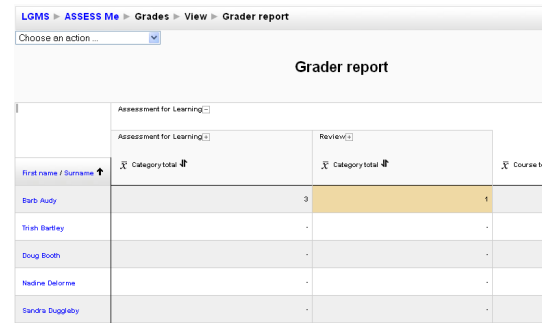


How to Configure and Use the Moodle Grade Book

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Why Moodle?

Moodle has an online gradebook that will allow you to work from any internet connected computer. As it is online, it also allows students to login and see their grades/feedback from home or elsewhere. This may also be used with parents to inform them of student progress on a just in time basis. Moodle will also export course marks back into SIRS and should eliminate the need to duplicate enter grades/comments in the A+ before report cards.



The screenshot shows the Moodle Grader report interface. At the top, there is a breadcrumb trail: "LGM5 > ASSESS Me > Grades > View > Grader report". Below this is a dropdown menu labeled "Choose an action...". The main heading is "Grader report". The table below has columns for "Assessment for Learning", "Review", and "Courses". The table contains the following data:

First name / Surname	Assessment for Learning	Review	Courses
Barb Audy	3	1	
Trish Bartley	-	-	
Doug Booth	-	-	
Nedra DeLorme	-	-	
Sandra Duggelby	-	-	

Beyond just a gradebook, however, Moodle is a Learning Management System that can hold your class lessons and assignments for your and your students use. Instead of writing lessons in a coil bound daybook, you can enter them online for you, students, substitute teachers and perhaps even parents to view. Assessments can be created online that allow your students to participate in forums, wikis, etc. This level of use is not required immediately, but allows for expansion in the use of Moodle beyond just a gradebook.

Definitions

Category – a group for grades, this may be a Term or category such as Quizzes, Assignments, Reading, etc.

Graded item – any activity (assignment, exam, quiz) for which a student will be graded.

Aggregation – the method used to calculate a single grade from a group of grades.

Aggregate only non-empty grades – graded items that have not been assigned a value are not counted in the final grade calculation. This setting is enabled by default.

Aggregation coefficient – the weight given to a grade category or graded item

Grade Book Suggestions

The Moodle grade book provides many options to maintain course grades and to provide each student and/or parent with a private view of their progress in your course. The flexibility of the grade book also adds some complexity. The purpose of this tutorial is to provide several simple configurations that cover the most frequently used grading methods. It is best to configure the grade book before you create assignments, especially if you plan to place assignments into categories.

Before you set up your grade book:

1. Decide on aggregation methods (how grades are calculated/averaged).
2. Create grade categories (assignments, exams, quizzes, research paper, etc.)

Dividing graded items into categories has at least two advantages: 1) each category can have its own aggregation method, and 2) category sections in the grade book can be collapsed to make entering grades easier.

Categories are color coded and can be created at any time, even after graded items are entered. However you will save time and effort if you create your categories before you enter graded items.

Edit categories and items: Simple view

Name	Aggregation ?	Weight ?	Extra Credit ?	Max grade	Actions	Select
Main Course Category	Weighted mean of grades			-	⚙️ ⚡ ⚙️	All None
Term 1 Category	Weighted mean of grades	50.0000		-	⚙️ ✕ ⚡ ⚙️	All None
Term 1 Sub	Simple weighted mean of grades	0.0000		-	⚙️ ✕ ⚡ ⚙️	All None
term 1 assign	-		<input type="checkbox"/>	100.00	⚙️ ✕ ⚡ ⚙️	<input type="checkbox"/>
Category total	-			100.00	⚙️ ⚡	
Category total	-			100.00	⚙️ ⚡	
Term 2 Category	Simple weighted mean of grades	25.0000		-	⚙️ ✕ ⚡ ⚙️	All None
term 2 assign	-		<input type="checkbox"/>	100.00	⚙️ ✕ ⚡ ⚙️	<input type="checkbox"/>
Category total	-			100.00	⚙️ ⚡	
Term 3 Category	Simple weighted mean of grades	25.0000		-	⚙️ ✕ ⚡ ⚙️	All None
term 3 assign	-		<input type="checkbox"/>	100.00	⚙️ ✕ ⚡ ⚙️	<input type="checkbox"/>
Category total	-			100.00	⚙️ ⚡	
Course total	-			100.00	⚙️ ⚡	

Entire Course

Category

Sub Category

Assignment within a sub category

Decide on Aggregation Methods

Decide on your grade aggregation methods. Any parent category (contains sub categories) should be a Weighted Mean of Grades calculation. Categories that contain assignments directly should be Simple Weighted Means.

Weighted mean - Each graded item is assigned a weight. This weight is used to determine the importance of each item in the overall mean.

Grades: A1 = 70/100, weight 10; A2 = 20/80, weight 5; A3 = 10/10, weight 3; category max 100; sum of weights 18:
Aggregation: $(0.7*10 + 0.25*5 +$

$1.0*3)/18 = 0.625 \rightarrow 0.625 * 100 = 62.5\%$.

Note: for Weighted Mean

The weights may be fractions (.25, .5) or integers (25, 5). Weights do not have to add up to 100 (although in most cases they will add to 100).

Simple weighted mean - The difference from *Weighted mean* is that weight is calculated from the points an assignment is worth. A 100 point assignment has weight 100; a 10 point assignment has weight 10. In essence this means that the weights are determined by the number of possible points in a graded item.

Grades: A1 = 70/100, A2 = 20/80, A3 = 10/10, category max 100; total points: 190

Aggregation: $(0.7*100 + 0.25*80 + 1.0*10)/190 = 0.526 * 100 = 52.6\%$

Edit categories and items: Simple view

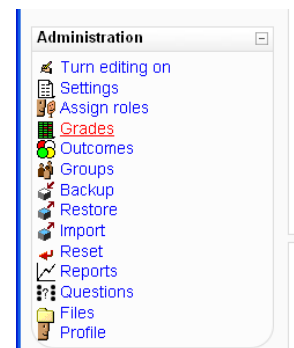
Name	Aggregation	Weight	Extra Credit	Max grade	Actions	Select
Main Course Category	Weighted mean of grades			-		All None
Term 1 Category	Simple weighted mean of grades	50.0000		-		All None
term 1 assign	-		<input type="checkbox"/>	100.00		
term 1 assign	-		<input type="checkbox"/>	100.00		
Term 2 Category	Simple weighted mean of grades	25.0000		-		All None
term 2 assign	-		<input type="checkbox"/>	100.00		
Category total	-			100.00		
Term 3 Category	Simple weighted mean of grades	25.0000		-		All None
term 3 assign	-		<input type="checkbox"/>	100.00		
Category total	-			100.00		
Course total	-			100.00		

Create Grade Categories

Access the grade book by clicking on the “Grades” link in the Administration Block (left side of your course page).

The initial grade book view contains a course total, but no categories and no graded items.

Student names are listed in the left column. You may sort the names by clicking on the “First name” or “Surname” links.




LGMS > ASSESS Me > Grades > View > Grader report

Choose an action ...

Grader report

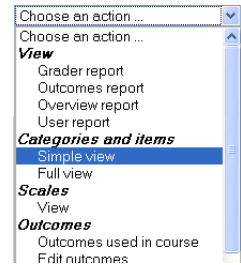
Assessment for Learning	Assessment for Learning	Review	
First name / Surname	Category total	Category total	Course total
Barb Audy	3	1	
Trish Bartley	.	.	
Doug Booth	.	.	
Nadine Delorme	.	.	
Sandra Duggleby	.	.	

Create Categories

1. Enter the Categories and Items Edit Mode
 - a. To **create categories for your gradebook**. Click in the dropbox, “Choose and Action” and click Categories and Items – Simple View
2. Click the Add Category button 
3. Name the Category and choose Aggregation

Use Weighted to assign weights not based on assignment points. Use this for parent categories. Use Simple weighted for categories that will have assignments.

You **DO NOT** need to add Grade items here.
4. Choose parent category if creating a sub Category (eg. Term 1 – Quizes)
5. Click Save Changes



Create Assignments

There are 2 ways to create assignments: 1) from within the gradebook 2) from within the course

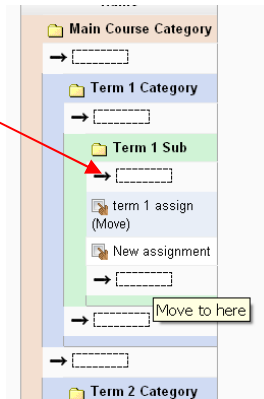
Assignment from within gradebook

1. Open Categories and Items in Simple View
2. click Add Grade Item
3. Give the task a name
4. Grade type allows values or text for formative assessment (no grade)
5. Maximum Grade is the points the assignment is out of. Note that if the category is Simple Weighted Means, this point value determines weight. More points = More value
6. Place the assignment in a category
 - a. Assignments can be move if it is in the wrong category.
7. Click Save
8. The new assignment will show up in the category you chose

Category	Aggregation	Weight	Points	Grade	Options
Main Course Category	Weighted mean of grades	-			All None
Term 1 Category	Weighted mean of grades	50.0000			All None
Term 1 Sub	Simple weighted mean of grades	0.0000			All None
term 1 assign			100.00		
New assignment			100.00		
Category total			100.00		
Category total			100.00		

To Move Assignments/Categories

1. In the Categories section click the Move button
2. Click in the box where you want to place the item



Grading Items

Clicking on Grades in the course opens the Grader Report. Click Turn editing on to enter/change grades

LGMS > CF101 > Grades > View > Grader report Turn editing on

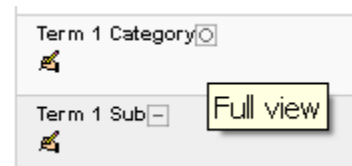
Choose an action...

Grader report

	Main Course Category		Term 1 Category		Term 2 Category		Term 3 Category
First name / Surname	term 1 assign	New assignment	Category total	Category total	term 2 assign	Category total	term 3 assign
Lee Luders	4	-	4	-	2	-	2
Nancy Pollard	2	-	2	-	-	-	-
Overall average	3	-	3	-	2	-	2

Expanding the Grades View

Each Category can be shown in Grades Only, Aggregates Only, Full View by clicking the + - o next to each category. This expands or contracts the categories.



Enter Grades

Grades or Feedback for multiple students can be entered but **remember to click Update.**

First name / Surname	term 1 assign	New assignment	Category total
Controls			
Lee Luders	100.00	10.00	50.00
Nancy Pollard	50.00	Feedback	
Overall average	75.00	10.00	

Update

Preparing for Report Cards

Ensure your term is weighted properly

1. In Simple View, ensure the whole course (top dropdown) is Weighted men of grades.
2. The **term category is weighted 100%** and other terms are 0 (eg Term 1 100 or 1)
3. Extra Credit boxes must be unchecked. These only appear in Simple weighted categories.
4. Click **Save** after making any changes in simple view

1. Top Course must be weighted

2. Current term must be 100 or 1. Others must be 0

3. Extra Credit checkboxes must be unchecked

Enter final comments

1. Go to the Grader Report
2. Hide all categories by **clicking the icon next to the course name** until it shows Course total only

Grader report

click here to hide the categories

	test101	Term 1	Term 2	Term 3
First name / Surname	achievement	term 1 assign	Category total	term 2 assign
test student	Ex	Dev	Dev	Dev
Overall average	Ex	Dev	Dev	Dev

Grader report

click here to edit marks/comments

Turn editing on

	test101
First name / Surname	Course total
test student	Dev
Overall average	Dev

categories are hidden. Only the course total appears.

3. **Turn on editing** to enter comments or adjust the grade
 - a. Type the comments.
 - b. Click **Update** when complete!

Grader report

	test101
First name / Surname	Course total
Controls	
Ivana Ardesi	100.0
Linda Brunet	
test student	51.5
Overall average	75.7


Type comment in here. Limit to 255 characters

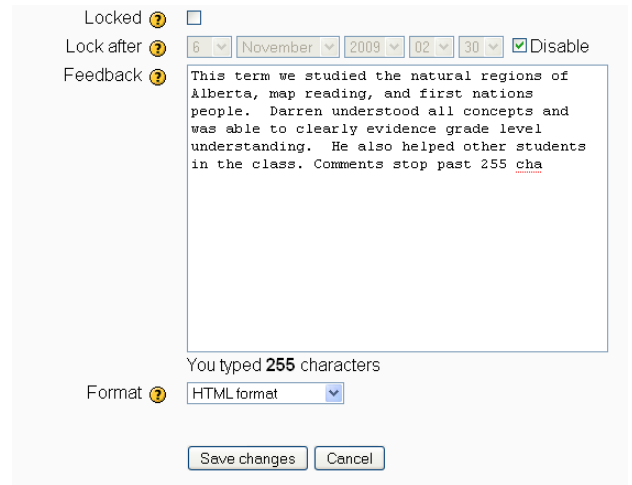
Click the Edit (pencil) icon to view/edit the entire comment.

Copy & Paste between comments between students.

Update

Editing the Comment

1. click the **Edit** icon 
2. Type comments. **Spellcheck** will underline in Red when using **Firefox** browser. Right click to view suggested spelling.
3. **Comments imported into SIRS are limited to 255 characters.** The text box will not let you type past that. Also, type in 1 paragraph as SIRS will remove new paragraph lines and breaks. Open comments in SIRS Mark Entry to type more comments.
4. Click **Save Changes** when completed
Comments may then be copied to other students



If Pasting from Microsoft Word

Microsoft Word includes hidden HTML characters that need to be cleaned up. If you

paste comments from MS Word, you may see them show up as follows: Click the edit button Clean up Word icon to get rid of the extra characters.



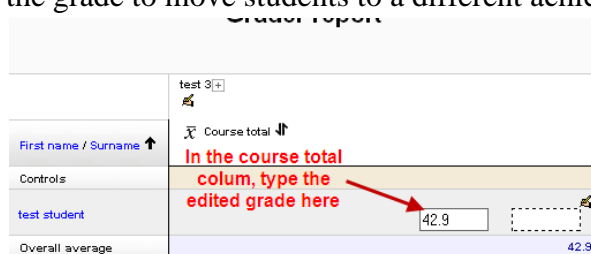
Remember to click Save Changes. You may notice `<p>` `</br>` characters in your comments. These can safely be removed.

Overriding a Grade

Be sure the final grade for each student makes sense!

Adjustments may be made to the grade to move students to a different achievement indicator. The range is as follows.

Ex	80+
M	66-79.9
Dev	50-65.9
NY	0-50



Moving a student from a 42 to a 50 will give them a Dev.

To Override a grade

1. When editing the course total column, replace the grade with the edited grade.
2. Click the Edit button to turn off overriding
3. Click **Save Changes** when done

66.7	This is a...
Edited grades are highlighted with a Tan color	
50.0	Edit
51.5	Edit
56.0	

1. Click here to turn off

User [Linda Brunet](#)
Item name Course total
Overridden
Final grade
Excluded
Hidden

This box is checked when overriding.
Uncheck to turn off overriding.

Importing Marks/Comments into SIRS

Marks and comments will be imported from Moodle into SIRS. After that time, any changes made to Marks in Moodle will not be reflected on the report card. Changes must be made through SIRS. Contact the office for more details.