attendance <input type="checkbox"/>		Assignments <input type="checkbox"/>				
First name ↑ / Surname	Σ Category total ↓↑	Week 1 Read and Response ↓↑	Week 2 Read and Response ↓↑	We		
Anna Student	A ()	B- (80.00 %)	B- (80.00 %)			
Fred Student	A ()	C- (70.00 %)	C- (70.00 %)			

To view just the course total, use the toggle icon near the course name.

Highlighting Rows and Columns

When your gradebook starts to grow, it can be hard to keep track of which student and which assignment a cell refers to. Highlighting solves that.

- Selecting the empty space in the cell that contains the students name will toggle the highlighting of that entire row
- Selecting the empty space in the cell at the top of each column will toggle highlighting of the entire column

NOTE: JavaScript must be enabled in your web browser.

Sample Gradebook <input type="checkbox"/>					
Attendance <input type="checkbox"/>		Assignments <input type="checkbox"/>			
First name / Surname ↑	Σ Category total ↓↑	Week 1 Read and Response ↓↑	Week 2 Read and Response ↓↑	Week 3 Read and Response ↓↑	Σ
Anna Student	A ()	B- (80.00 %)	B- (80.00 %)	A- (90.00 %)	
Fred Student	A ()	C- (70.00 %)	C- (70.00 %)	A (100.00 %)	
Jane Student	A ()	B (85.00 %)	A- (90.00 %)	A (100.00 %)	
Jesus Student	A ()	D (60.00 %)	B- (80.00 %)	A- (90.00 %)	
Joe Student	A ()	A- (90.00 %)	B (85.00 %)	B- (80.00 %)	
Lucy Student	A ()	B- (80.00 %)	C- (70.00 %)	A (100.00 %)	
Range	A ()–A ()	F (0.00 %)—A (100.00 %)	F (0.00 %)—A (100.00 %)	F (0.00 %)—A (100.00 %)	F (0.00 %)
Overall average	A ()	C+ (77.50 %)	C+ (79.17 %)	A (93.33 %)	

Sorting by Columns

Any column can be sorted.

- Select the move symbol  near the top of a column (see figure above) to sort by that column. This will change the symbol to a single down arrow.
- Selecting again will sort lowest-to-highest, changing the symbol to an uparrow.
- The arrows will toggle between these two states until you select a different column.

The student name columns do not have the move symbol. To sort the report, select either the first or last name.



The next images show examples of the grader report in the normal non-editing mode and the grader report in edit mode.

Image 1 – Normal Non-Editing mode

Image 1 shows a screenshot of the Moodle Grader report interface in normal non-editing mode. The breadcrumb trail is "Singapore Test > Grades > Report > Grader report > Grader report". A "Turn editing on" button is visible in the top right corner. Below the breadcrumb trail, there are tabs for "Grader report" and "My report preferences". There are also options to "Hide averages", "Show groups", and "Show ranges".

The main table displays student performance across various categories. The columns are grouped into Attendance, Assignments, Book Reports, and Quizzes. The data is as follows:

Attendance				Assignments			Book Reports			Quizzes			Final		Course
Category	Week 1 Read and Response	Week 2 Read and Response	Week 3 Read and Response	Category	Book Report # 1	Book Report # 2	Category	Quiz 1	Quiz 2	Quiz 3	Category	Mid Term	Final	Course total	
100.00	10.00	9.00	10.00	96.67	95.00	96.00	95.50	10.00	9.00	10.00	96.67	95.00	145.00	96.74	
100.00	10.00	10.00	10.00	100.00	89.00	90.00	89.50	10.00	7.00	10.00	90.00	96.00	135.00	93.92	
100.00	10.00	9.00	10.00	96.67	90.00	89.00	89.50	10.00	9.00	8.00	90.00	96.00	138.00	93.87	
100.00	10.00	10.00	10.00	100.00	96.00	99.00	97.50	10.00	9.00	10.00	96.67	98.00	140.00	97.26	
98.00	7.00	8.00	10.00	83.33	85.00	87.00	86.00	8.00	8.00	10.00	86.67	94.00	137.00	90.00	
96.00	8.00	6.00	10.00	80.00	86.00	90.00	88.00	8.00	8.00	8.00	80.00	95.00	140.00	89.08	
96.00	9.00	8.00	9.00	86.67	89.00	92.00	90.50	8.00	7.00	9.00	80.00	98.00	130.00	89.41	
100.00	10.00	10.00	10.00	100.00	87.00	91.00	89.00	9.00	9.00	9.00	90.00	96.00	142.00	94.92	
98.75	9.25	8.75	9.88	92.92	89.63	91.75	90.69	9.13	8.25	9.25	88.75	96.00	138.38	93.15	

At the bottom of the page, there is a link to "Moodle Docs for this page" and a message: "You are logged in as [Moodle Singapore](#) (Logout)". A "Singapore Test" button is also visible.

Image 2 – Editing mode

Single Test														
Attendance	Assignments			Book Reports			Quizzes					Course total		
Category total	Week 1 Read and Response	Week 2 Read and Response	Week 3 Read and Response	Category total	Book Report # 1	Book Report # 2	Category total	Quiz 1	Quiz 2	Quiz 3	Category total	Mid Term	Final	Course total
100.00	10.00	9.00	10.00	96.67	95.00	96.00	95.50	10.00	9.00	10.00	96.67	95.00	145.00	96.74
100.00	10.00	10.00	10.00	100.00	89.00	90.00	89.50	10.00	7.00	10.00	90.00	96.00	135.00	93.92
100.00	10.00	9.00	10.00	96.67	90.00	89.00	89.50	10.00	9.00	8.00	90.00	96.00	138.00	93.87
100.00	10.00	10.00	10.00	100.00	96.00	99.00	97.50	10.00	9.00	10.00	96.67	98.00	140.00	97.26
96.00	8.00	6.00	10.00	80.00	86.00	90.00	88.00	8.00	8.00	8.00	80.00	95.00	140.00	89.08
98.00	7.00	8.00	10.00	83.33	85.00	87.00	86.00	8.00	8.00	10.00	86.67	94.00	137.00	90.00
96.00	9.00	8.00	9.00	86.67	89.00	92.00	90.50	8.00	7.00	9.00	80.00	98.00	130.00	89.41
100.00	10.00	10.00	10.00	100.00	87.00	91.00	89.00	9.00	9.00	9.00	90.00	96.00	142.00	94.92
98.75	9.25	8.75	9.88	92.92	89.63	91.75	90.69	9.13	8.25	9.25	88.75	96.00	138.38	93.15

Entering and Editing Grades

Editing anything in the gradebook refers to editing the grades only. None of the available operations bear any relationship to editing the main course page i.e. the appearance of your course page cannot be influenced by anything you do in the gradebook. The **Turn editing on** button functions separately from the main course one, so editing can be on in the gradebook, but simultaneously off when you switch back to course view. This is because editing grades and editing the course page are separate capabilities. Roles such as 'non-editing teacher' may only have one or the other.

Tips About Grading

There are two options for grading in Moodle:

1. Grade in the Assignment/Activity. In most cases, this is the preferred method.
 - Allows you to view the assignment as you grade (and it gives you the option to send students notice that items have been graded).
 - Assignments give you the option for quick grading or viewing of each assignment individually.
2. Grade in the gradebook. The advantages of grading in the gradebook are:
 - Many grades can be entered at once.
 - It is very easy to move between assignments and individuals.
 - You get a "big picture" view of the impact of individual grades on course grades.

IMPORTANT NOTE: If you enter grades directly into the gradebook, your ability to grade and enter feedback in the actual activity will be locked out. You can override this by going into each student's grade by clicking on the update icon for the assignment for each student, but each student must be individually overridden. See **The significance of altering the grades in this screen** section below.

Altering the Grades in the Gradebook

To alter the grades in the gradebook:

1. Select **Turn editing on** located at the top right, to access the editable boxes containing each grade.
 - This capability can be a real time saver.
 - *Be sure to **save your input often**. You can lose unsaved changes by bringing up a new page in the browser, such as a Moodle manual page.*

Other Optional Features include:

To add feedback in addition to grading while in the gradebook page:

- Turn on **quick feedback**.
- Select the **My preferences tab** and choose **Show quick feedback** to access the editable feedback boxes.
- Alternatively, you may go into each item to grade and add feedback by selecting the **edit** icon next to each grade. This will bring up the editing screen for that grade which will allow you to set the grade, its written feedback and a number of other attributes.

Significance of altering grades in this screen

- Once a grade is entered in the gradebook, the ability to enter feedback or grades from the activity interface is then locked out.
 - If you make changes in the gradebook, they are highlighted in this screen going forward. The orange highlight represents a grade altered outside of its native assignment page.
1. To re-enable entering feedback or grades from within the actual activity, select the **edit** icon associated with the assignment in the gradebook. See figure below.

		Sample Gradebook	
		Attendance+	Assignments-
First name / Surname ↑		Σ Category total ↓	Week 1 Read and Response ↓
Controls			
Anna Student	99.00		8.00
Fred Student	90.00		7.00

2. Deselect the **Overridden** check box. See figure below.

Edit grade

User [Fred Student](#)

Item name **Week 1 Read and Response**

Overridden [?](#)

Final grade [?](#)

Excluded [?](#) (Warning: excluding of grades is not compatible with sum aggregation.)

Hidden [?](#)

Hidden until [?](#)

Disable

Locked [?](#)

Lock after [?](#)

Disable

Feedback [?](#)

Hiding Columns or Individual Grades

1. Select the **Categories and items** tab.
2. The **Show show/hide** icons link will give you the familiar show/hide eye icon next to each grade and at the top of each column.

Recalculating

If you change any part of an assessment e.g. alter the maximum grade for one of the questions in a quiz, you may find that the columns do not yet reflect the change you have made.

- Select the **Turn editing on** button twice to force the gradebook to re-check.

Add New Grade Item (Column)

A column is created automatically in the gradebook for each Moodle activity that you add on your main course page. Moodle refers to the columns as **Grade items**. There may be some instances where you wish to manually create a column/grade item. For example, you may wish to create one for attendance. (See the end of the section for information about the differences between a column/grade item and an offline activity.)

To create the new column/grade item:

1. Select the **Categories and items** tab.
2. Select **Add grade item** at the bottom of the screen. See figure below.

Choose an action ...

Edit categories and items: Simple view

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation	Extra Credit	Max grade	Actions	Select
CSUN Moodle Community	Simple weighted mean of grades		-		All None
Questions & Answers	-	<input type="checkbox"/>	10.00		<input type="checkbox"/>
Shared Resources	-	<input type="checkbox"/>	10.00		<input type="checkbox"/>
Paleolithic Quiz	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Course total	-		100.0		

Save changes

Add category Add grade item

Synchronise legacy grades (Book)

3. Fill out the **Item name** (which is the name for your grade column). See figure below.
4. If you want to assign a number grade, leave the **Grade type** at value.
5. Change the **Maximum grade** as needed.
6. Select **Save changes** button.

Choose an action ...

New grade item

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

Grade item

Hide Advanced

Item name

Item info

ID number

Grade type Value

Scale Use no scale

Maximum grade 100.00

Minimum grade 0.00

Grade to pass 0.00

Grade display type Default (Real)

Overall decimal points Default (2)

Hidden

Hidden until 15 October 2009 15 35

Locked

Lock after 15 October 2009 15 35

Parent category

Grade category Soupcoff Test

Save changes Cancel

7. Next, **Turn editing on** in the Grader report and enter grades directly in the gradebook.

TIP: In many cases it is a better practice to create an **Offline Assignment** activity instead of adding a grade column manually. The benefits of the **Offline Assignment** include:

- a) A due date can be entered which automatically appears in the calendar.
- b) An email can be sent to the students upon entering a grade.
- c) Instructions and assignment information can be given with a link to the main course page.

See the Moodle Activities documentation for more information about adding assignments.

NOTE: If you do not want the item to appear as an activity on the main course page or in the list of assignments (from the Activities block), then creating a new grade column is the correct solution.

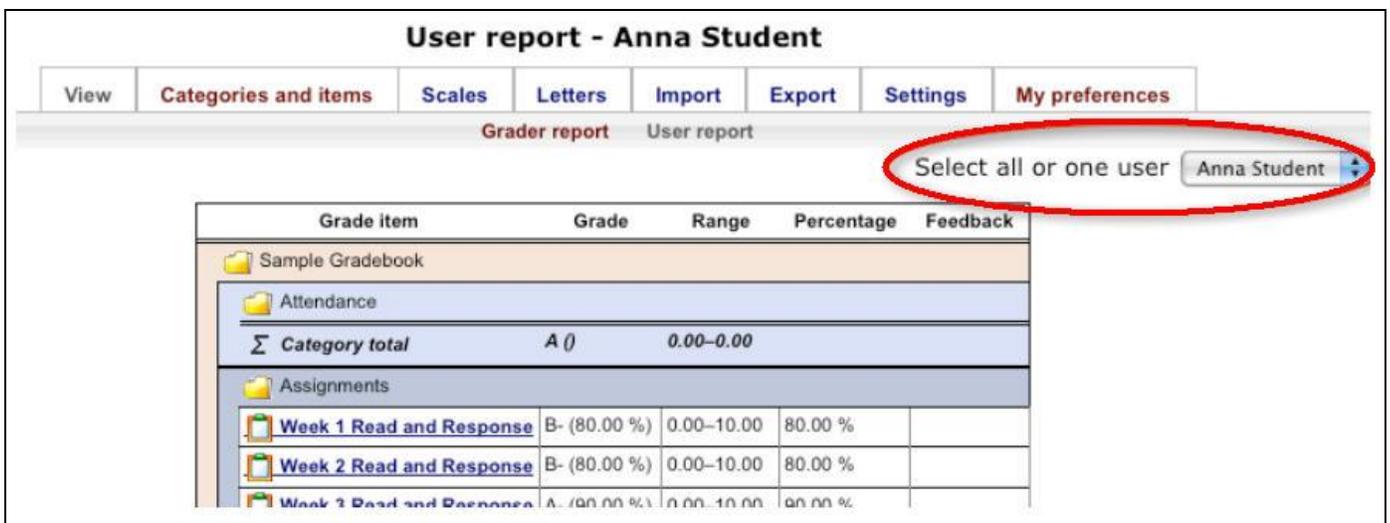
Utilizing the User Report

The User report is useful for reviewing what individual students see when they view their grades.

1. From the **View** tab, select **User report** from the sub-options under the tabs. See figure below.



2. From the **Select all or one user** dropdown menu at the top right of the page, you can view individual user reports. See figure below.



The user report shows the participants' grades in the current course. It includes:

Known Issues:

- If the main course category is set to **Weighted mean of grades** and a grade subcategory is added with **Simple weighted mean of grades** (which is a common scenario), any grade items added to the subcategory defaults to extra credit. Be sure to uncheck this in the Extra Credit column from the **Categories and items** tab.
- Cannot assign extra credit when a subcategory is set to **Weighted mean of grades**. Use **Sum of grades** for that subcategory if you need to assign extra credit.

Dropping the Lowest Score

Moodle allows you to set up the gradebook to drop the lowest score or scores in a category.

To Create a category and place only those items you want included in the process:

1. From the **Categories and items** tab, create the category.
2. Move all appropriate assignments into the category.
3. Select the option to see the **Full view** vs the **Simple view**. See figure below.



4. From the **Full view**, you will see the column for **Drop the lowest** score. See figure below.
5. Enter in 1 to drop the lowest score, 2 to drop the two lowest, and so on.

NOTE: There is no visual indicator in the gradebook to let you know what score or scores are being dropped but the category and course totals will reflect the modification.

Edit categories and items: Full view										
View	Categories and items	Scales	Letters	Import	Export	Settings	My preferences			
Simple view					Full view					
Name	Aggregation	Extra Credit	Max grade	Aggregate only non-empty grades	Aggregate including subcategories	Drop the lowest	Multiplicator	Offset	Actions	Select
Sample Gradebook	Sum of grades	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	0	-	-		All None
Attendance	Simple weighted mean of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	-	-		All None
\bar{x} Category total	-		100.0	-	-	-				
Assignments	Simple weighted mean of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	-	-		All None
Week 1 Read and Response	-	<input type="checkbox"/>	10.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Week 2 Read and Response	-	<input type="checkbox"/>	10.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Week 3 Read and Response	-	<input type="checkbox"/>	10.00	-	-	-	1.0	0.0		<input type="checkbox"/>
\bar{x} Category total	-		0.00	-	-	-				
Book Reports	Simple weighted mean of grades	<input type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	-	-		All None

Calculating Totals

Rather than a simple average or sum, Moodle can perform very complex calculations to produce the totals for each category and for the whole course. e.g. you want to take an average of 3 items from one category, double it, then add it to the average of another category.

To do this using calculations:

1. Go to **My preferences**.
2. Select **Show calculations**.
3. Select **Save changes**.
4. Go back to the **Grader report** and **Turn editing on**.
5. You will then see a small calculator icon next to each total column. When selected, it will take you to the page **Edit grade calculation** where there are instructions.

To choose how the grades are aggregated for the totals within categories:

1. **Turn editing on**.
2. Select the editing icon for the category. Choose the appropriate aggregation, i.e. means, medians, modes etc.
3. Empty grades can also be left out and you have the option to choose other settings.

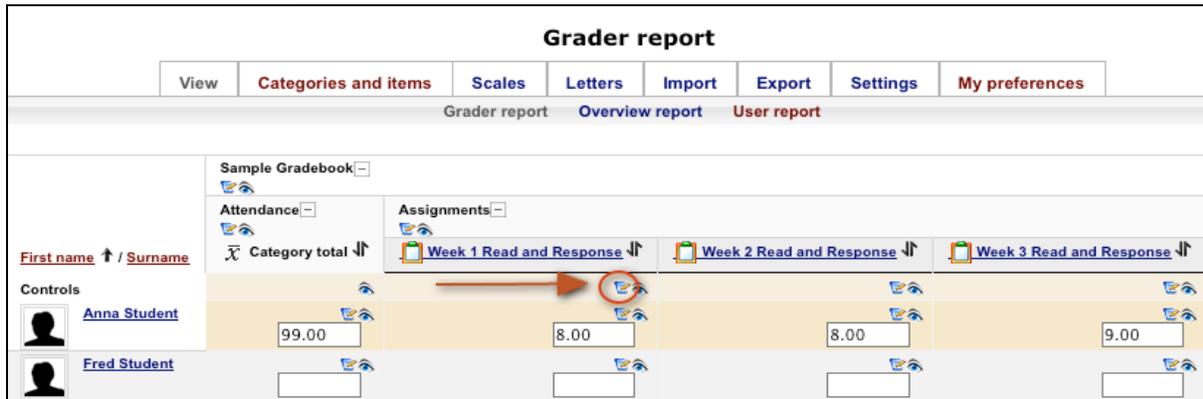
NOTE: For more info (including some videos on calculations) visit: http://docs.moodle.org/en/Grade_calculations.

Setting a Grade Release Date

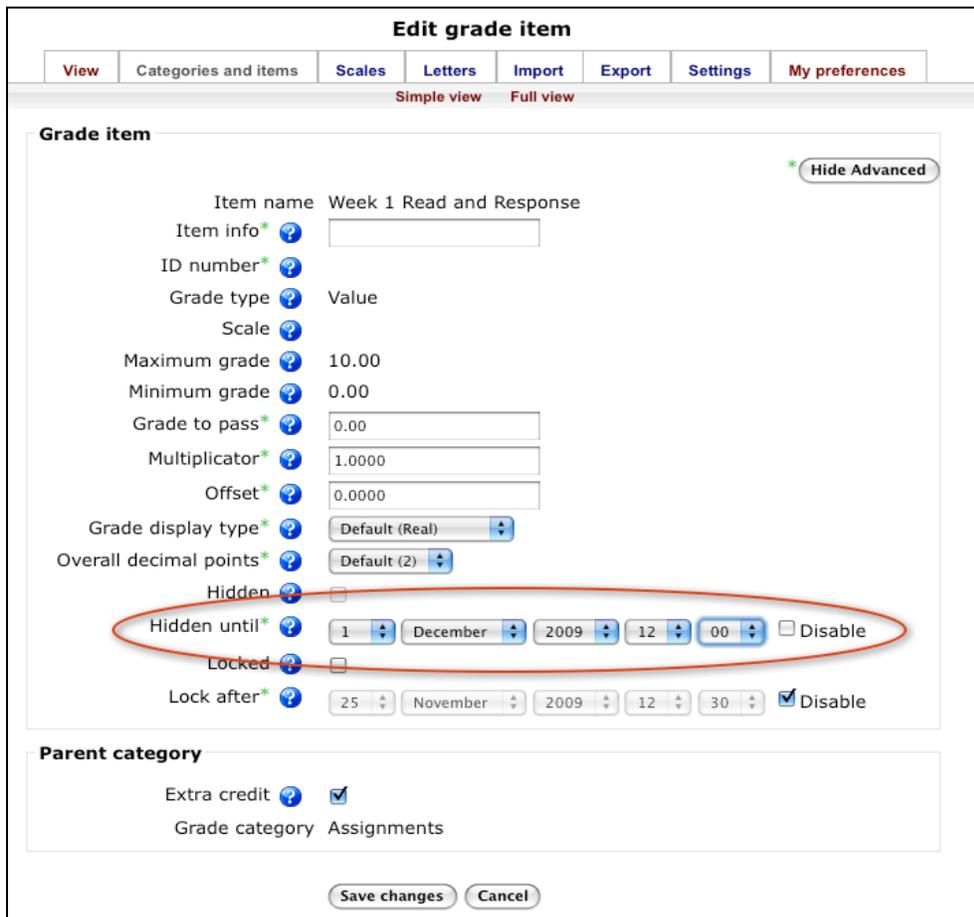
Moodle allows you to enter a grades release date. Grades are hidden until a specified date, after which they will no longer be hidden and students can view the scores.

To access this option:

1. Select the update icon next to the particular grade item in the Grader report that you want to adjust. See figure below.



2. Deselect the **Disable** checkbox located at the end of the **Hidden until** field. See figure below.



3. Enter the release date in the **Hidden until** field.
4. Select **Save Changes**.

Excluding a Student

A particular student’s grade can be excluded from any aggregation performed by any parent grade item or category. This is useful if you want to exclude a student from a particular assignment or activity.

NOTE: *Excluding grades is not compatible with the Sum of grades aggregation method. DO NOT USE IT.*

To access this option:

1. Select the update icon next to the particular grade item for the student in the Grader report that you want to adjust.

Grader report					
View	Categories and items	Scales	Letters	Import	Export
Settings	My preferences	Grader report			
Sample Gradebook		Attendance			
Attendance		Assignments			
Category total	Week 1 Read and Response	Week 2 Read and Response	Week 3 Read and Response		
Anna Student	99.00	8.00	8.00	9.00	
Fred Student					

2. Check the box for **Excluded**. See figure below.

3.

Edit grade

User [Anna Student](#)

Item name Category total

Overridden

Final grade

Excluded (Warning: excluding of grades is not compatible with sum aggregation.)

Hidden

Hidden until Disable

Locked

Lock after Disable

Feedback

Trebuchet 1 (8 pt) Lang **B** *I* U ~~S~~ x_2 x^2

Path:

Format HTML format

Hiding Grades

Hiding grades within the gradebook refers to whether a student will be able to see that grade or grade item in their user report. In the context of the gradebook, hiding is completely separate from the show/hide in the main course page, where the activities are shown/hidden. You can have an activity available on the course page in which you would not want the students to know their grade. Also in reverse - an offline activity that is hidden in the course page, but which you want the students to know their grade.

Individual items or categories can be hidden from the **Categories and items** screen. They can also be hidden from the Grader report but you must first set **Show/hide icons** to **Yes** in the **My preferences** tab:

Grader report preferences

View	Categories and items	Scales	Letters	Import	Export	Settings	My preferences
------	----------------------	--------	---------	--------	--------	----------	----------------

Grader report

Show/hide toggles

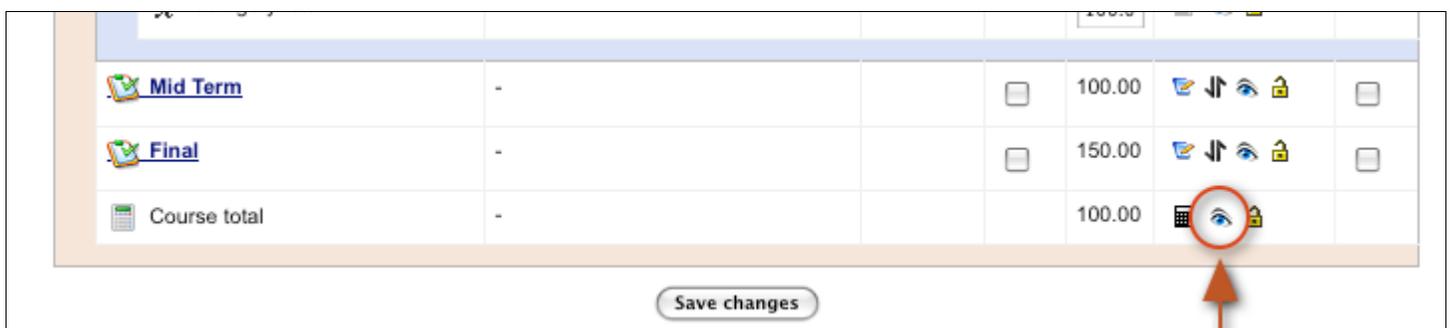
Show calculations	<input type="text" value="Report default (No)"/>
Show show/hide icons	<input type="text" value="Yes"/>
Show column averages	<input type="text" value="Report default (Yes)"/>
Show locks	<input type="text" value="Report default (No)"/>
Show user profile images	<input type="text" value="Report default (Yes)"/>
Show user idnumber	<input type="text" value="Report default (No)"/>
Show activity icons	<input type="text" value="Report default (Yes)"/>
Show ranges	<input type="text" value="Yes"/>

Hiding the Course Total

You may find you want to hide the course total if you are using the **Sum of grades** aggregation method since students may be confused because they will see totals that include assignments not yet submitted (so it looks as if they are failing for most of the semester).

Unfortunately there is a **Known Issue** with hiding the course total. In most cases, if you hide the course total it hides the entire gradebook from the students instead of just the course total. There is a workaround for this issue:

1. Make sure you have gone into **My preferences** and set **Show/hide icons** to **Yes** (see figure above).
2. In the **Categories and items** screen, select the **hide icon** to the right of the Course total at the very bottom of the screen. The open eyeball icon will turn to a closed eyeball icon. See figure below.



3. In the **Grade report**, select **Turn editing on**.
4. Select the **closed eyeball hide icon** next to the name of the course at the top of the screen. The closed eyeball icon will turn to an open eyeball icon. *DO NOT select the course total icon on this screen.* See figure below.

Grader report

View | **Categories and items** | Scales | Letters | Import | Export | Settings | My preferences

Grader report | Overview report | **User report**

First name ↑ / Surname	Sample Gradebook	Attendance	Week 1 Read and Response	Week 2 Read and Response	Week 3 Read and Response
Anna Student	99.00		8.00	8.00	9.00
Fred Student	90.00		7.00	7.00	10.00

NOTE: *This is a workaround for a known issue* in Moodle. If you only do step two above all the grades will be hidden from your students. The third step is necessary to correct this issue.

Remove Hidden Grades from Aggregation

Another workaround to prevent students from becoming confused by their low course totals when **Sum of grades** is used would be to use hidden categories in the gradebook and assign a weight of 0 to the category with all of your hidden items:

1. Set the aggregation method for the Course Total to **Weighted mean of grades**.
2. Create 2 new categories.
3. Place **the** hidden items in one of the 2 new categories, then **hide the Category**.
4. Place the rest of the items into the second category.
5. Use the Weight interface and type 0 for your hidden category (and 1 for your “real” second category)
6. Your students and you will always see the Course Total, which does not include any hidden grades.

Highlighting Grades

Highlighting scores that are either adequate (green) or unacceptable (red)

This feature is visible to the teacher only.

To turn highlighting feature on:

1. **Turn editing on.**
2. Select the **edit icon** immediately below the assignment name in the grader report.
 - You then (maybe need to select the **show advanced** button) see the option to enter a **grade to pass**.
3. Once set, any grades falling above this will be highlighted in green and any below will be highlighted in red.

NOTE: Highlighting will not show if the Grader report is viewed in the editing mode. Turn editing off to view.

Adding Scales

If the default standard scales do not fit your needs, a new custom scale can be created. Due to the complexity of creating and implementing a new scale though, the creation of new scales is limited to only site administrators. If you would like to create a new scale for your course, please contact the Faculty Technology Center at (818) 677-3443 or ftc@csun.edu. We will assist in the creation, implementation and evaluation of a new custom scale for your course to make sure it works as expected.

Export and Import Grades

Export Grades to Excel

1. From the **Export tab**, select **Excel spreadsheet** sub-option. See figure below.
2. Complete the options, then choose which grades to export.
3. Select **Submit**.
4. Select **Download**.

Export to Excel spreadsheet

View Categories and items Scales Letters Import **Export** Settings My preferences

OpenDocument spreadsheet Plain text file **Excel spreadsheet** XML file

Options

Include feedback in export

Preview rows 10

Grade export display type Real

Grade export decimal points 2

Grade items to be included

Questions & Answers

Shared Resources

Paleolithic Quiz

Course total

[Select all/none](#)

Submit

Import Grades from Excel

Grades should be saved as a CSV file type in Excel.

1. From the **Import tab**, select the **CSV file** subcategory link from the sub headings. See figure below.
2. Select the **Browse** button to locate the file.
3. Select the **Upload grades** button.
4. You will probably need to adjust your column and row heading so that the spreadsheet matches the Moodle spreadsheet. It is sometimes helpful to first export a spreadsheet from Moodle to use as a model.

CSV file

View Categories and items Scales Letters **Import** Export Settings My preferences

CSV file XML file

Import file

File (Max size: 500MB)* **Browse...**

Encoding UTF-8

Separator Tab Comma

Verbose scales Yes

Preview rows 10

Upload grades

There are required fields in this form marked*.

LEARN MORE ABOUT MOODLE - OTHER RESOURCES

There are many FREE resources available to support you in your learning and teaching within Moodle. The blue question marks throughout your Moodle class gives you specific information on that particular item. The Moodle Docs link at the bottom of each window within your Moodle class gives you more general information on aspects of Moodle.



The help icon will pop-up a relevant help window.

Resource types

Moodle supports a range of different resource types that allow you to insert almost any kind of web content into your courses.

Text page

This type of resource is a simple page written using plain text.

A number of formatting types are available to help turn your plain text into nice-looking web pages.

[More about these text formats.](#)

HTML page

This sort of resource makes it easy to develop a complete single web page within Moodle, especially when you are using Moodle's WYSIWYG HTML editor.

The page is stored in the database, not as a file, and you have a lot of freedom to do almost anything you like using HTML, including Javascript.

Moodle Docs for this page

moodle Log in

About - News - Support - Community - Development - Downloads - My courses Search moodle.org

Home - Moodle Docs - English - Course homepage

article page comments edit view source history

Navigation
Main Page
Recent changes
Help

Documentation
About Moodle
Teacher
Administrator
Developer

Search
Go Search

Toolbox
What links here
Related changes
Upload file
Special pages
Printable version
Permanent link

Course homepage
(Redirected from [course/view](#))

There are several formats for a course homepage (see below). Most course formats have block areas on the left and right sides, with course and Resources grouped by sections in the center column.

Contents [hide]

- 1 Standard view of a blank course
 - 1.1 Parts of a course homepage
- 2 Examples of course formats
 - 2.1 Topic format example
 - 2.2 Weekly format example
 - 2.3 Social format example
 - 2.4 Other format examples
- 3 Course themes
- 4 Drag and drop
- 5 Tips and tricks
 - 5.1 Make your course home page look more like a regular webpage
- 6 See also

CSUN Moodle Community

Once you have your Moodle account, one of the courses you will see listed under “My courses” is a course named CSUN Moodle Community. The purpose of the course site is to be a common place for sharing resources, ask questions, etc.

On-Line Tutorials

1. **Lynda.com** On-line training tutorials available to all campus users, faculty, students etc. This is a terrific on line training tool to help show you how to disseminate information, create a forum and assess the progress of students and much more. There is a large selection of tutorials to choose from to help further your knowledge with Moodle. Topic specific tutorials are available as well. Some examples are:

- Setting up the gradebook
- Sending email to the class
- Creating a live chat room
- Creating a forum
- Creating a quiz
- Posting video files
- Linking to a web site
- Creating a web page
- And much more

Moodle for Faculty (Lynda.com) - <http://moodle.csun.edu/mod/resource/view.php?id=6338>

Moodle for Students (Lynda.com) - <http://moodle.csun.edu/mod/resource/view.php?id=6339>

2. Other Moodle Tutorials - <http://www.moodletutorials.org/>
3. Moodle "How To" Video tutorials - <http://www.remc3-9.org/education/components/scrapbook/default.php?sectiondetailid=285&&PHPSESSID=f7762edb300fc3a126d1a28297fb05f8>

Documentation

1. Moodle Teacher documentation - http://docs.moodle.org/en/Teacher_documentation
2. Using Moodle – Teaching with the Popular Course Management System - <http://issuu.com/iusher/docs/usingmoodle2?mode=embed&documentId=080624142903-4cc5c9e016844a70b2d4b211268b5d82>
3. MoodleDocs: Guidelines for contributors - http://docs.moodle.org/en/MoodleDocs:Guidelines_for_contributors

Need Help?

Contact the Faculty Technology Center (FTC) by phone at (818) 677-3443 or in person (Oviatt Library, room 5).

NOTES

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