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.
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.

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**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 it’s 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.
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).

![Course settings](image)

**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.


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)
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 student's 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.
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
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.

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

**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.

![Grader report](image)

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.

![User report - Anna Student](image)

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 your 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.
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.

```
<table>
<thead>
<tr>
<th>View</th>
<th>Categories and items</th>
<th>Scales</th>
<th>Letters</th>
<th>Import</th>
<th>Export</th>
<th>Settings</th>
<th>My preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

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.
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.

2. Check the box for **Excluded**. See figure below.
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:
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.
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](Image)
**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.
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.

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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


**Documentation**


2. Using Moodle – Teaching with the Popular Course Management System - [http://issuu.com/iusher/docs/usingmoodle2?mode=embed&documentId=080624142903-4cc5c9e016844a70b2d4b211268b5d82](http://issuu.com/iusher/docs/usingmoodle2?mode=embed&documentId=080624142903-4cc5c9e016844a70b2d4b211268b5d82)


**Need Help?**

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