

# Moodle – Quiz & Gradebook

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**Introduction Workshop to Online quizzes and grading features**

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## INTRODUCTION

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Online quizzes and exams can be used to assess students' progress as well as be a useful tool for self practice and provide feedback to learners on their progress. Moodle's quiz tool includes many question types including true/false, multiple choice, short answer and essay and can be set up to automate much of the work involved in creating and grading these assessments.

Grades from quizzes and many other activities can be set to automatically push to Moodle's gradebook. The gradebook provides faculty with tools to change how grades are calculated, aggregated and displayed, as well as means to change the grades manually.

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### *Prerequisites – What Do You Need Before You Start?*

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To use Moodle you will need:

- A computer with Internet connection
- A computer with a web browser installed
  - To make best use of what Moodle has to offer it is recommended that you use one of the following browsers:
    - ❖ Internet Explorer v5.5 or later,
    - ❖ Firefox,
    - ❖ Netscape v7 or later.
  - Note – Other browsers can be used, however they may not have a WYSIWYG interface which will make it a bit more cumbersome to use.
- An account set up within Moodle. Visit the Academic Technology website at <http://www.csun.edu/at> for information on getting a Moodle account and course set-up.
- The web address (URL) of the server running the Moodle application - <http://moodle.csun.edu>
- Teacher access to a course on Moodle.

## QUIZZES

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**There are three steps to create a quiz.**

1. Create the quiz "shell" and adjust the settings.
2. Create questions, organized into categories.
3. Put the questions into the quizzes and assign points.

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## Create Quiz and Adjust Settings

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Moodle's quiz module has a large number of options and tools, making it extremely flexible. You can create quizzes with different question types, randomly generated quizzes from pools of questions, allow students to have repeated attempts at a question or retake quizzes multiple times, and have the computer score it all.

These features open up a number of strategies which usually aren't practical with paper based testing. It's hard enough to score one batch of quizzes, and nearly impossible to score it 10 times for each student. When the computer does the work for you, it's easy to give students a chance to practice taking a test, or to give frequent small quizzes. See the Effective quiz practices MoodleDoc for information on how to apply these advantages as well as strategies to discourage cheating: [http://docs.moodle.org/en/Effective\\_quiz\\_practices](http://docs.moodle.org/en/Effective_quiz_practices)

### To create your quiz "shell":

1. From the homepage, select **Turn Editing On**.
2. Select on the dropdown menu, **Add an Activity** and choose **Quiz**.
3. Under name, fill out descriptive title for the quiz. Under introduction, put in introductory information for the quiz, including any special instructions you might have.
4. Select the date and times for the quiz to make it available to the students. If you check the box for **Disable** then the quiz will be available at any time.
5. Choose from the various options provided. If you are unsure about any of the settings, select the question mark next to the choice to get contextual help explaining the options. Some key settings to consider include:
  - **Time limit (minutes):** You can specify a time limit for the quiz.
  - **Questions per page:** For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page (10-15 maximum per page is recommended otherwise students may lose work if they lose their connection).
  - **Shuffle questions:** If you enable this option, then the order of questions in the quiz will be randomly shuffled each time a student attempts the quiz.
  - **Shuffle within questions:** If you enable this option, then the parts making up the individual questions will be randomly shuffled each time a student starts an attempt at this quiz, provided the option is also enabled in the question settings (which it is by default). NOTE: If you have any "all of the above" or "none of the above" questions and enable "Shuffle within questions", it is recommended those questions are rewritten to say "all of these options" or "none of these options."
  - **Review options:** These options control what information users can see when they review a quiz attempt or look at the quiz reports. Most quizzes should use the settings in the image but feel free to explore the other options.
  - **Require password:** Requiring a password can be useful for providing accommodations for select students.

6. Last, select the **Save and display** button. See figure 2 below

Figure 1 – Updating Quiz Topic Window

### Updating Quiz in topic 4

**General**

Name\*

Introduction [?](#)

Trebuchet 1 (R pt) lang **B I U**  $x_2 x^2$

This quiz covers chapters 3-6. You will have 60 minutes to complete the quiz and can take it anytime during the week.

Path: [body](#)

**Timing**

Open the quiz [?](#) 3 December 2009 09 25  Disable

Close the quiz [?](#) 10 December 2009 09 25  Disable

Time limit (minutes) [?](#) 60  Enable

Time delay between first and second attempt [?](#) None

Time delay between later attempts [?](#) None

**Display**

Questions per page [?](#) 10

Shuffle questions [?](#) No

Shuffle within questions [?](#) Yes

**Attempts**

Attempts allowed [?](#) 1

Each attempt builds on the last [?](#) No

Adaptive mode [?](#) No

**Grades**

Grading method [?](#) Highest grade

Apply penalties [?](#) Yes


Decimal digits in grades [?](#) 2


Figure 2 – Updating Quiz Topic Window, Review Options section


### Review options

Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input type="checkbox"/> Responses	<input type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses
<input type="checkbox"/> Answers	<input type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers
<input type="checkbox"/> Feedback	<input type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback
<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input type="checkbox"/> Scores	<input type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores
<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback


### Security

 **Show Advanced**


Require password    Unmask

Require network address 

### Common module settings

Group mode 

Visible

ID number 

Grade category

### Overall feedback

Grade boundary 100%  
Feedback

Grade boundary   
Feedback

Grade boundary   
Feedback

Grade boundary   
Feedback

Grade boundary   
Feedback

Grade boundary   
Feedback

Grade boundary 0%

\*There are required fields in this form marked\*.

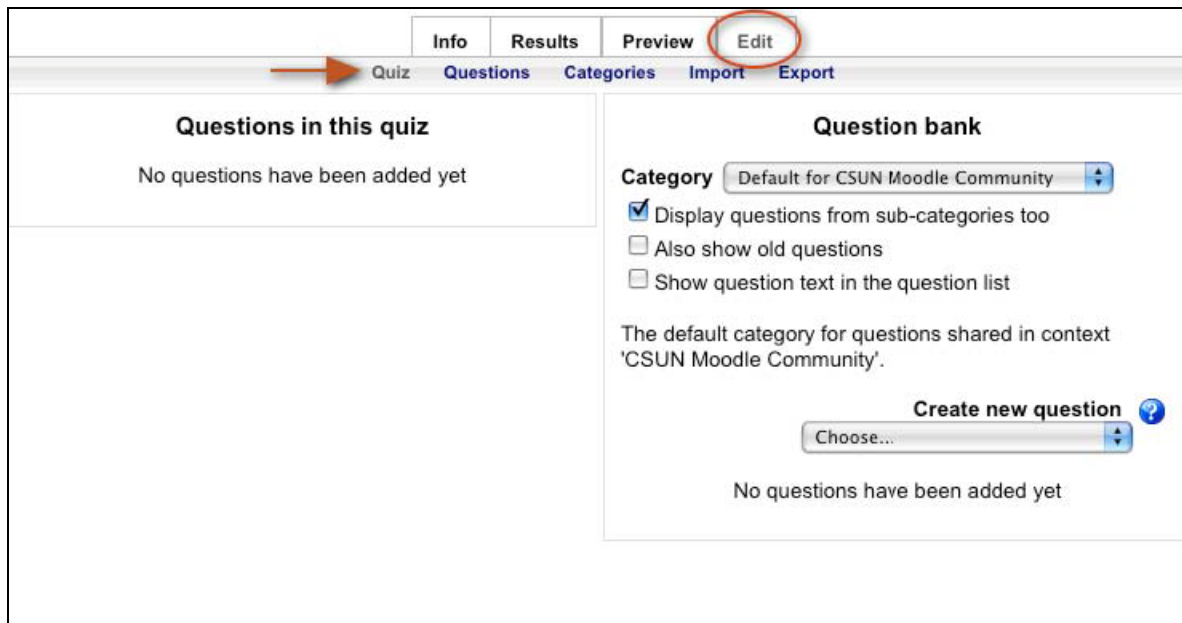
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## Create Questions

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How to create questions:

1. Select the **Edit tab** and make certain that the Quiz sub-option below the tabs is chosen. See Figure below.



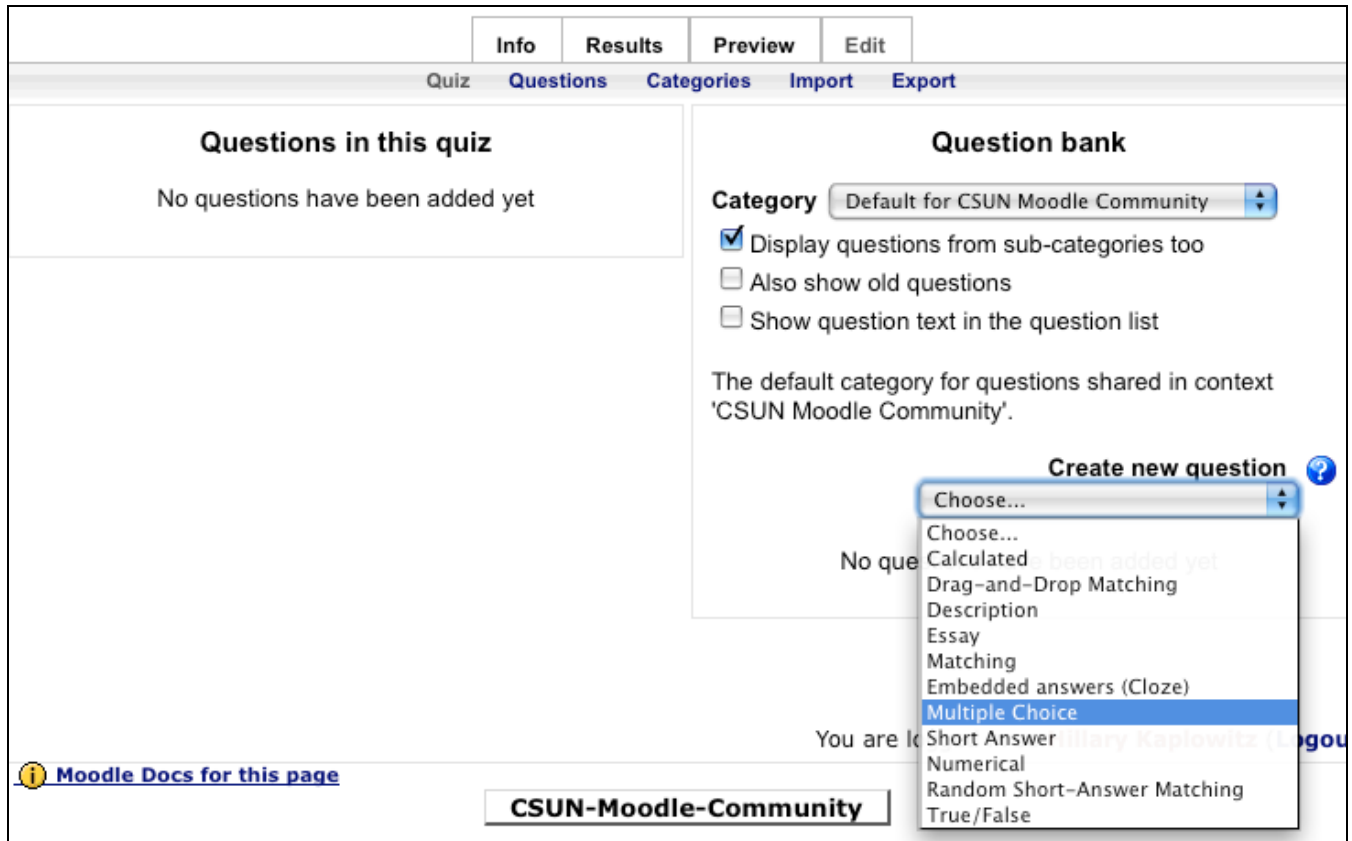
2. A default category is selected to store questions in for the course and for this specific quiz.
3. To select another category, use the dropdown menu from the category field.

**NOTE:** Additional Categories can be added. To do so, select the **Categories** sub-option below the tabs. See figure above. This will help you organize your question bank and is very helpful when building more than one quiz in your Moodle course.

Creating question categories and sub categories is a good practice and makes it easier for you to find and organize. Each category must have a name and can include a short description of the category. A *category hierarchy* can be created as well. Here you can specify a parent category for each category or 'Top' for parent if the category has no parent. This enables you to separate categories into sub categories and sub categories into sub sub categories etc. indefinitely. Categories and sub categories, etc., are very powerful when combined with random questions that can select either from one category or from a category or any of its sub categories.

4. From the **Create new question** field, use the dropdown menu to choose the type of new question, I,e, Multiple Choice, True/False or Essay. To get information about this field, use the blue question mark next to the drop down menu. See figure below.





5. Once question type is chosen, you will be taken to the question form. See figure below.
6. In the **Question name** field, enter a name or title that will make sense to you when viewing it in a list. This is not where you type your question text. It should be a short one or two word descriptor for your question. i.e. Chptr 1-Moodle Acronym.
7. In the **Question text** field, enter the full quiz question.
8. The **General feedback** field is optional and may be left blank.

### Adding a Multiple Choice question ?

**General**

Category: Default for CSUN Moodle Community

Question name\*: Moodle acronym

Question text ?

Trebuchet | 1 (8 pt) | Lang | **B** | *I* | U | ~~S~~ | x<sub>2</sub> | x<sup>2</sup> | [Icons]

What is Moodle an acronym for?

Path: body

Format ? HTML format

Image to display: None

Default question grade\*: 1

Penalty factor\* ? 0.1

General feedback ?

Trebuchet | 1 (8 pt) | Lang | **B** | *I* | U | ~~S~~ | x<sub>2</sub> | x<sup>2</sup> | [Icons]

Path: body

One or multiple answers? One answer only

Shuffle the choices? ?

Number the choices? a., b., c., ...

9. In the next few fields (**One or multiple answers?**, **Shuffle the choices?**, **Number of choices?**) set how you would like the choices to appear.

10. Enter the answers in the appropriate **Answer** field. See figure below. For example, for a multiple choice question you'll enter the answers under **Choice 1**, **Choice 2**, etc in the **Answer** field. The correct answer will need




to have the drop down Grade chosen, which will normally be 100%, if only one answer gets full credit. There are many options for adding feedback for advanced users.




















**Choice 1**

Answer



Grade

Feedback

Trebuchet   **B** *I* U ~~S~~  $x_2$   $x^2$    

Path:




 




















**Choice 2**

Answer



Grade

Feedback

Trebuchet   **B** *I* U ~~S~~  $x_2$   $x^2$    

Path:

**Choice 3**

11. Select **Save changes**. If you want to change these settings later, click on **Update this Quiz** from the Edit Quiz screen.

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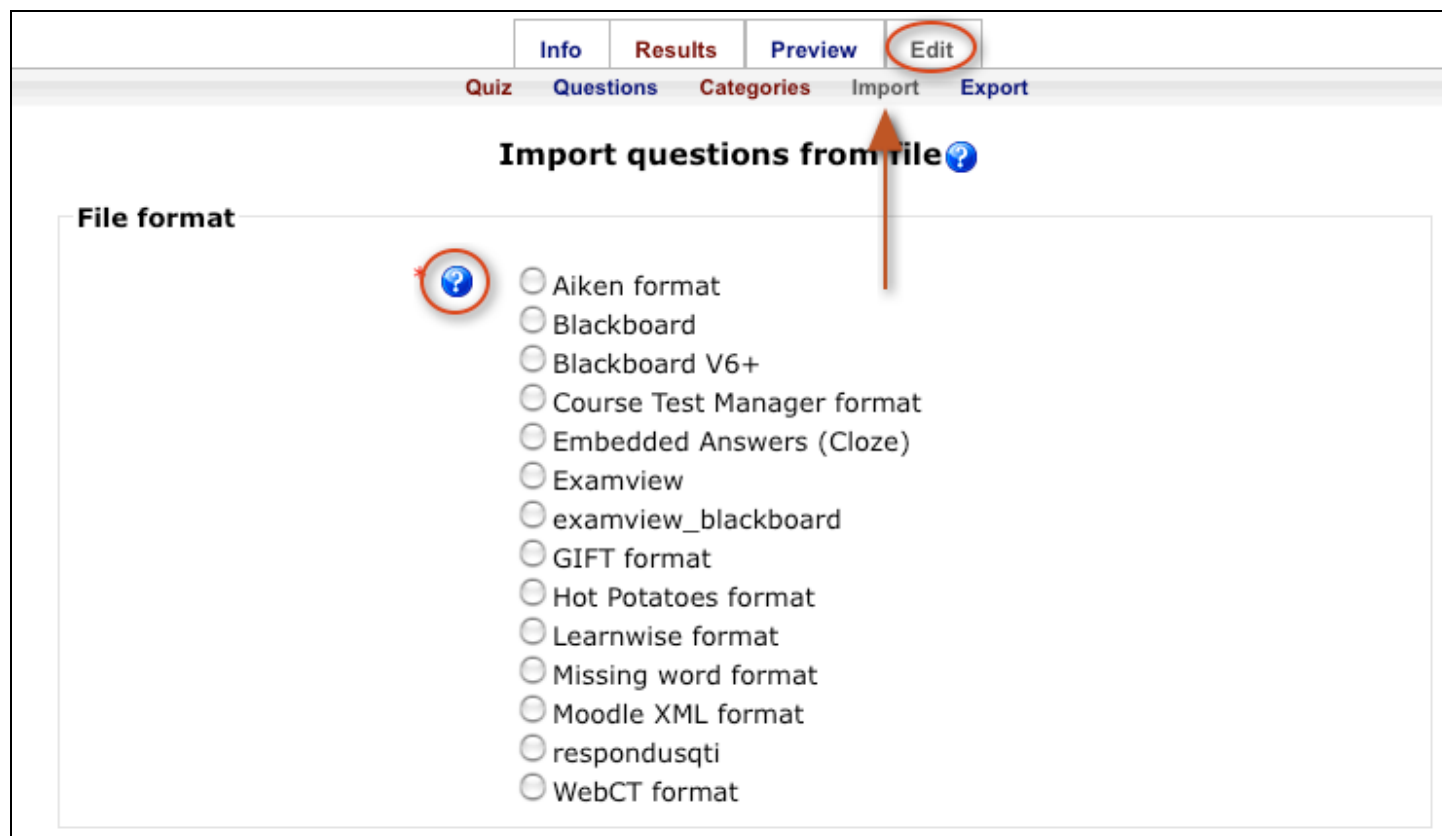
## Importing Questions

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Creating questions one at a time is quite slow. A faster way may be for you to type all the questions in a text file and import them all at once.

### To import questions:

1. From the **Edit Quiz screen**, select the **Import tab**. See figure below



2. Select the blue **question mark** to see the various types of formats available.

The Aiken format is simplest for multiple choice questions, but every detail, such as spacing, capitalization, etc. must be exact.

3. From the **Import from file upload** section, select the browse button to **Browse** your computer for the question file.
4. Select **Upload this file** button.

For more information, please review the **Import questions MoodleDoc**:

<http://docs.moodle.org/en/question/import>

## Add Questions into Quiz & Assign Points to Questions

1. Return to the **Edit Quiz** screen by selecting the **Edit** tab, then the **Quiz** option below the tabs. See figure below.

The screenshot shows the Moodle Quiz Edit interface. At the top, there are tabs for 'Info', 'Results', 'Preview', and 'Edit' (highlighted with a red box). Below the tabs are sub-tabs for 'Quiz', 'Questions', 'Categories', 'Import', and 'Export'. The 'Quiz' sub-tab is highlighted with a red circle.

The left pane is titled 'Questions in this quiz' (circled in red). It contains a table with columns: Order #, Question name, Type, Grade, and Action. The table lists six questions, each with a grade of 1. Below the table, there is a 'Total: 6' and 'Maximum grade: 100' (with a help icon). A 'Save changes' button is present, along with checkboxes for 'Show page breaks' and 'Show the reordering tool' (with a help icon), and a 'Go' button.

The right pane is titled 'Question bank'. It has a 'Category' dropdown set to 'Default for CSUN Moodle Community (6)'. There are checkboxes for 'Display questions from sub-categories too', 'Also show old questions', and 'Show question text in the question list'. Below this, there is a note: 'The default category for questions shared in context 'CSUN Moodle Community''. A 'Create new question' button (with a help icon) is circled in red. Below that is a 'Choose...' dropdown and a 'Sort by type, name' dropdown. A table lists questions from the bank with columns for Action, Question name, and Type. At the bottom, there is a 'Select all / Deselect all' link, a 'With selected:' section containing an 'Add to quiz' button (circled in red), a 'Delete' button, and a 'Move to >>' button. Below this is another 'Choose...' dropdown and an 'Add' button with a quantity of '1' and a help icon.

2. At the bottom of the **Question Bank** pane on the right hand side, select the box to the left of the **Question name** OR choose the **Select all** link.
3. Next, select the **Add to quiz** button. The selected questions will move to the left pane labeled **Questions in this quiz**. Questions that show in this section are now included in the quiz
4. Reorder the questions if you'd like with the up/down arrows to the left of the questions.
5. Change the points in the grading boxes if you want them to be worth more than one point. The **Maximum grade** is by default set to 100. You can manually adjust this to weight the quiz in the gradebook.
6. Select the **Save changes** button to save your work.

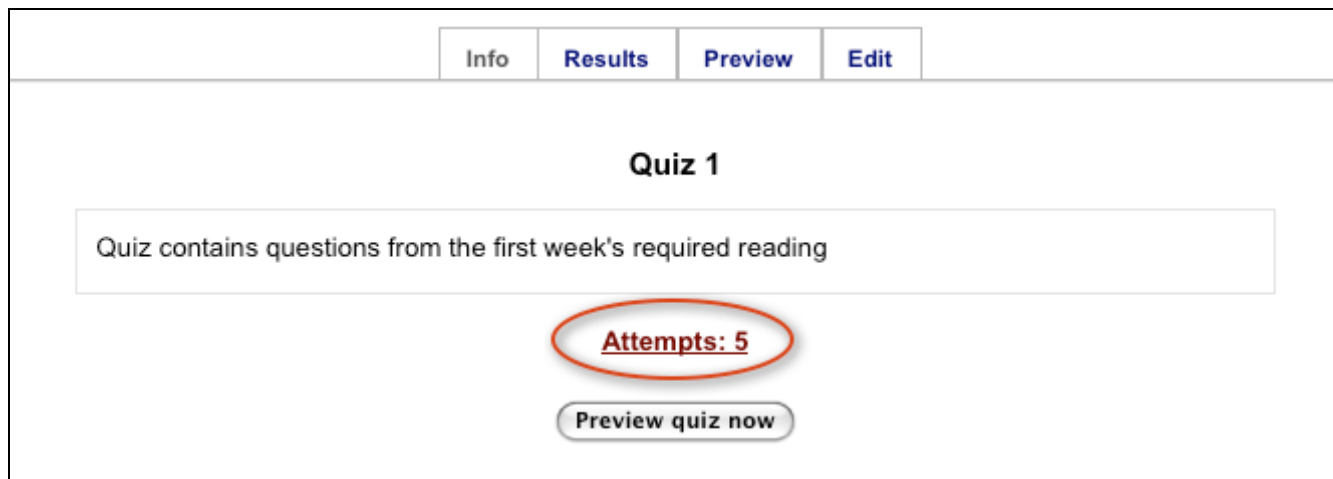
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## Viewing Quiz Results

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The following steps are for viewing participant's scores on a quiz.


1. Access the quiz by selecting the quiz within your course.
2. Select the **Attempts:** link (the number after indicates the number of students who attempted the quiz) to view the results of each student on a question by question basis.

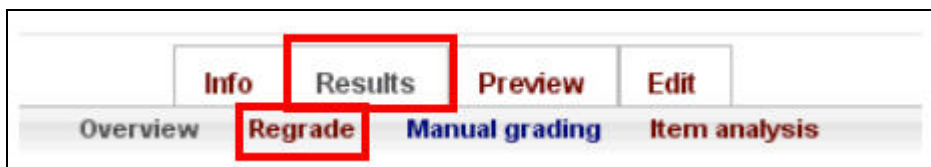


Moodle shows graded and ungraded attempts for each user (student).

If you need to change the answer to a certain question, go into the question and edit it.

**To change/edit a questions answer:**

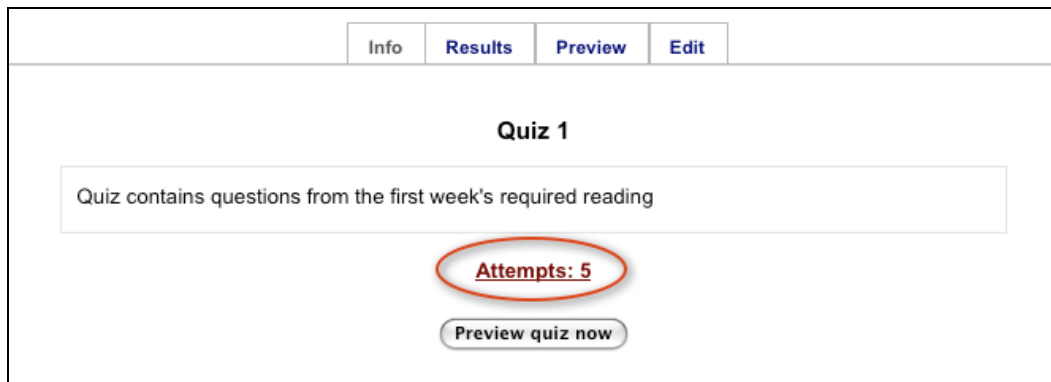
1. Select the **Edit** Tab
2. Under the **Action** Column, select the **Edit Icon**  for the question you want to change.
3. Make appropriate changes
4. Select **Save Changes** button at the bottom
5. Select the **Results** tab
6. Select the **Regrade** link from the sub heading. This will automatically recalculate the quiz results.



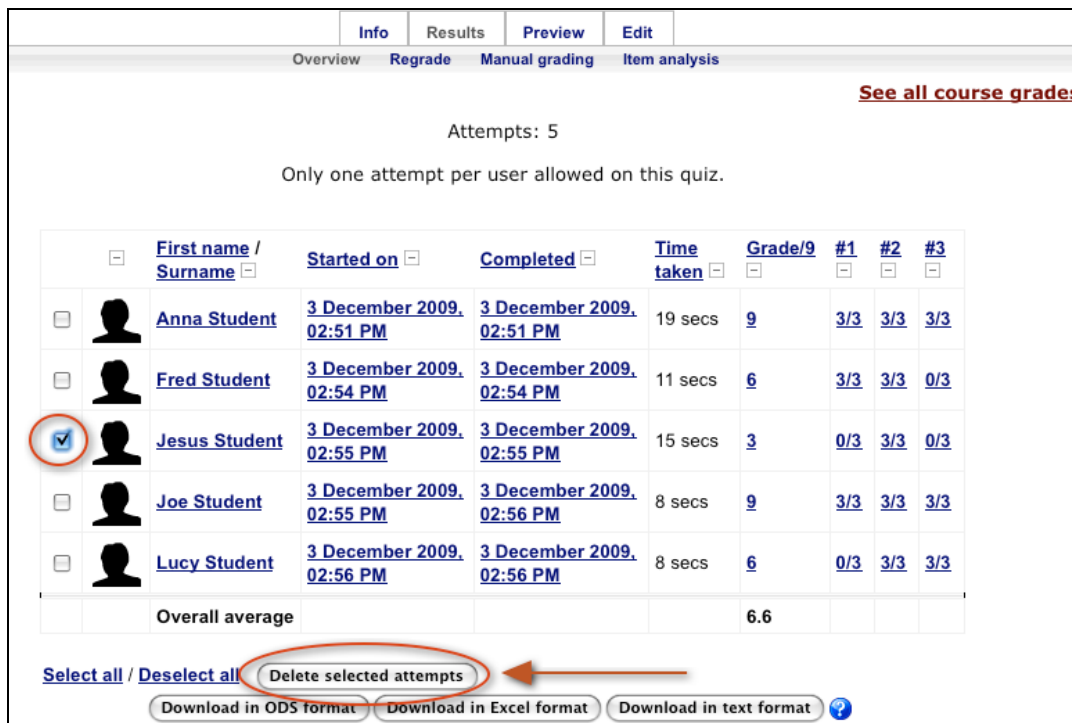
## Reset Quiz Attempts

Sometimes students will need a quiz reset if their technology fails and there is only one attempt allowed. If you wish to delete a student's attempt on a quiz, giving them another opportunity to take the quiz, follow the steps below:

1. From the course, select the quiz name.
2. On the quiz Info page, select the **Attempts:** link. (The number after indicates the number of students who attempted the quiz). See figure below.



3. Select the box next to the students' names whose attempt will be deleted/reset. See figure below.



4. Beneath the list of participants, select the **Delete selected attempts** button.
5. In the confirmation dialog box click **OK**. The attempts by the student have been removed permanently and will now be able to attempt the quiz again.

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## Quizzes – Providing Accommodations

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One way to provide accommodations for students who receives additional time to complete quizzes and exams is to assign students the role of "Student with no time limit on quizzes". A student in this role is not held to the time limit for any quizzes in your course. However, Moodle still reports the time taken by the student, so you can review the information to insure that a student took only the appropriate amount of extra time.

The benefit of this method (versus creating a copy of the quiz with a specified time limit) is that since there's only one quiz, all the class grades appear together in the Quiz module and Gradebook.

### To use this role:

1. From the course, in the **Administration** block, select **Assign Roles**.
2. Located at the bottom of the page, select **Student with no time limit on quizzes**.
3. The **Assign roles in Course: (course name)** window opens. See figure below. The left column, **existing users**, should start out empty; the right column, **potential users**, should show the message **There are too many users to show to show. Try searching instead.**

The screenshot shows the 'Assign roles in Course: CSUN-Moodle-Community' interface. At the top, there are two tabs: 'Locally assigned roles' and 'Override permissions'. Below the title, the 'Role to assign' dropdown is set to 'Student with no time limit on quizzes'. The 'Enrollment duration' is set to 'Unlimited' and 'Starting from' is set to 'Today (March 10, 2010)'. The interface is divided into two columns: '0 existing users' on the left and '23349 potential users' on the right. The 'potential users' column contains a message: 'There are too many users to show to show. Try searching instead.' Below the columns are 'Add' and 'Remove' buttons. At the bottom, there is a search input field with a 'Search' button and a breadcrumb trail: 'Assign roles in Course: CSUN-Moodle-Community'.



4. In the Search field at the bottom, type in the name of the person to search, then select the **Search** button.
5. When the name appears in the right column, **Highlight the name**
6. Select the **Add** button between the two columns.
7. The person's name should now appear in the left column. This person now is exempt from quiz time limits for your course.
8. Next, go back to the **Administration** block and select **Assign Roles**.
9. Select the role **Student**.
10. Find the same person in the column on the left, highlight their name and choose the **Remove** button.  
Steps 8-10 are important in order to insure that the student does not have two separate conflicting roles in your course.

## GRADEBOOK BASICS

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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.

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### Category Set-Up

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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		
Shared Resources	-	6.0	10.00		
Paleolithic Quiz	-	6.0	100.00		
Course total	-		100.0		


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. i.e. 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 **Grade category** 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.

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## Setting Aggregation

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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 integers (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 of grades, 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
 <b>Attendance</b>	Weighted mean of grades		<input type="checkbox"/>		  	All None
 <b>Attendance</b>	Weighted mean of grades Simple weighted mean of grades Sum of grades	0.0	<input type="checkbox"/>	100.0	    	All None
$\bar{x}$ Category total	-			100.0	  	
 <b>Assignments</b>	Simple weighted mean of grades	0.0	<input type="checkbox"/>		    	All None
 <a href="#">Week 1 Read and Response</a>	-		<input type="checkbox"/>	10.00	  	<input type="checkbox"/>
 <a href="#">Week 2 Read and Response</a>	-		<input type="checkbox"/>	10.00	  	<input type="checkbox"/>
 <a href="#">Week 3 Read and Response</a>	-		<input type="checkbox"/>	10.00	  	<input type="checkbox"/>
$\bar{x}$ Category total	-			100.0	  	
 <b>Book Reports</b>	Simple weighted mean of grades	0.0	<input type="checkbox"/>		    	All None
 <a href="#">Book Report # 1</a>	-		<input type="checkbox"/>	100.00	  	<input type="checkbox"/>
 <a href="#">Book Report # 2</a>	-		<input type="checkbox"/>	100.00	  	<input type="checkbox"/>
$\bar{x}$ Category total	-			100.0	  	
 <b>Quizzes</b>	Simple weighted mean of grades	0.0	<input type="checkbox"/>		    	All None
 <a href="#">Quiz 1</a>	-		<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, select **Grades** in the Administration Block.
2. Select the **Setting** Tab.

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

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 display type' field is highlighted with a red box. The page includes sections for General settings, Grade item settings, Overview report, and User report, each with a 'Show rank' field and a 'Save changes' button at the bottom.

## My preferences

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

1. From your course, 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

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

Show number of grades in averages Report default (No)

**Show Advanced**

#### General

Quick Grading Report default (Yes)

Show Quick Feedback Report default (No)

Students per page

**Show Advanced**

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, then the actual column (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		
First name ↑ / Surname	Σ Category total ↓	Week 1 Read and Response ↓	Week 2 Read and Response ↓	Week 3 Read and Response ↓	Week 4 Read and Response ↓	Week 5 Read and Response ↓
<a href="#">Anna Student</a>	A ()	B- (80.00 %)	B- (80.00 %)			
<a href="#">Fred Student</a>	A ()	C- (70.00 %)	C- (70.00 %)			

To view just the course totals, 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					
First name / Surname ↑	Attendance +	Assignments -			Σ
	Σ Category total ↓	Week 1 Read and Response ↓	Week 2 Read and Response ↓	Week 3 Read and Response ↓	
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 %)-A (100.00 %)
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 downarrow.
- 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

Grader report > Grades > Report > Grader report > Grader report Turn editing on

Grader report | My report preferences

Hide averages | Show groups | Show ranges

Singapore Test															
Attendance				Assignments				Book Reports			Quizzes				
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	
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	

Moodle Docs for this page

You are logged in as [Michele Singaroff](#) (Logout)

Image 2 – Editing mode

Show showhide icons | Show locks | Show Quick Feedback | Show calculations | Hide averages | Show groups | Show ranges

Singapore Test															
Attendance				Assignments				Book Reports			Quizzes				
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	

Update

---

## 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.*

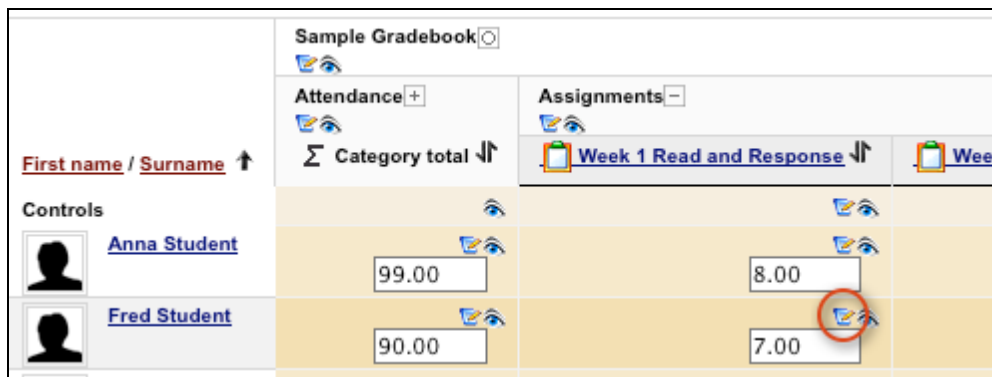
*Other Optional Features include:*

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.

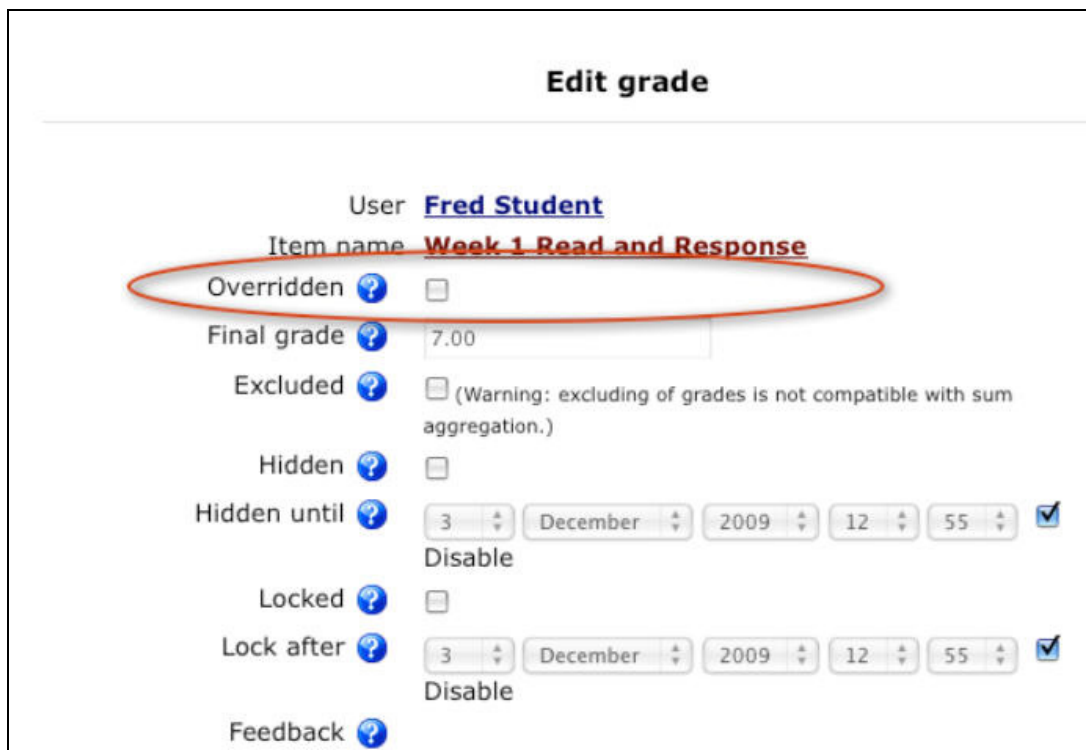
## Significance of altering grades in this screen

- 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-	
Category total	Week 1 Read and Response	
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

The screenshot shows the Moodle 'Edit categories and items: Simple view' interface. At the top, there is a dropdown menu labeled 'Choose an action ...'. Below it, the title 'Edit categories and items: Simple view' is displayed. A navigation bar contains tabs: 'View', 'Categories and items', 'Scales', 'Letters', 'Import', 'Export', 'Settings', and 'My preferences'. Below the tabs, there are options for 'Simple view' and 'Full view'. The main content area is a table with the following columns: 'Name', 'Aggregation', 'Extra Credit', 'Max grade', 'Actions', and 'Select'. The table contains the following rows:

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		

Below the table, there is a 'Save changes' button. At the bottom of the interface, there are three buttons: 'Add category', 'Add grade item' (circled in red), and '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.

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.



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## Utilizing the User Report

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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 screenshot shows the Moodle User report interface for "Anna Student". At the top, the title is "User report - Anna Student". Below the title is a navigation bar with several tabs: "View", "Categories and items", "Scales", "Letters", "Import", "Export", "Settings", and "My preferences". The "View" tab is highlighted. Below the navigation bar, there are two sub-options: "Grader report" and "User report". The "User report" sub-option is highlighted. To the right of the sub-options, there is a dropdown menu labeled "Select all or one user" with "Anna Student" selected. The dropdown menu is highlighted with a red circle. Below the dropdown menu is a table with the following columns: "Grade item", "Grade", "Range", "Percentage", and "Feedback". The table contains the following data:

Grade item	Grade	Range	Percentage	Feedback
Sample Gradebook				
Attendance				
$\Sigma$ Category total	A ()	0.00-0.00		
Assignments				
Week 1 Read and Response	B- (80.00 %)	0.00-10.00	80.00 %	
Week 2 Read and Response	B- (80.00 %)	0.00-10.00	80.00 %	
Week 3 Read and Response	A- (80.00 %)	0.00-10.00	80.00 %	

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

- a) A breakdown of the grades for each assessment (grade item) in the course.
- b) The optional teacher-given feedback for each grade.
- c) The overall grade for the course (called course total).

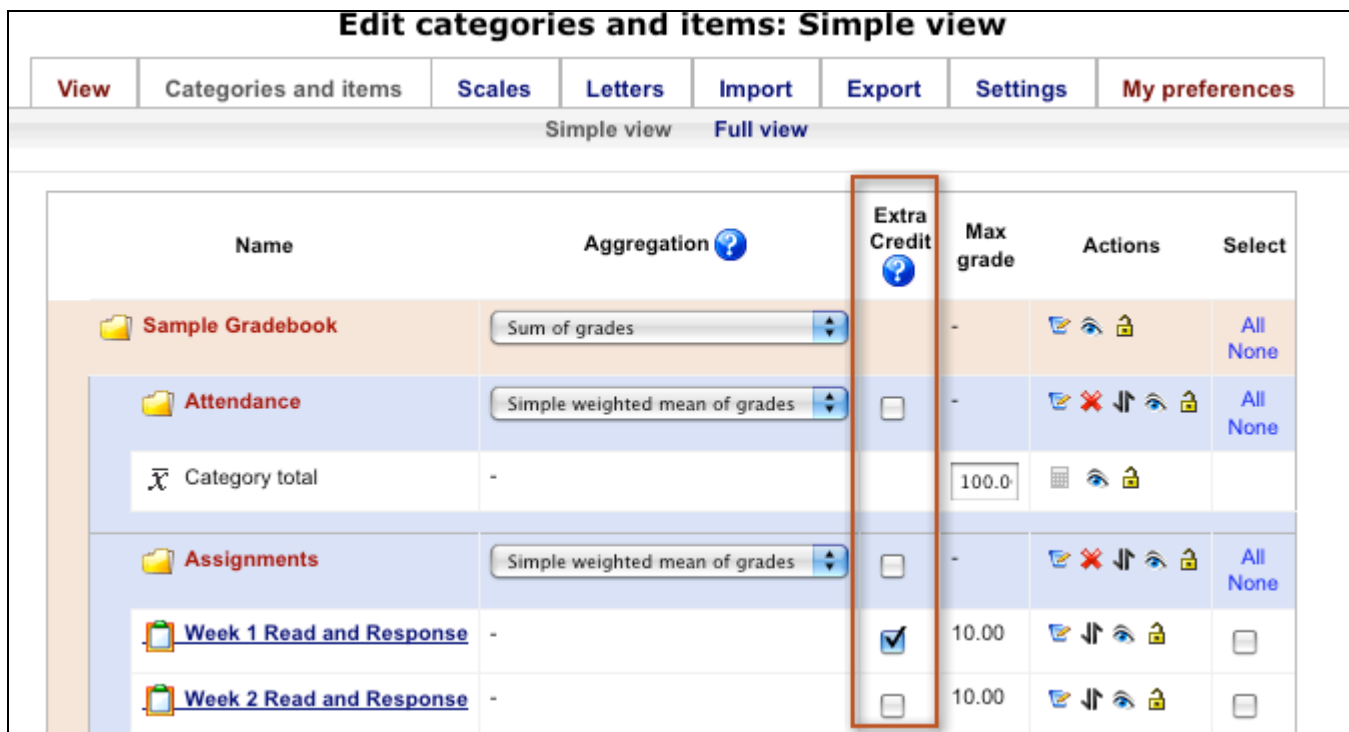
When all users are selected, the report can be printed, and only one student should appear on each page (this is browser dependent behavior).

## ADVANCED GRADEBOOK

There are so many features available for customizing our gradebook. This next section covers some of the more advanced features and options available in Moodle's gradebook. It is recommended that you proceed carefully with implementing advanced features. Make sure to test your settings to assure that the behavior or function is working as you intended.

### Extra Credit

If you want to add optional extra credit grade items to the gradebook or to a particular category. Only two aggregation types easily allow for extra credit: "Sum of grades" or "Simple weighted mean of grade." The ability to add extra credit is available in the **Categories and items** area. There are some known issues (see below) associated with extra credit that will hopefully be resolved in the near future in Moodle. For this reason, we recommend only using Extra Credit with the **Sum of grades** for your overall aggregation method. However, you can use different methods for individual categories and can experiment with how that works with extra credit.



Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
Sample Gradebook	Sum of grades	<input type="checkbox"/>	-		All None
Attendance	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
Category total	-	<input type="checkbox"/>	100.0		
Assignments	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
Week 1 Read and Response	-	<input checked="" type="checkbox"/>	10.00		<input type="checkbox"/>
Week 2 Read and Response	-	<input type="checkbox"/>	10.00		<input type="checkbox"/>

#### 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.

The screenshot shows the 'Edit categories and items: Full view' interface. The table below is a detailed view of the gradebook settings. The 'Drop the lowest' column is highlighted with a red box, showing a value of 0 for each category.

Name	Aggregation	Extra Credit	Max grade	Aggregate only non-empty grades	Aggregate including subcategories	Drop the lowest	Multiplier	Offset	Actions	Select
Sample Gradebook	Sum of grades	-	-	<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
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 checked="" type="checkbox"/>	10.00	-	-	-	1.0	0.0		<input type="checkbox"/>
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](http://docs.moodle.org/en/Grade_calculations).

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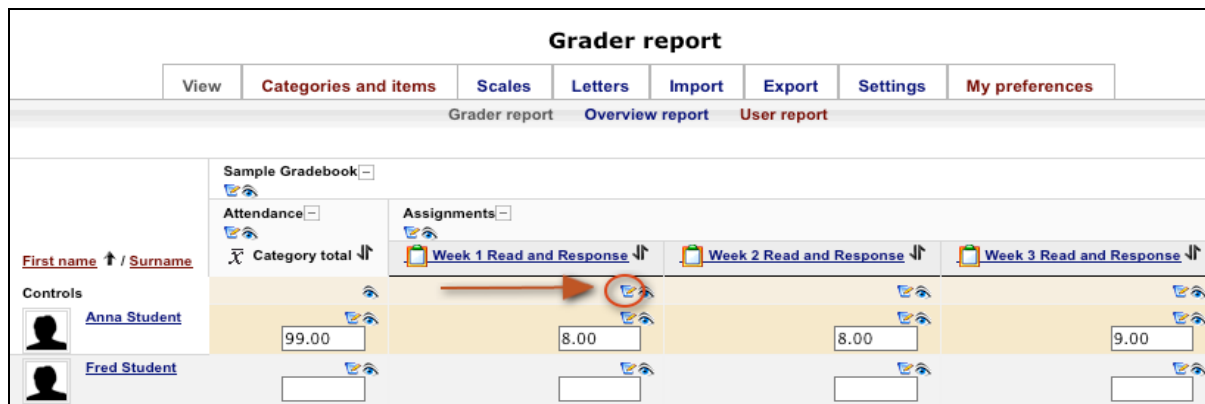
## Setting a Grade Release Date

---

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.



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

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

**Edit grade item**

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

**Grade item** \* Hide Advanced

Item name Week 1 Read and Response

Item info\* ?

ID number\* ?

Grade type ? Value

Scale ?

Maximum grade ? 10.00

Minimum grade ? 0.00

Grade to pass\* ?

Multiplicator\* ?

Offset\* ?

Grade display type\* ? Default (Real) ▾

Overall decimal points\* ? Default (2) ▾

Hidden ?

Hidden until\* ? 1 ▾ December ▾ 2009 ▾ 12 ▾ 00 ▾  Disable

Locked ?

Lock after\* ? 25 ▾ November ▾ 2009 ▾ 12 ▾ 30 ▾  Disable

**Parent category**

Extra credit ?

Grade category Assignments

Save changes Cancel

3. Enter the release date in the **Hidden until** field.

---

## 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
Overview report
User report

Sample Gradebook

Attendance

Assignments

Category total

Week 1 Read and Response

Week 2 Read and Response

Week 3 Read and Response

Controls

Anna Student

Fred Student

	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.

### 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  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:

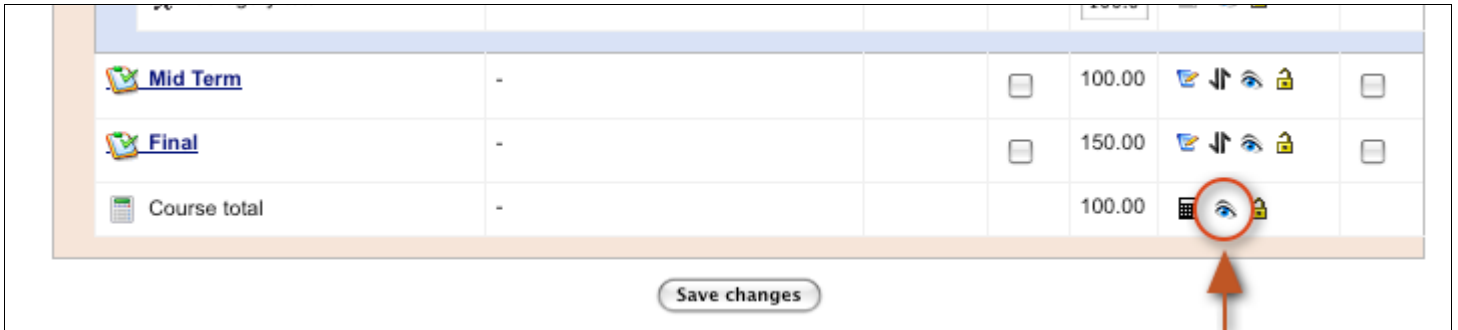
The screenshot shows the 'Grader report preferences' interface. At the top, there are tabs for 'View', 'Categories and items', 'Scales', 'Letters', 'Import', 'Export', 'Settings', and 'My preferences'. The 'My preferences' tab is active. Below the tabs, the 'Grader report' section is visible. Underneath, there is a 'Show/hide toggles' section with several options, each with a help icon and a dropdown menu. The 'Show show/hide icons' option is highlighted with a red circle and is currently set to 'Yes'. Other options include 'Show calculations' (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)), and 'Show ranges' (Yes).

### Hiding the Course Total

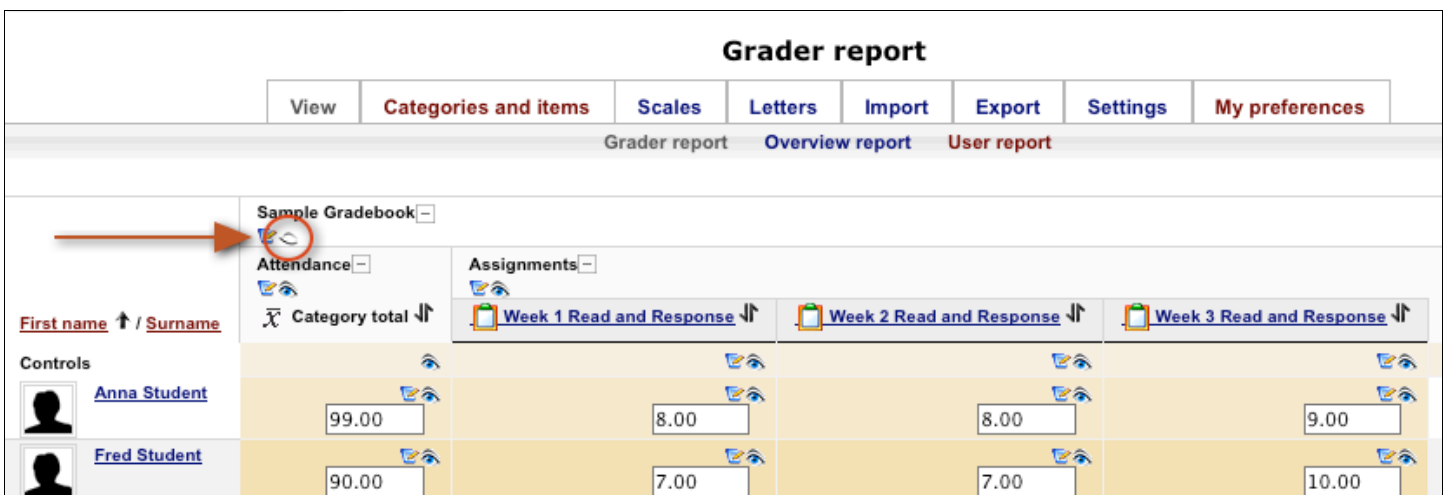
You may find you want to hide the course total if you are using the **Sum of grades** aggregation method since students may be confused because they will see totals that include assignments not yet submitted (so it looks as if they are failing for most of the semester).

*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.



- In the **Grade report**, select **Turn editing on**
- 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.



**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:

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

---

## Highlighting Grades

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### 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.

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## Adding Scales

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If you need a scale other than the scale provided, you can create a new scale in the gradebook. *This is an advanced feature that allows you to define a word or phrase associated with a point value to grade. Be careful with this feature and be sure to test it carefully as it may not calculate grades in the manner you expect.*

### **Important Note:**

1. From the **Grader report**, select the **Scales tab**.
2. Select the **Add a New Scale** subcategory.
3. **Enter a name** for your scale.
4. Enter the various types of scale choices, each separated by a comma.
  - The commas are crucial because they create the dropdown choices.
  - Comma separated elements must be ordered in increasing order of value. For example, an A,B,C,D scale must be entered as D,C,B,A.
5. **Add the description** for the choices
6. Select the **Save changes** button
7. When creating a new graded activity, your custom scale will now be one of the options.

**NOTE:** Moodle uses the last entry to determine the number of points in the scale for computing percentages. For example, if your scale is 0, 5,6,7,8,9,10 then Moodle will use a 0-6 or 1-7 point scale depending on your chosen aggregation method. When using a weighted aggregation method, 0 will become 0/6, 5 will become 1/6, 6 will become 2/6, 7 will become 3/6, 8 will become 4/6, 9 will become 5/6, and 10 will become 6/6 for grade computation, respectively.

When using the sum of grades method, 0 will become 1, 5 will become 2, 6 will become 3, 7 will become 4, 8 will become 5, 9 will become 6, and 10 will become 7. Either way, the numbers you enter for your scale are NOT calculated as entered, the system calculates the number of non-zero entries and then creates a scale from 0 to the total number of entries "n" with their values calculated as 0/n, 1/n, 2/n, 3/n....

**TIP:** If your scale is a custom non-value (not a number), Moodle's behavior in combining or averaging the scores into a percentage value is unpredictable. When an average or aggregate is important, then it is a good idea to stick with the standard 100% scale to compute an overall grade.

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## Export and Import Grades

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### 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)\*

Encoding UTF-8

Separator  Tab  Comma

Verbose scales Yes

Preview rows 10

There are required fields in this form marked\*.

There are many FREE resources available to support you in your learning and teaching with Moodle.

### **CSUN MOODLE Community**

Once you have your Moodle account, one of the courses you will see listed under the “My courses” section 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](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](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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