

## 7: USING THE GRADEBOOK

### WELCOME TO THE USING THE GRADEBOOK TUTORIAL!

This tutorial continues where the *Gradebook Basics* tutorial left off. In this tutorial, you will learn how to:

- Set up your gradebook in Moodle
- Use the various gradebook reports and display settings
- Quick grade and give feedback for a manual grade item
- Modify gradebook settings for the students' view
- Assign extra credit for student work

If you have not used one of CareerTech's "Learn to Moodle" tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Configuring the gradebook for automatic grading and simple grade entry
- Displaying and working with data in the gradebook using the default settings

You are strongly encouraged to follow a syllabus with a grading plan for one of your own courses, or the completed grades spreadsheet from a previous course. Use your course site or a Moodle practice site.

### MENU OF TUTORIAL

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### INTRODUCTION

The Moodle gradebook settings and preferences determine several key elements of the gradebook's appearance, for both teachers and students. You must configure both of these areas, because they determine not only how the gradebook looks, but also what users see in different gradebook views. If students have questions about what they see in the gradebook, you must be able to explain to them what they see and why they see it.

In the teacher's gradebook (or **Grader report**), you can click each tab to navigate to that editing page, or you can use the dropdown menu to choose the various gradebook settings. Locate the **Grader report** by clicking **Grades** link in the left-side navigation column or clicking the **Course Management gear icon** and then clicking the **Gradebook** link.

Each tab or dropdown menu choice has a specific function:

- **View**—Look at the compilation of grades and outcomes in multiple reports.
- **Setup**—Categorize your graded items and apply aggregation.
  - **Course grade settings**—Determine how the gradebook appears for all participants (teachers and students) in the course, including the Overview and User Reports.
  - **Preferences: Grader report**—Determine the functionalities the gradebook should make use of, out of all the available options, and the grader report. You may want to experiment with this tab. There are many ways to modify what you see.
- **Scales**—Create grading scales for your course.
- **Outcomes**—Create outcomes for your course, choose to add site-level outcomes to your course, and make them available.
- **Letters**—Create a letter grade system for your course.
- **Import**—Bring grades into Moodle that were once in Moodle.
- **Export**—Save grades outside of Moodle.

### GRADEBOOK REPORTS AND DISPLAY SETTINGS

#### The Gradebook for Students

Students can view their grades in Moodle by clicking the **Grades** link in the left-side navigation column (or from the dropdown menu next to their name in the upper right corner of the screen), and then clicking the **link to the course site**.

Students can view two reports—the **Overview report** and the **User report**.

- The **Overview report** shows the student’s grades in all Moodle courses that he or she is currently enrolled in.
- The **User report** is where a student views his or her course grades. It displays the names of the activities with links back to each activity. Depending on the settings determined by the instructor, the **User report** can also include the point value, percentage, or letter grade received by the student, the points range, the weight given to the activity or category, and feedback.

**NOTE:** By default, the **User report** will hide course totals if they include hidden items. You will want to change this setting in the following procedure to reflect your needs. This means your students will not have an overall grade visible if you choose to hide any grade items.

To configure the **User** and **Overview reports**, click the **Course Management** button, and then click the **Gradebook** link > **Setup** tab > **Course grade settings** tab. Alternately, you can choose the **Course grade settings** from the dropdown menu at the top of the **Gradebook Setup** page. You can also click the **Grades** link in the left-side navigation column and **Setup** tab. Be aware in which reports the change will take place.

On the **Course grade settings** screen:

Step	Action	Notes
1.	<b>Section:</b> General settings <b>Field:</b> Aggregation position Select from the dropdown list.	This setting determines whether the category and course total columns are displayed first or last in the gradebook reports.
2.	<b>Section:</b> General settings <b>Field:</b> Min and max grades used in calculation Select from the dropdown list.	You can assign the student a score from a specified range. This setting controls how the grade will be displayed should the maximum or minimum grades be changed after items have been graded.

Step	Action	Notes
3.	<p><b>Section:</b> Grade item settings <b>Field:</b> Grade display type</p> <p>Select from the dropdown list.</p>	<p>This setting determines how grades are displayed in the <b>Grader</b> and <b>User reports</b>. The options include several variations of the following:</p> <ul style="list-style-type: none"> <li>• <b>Real</b>—Actual grades (points).</li> <li>• <b>Percentage</b>—The number of points earned by the number of points possible.</li> <li>• <b>Letter</b>—Letters or words are used to represent a range of numerical percentage grades</li> </ul>
4.	<p><b>Section:</b> Grade item settings <b>Field:</b> Overall decimal points</p> <p>Select from the dropdown list.</p>	<p>This setting determines the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of five decimal places.</p>
5.	<p><b>Section:</b> Overview report <b>Field:</b> Show rank</p> <p>Select from the dropdown list.</p>	<p>This setting hides or shows the position of the student in relation to the rest of the class for each grade item.</p> <p><b>IMPORTANT:</b> Depending on the setup, displaying this option could violate FERPA regulations.</p>
6.	<p><b>Section:</b> Overview report <b>Field:</b> Hide totals if they contain hidden items</p> <p>Select from the dropdown list.</p>	<p>This setting specifies whether totals that contain hidden grade items are shown to students or replaced with a hyphen (-).</p> <ul style="list-style-type: none"> <li>• If shown, the total may be calculated either excluding or including hidden items.</li> <li>• If hidden items are excluded, the total seen by the student in the <b>User report</b> will be different than the total seen by the teacher in the <b>Grader report</b>, since the teacher always sees totals calculated from all items, hidden or unhidden.</li> </ul>
7.	<p><b>Section:</b> User report <b>Field:</b> Show rank</p> <p>Select from the dropdown list.</p>	<p>This setting hides or shows the position of the student in relation to the rest of the class for each grade item.</p> <p><b>IMPORTANT:</b> Depending on the setup, displaying this option could violate FERPA regulations.</p>

Step	Action	Notes
8.	<p><b>Section:</b> User report <b>Field:</b> Show percentage</p> <p>Select from the dropdown list.</p>	Show or hide the percentage value of each grade item.
9.	<p><b>Section:</b> User report <b>Field:</b> Show grades</p> <p>Select from the dropdown list.</p>	Show or hide grade for each grade item.
10.	<p><b>Section:</b> User report <b>Field:</b> Show feedback</p> <p>Select from the dropdown list.</p>	Show or hide the feedback for each grade item.
11.	<p><b>Section:</b> User report <b>Field:</b> Show weightings</p> <p>Select from the dropdown list.</p>	Show or hide the gradebook weight assigned to each grade item.
12.	<p><b>Section:</b> User report <b>Field:</b> Show average</p> <p>Select from the dropdown list.</p>	<p>Show or hide the average grade earned by all students for a grade item or category.</p> <p><b>IMPORTANT:</b> Students may be able to estimate other students' grades if the average is calculated from a small number of grades. The average is approximate if it depends on any hidden items.</p>
13.	<p><b>Section:</b> User report <b>Field:</b> Show letter grades</p> <p>Select from the dropdown list.</p>	Show or hide letter grades for each grade item.
14.	<p><b>Section:</b> User report <b>Field:</b> Show contribution to course total</p> <p>Select from the dropdown list.</p>	Show or hide a column of percentages that indicate how much each item contributes to the course total percentage after weighting grades.
15.	<p><b>Section:</b> User report <b>Field:</b> Show ranges</p> <p>Select from the dropdown list.</p>	Show or hide the range of possible grades for each grade item or category.

Step	Action	Notes
16.	<p><b>Section:</b> User report</p> <p><b>Field:</b> Range decimal points</p> <p>Select from the dropdown list.</p>	<p>This setting determines the number of places shown after the decimal in the range of possible grades.</p>
17.	<p><b>Section:</b> User report</p> <p><b>Field:</b> Show hidden items</p> <p>Select from the dropdown list.</p>	<p>This setting controls whether hidden grade items are hidden entirely, or if the names of hidden grade items are visible to students.</p> <ul style="list-style-type: none"> <li>• <b>Do not show</b>—Hidden grade items are completely hidden.</li> <li>• <b>Only hidden until</b>—Grade items with a <b>Hide until</b> date set are hidden completely until the set date. After that, the whole item is shown.</li> <li>• <b>Show hidden</b>—Hidden grade item names are shown, but student grades are hidden.</li> </ul>
18.	<p><b>Section:</b> User report</p> <p><b>Field:</b> Hide totals if they contain hidden items</p> <p>Select from the dropdown list.</p>	<p>This setting specifies whether totals that include hidden grade items are shown to students or replaced with a hyphen (-).</p> <ul style="list-style-type: none"> <li>• If shown, the total may be calculated either excluding or including hidden items.</li> <li>• If hidden items are excluded, the total seen by the student will be different than the total seen by the teacher in the Moodle gradebook, since the teacher always sees totals calculated from all items, hidden or unhidden.</li> </ul>
19.	<p>When finished, click <b>Save changes</b>.</p>	

### HIDING THE USER REPORT

To hide the gradebook from students, follow these steps:

Step	Action	Notes
1.	Navigate to the course settings area ( <b>Course Management</b> button > <b>Edit course settings link</b> ).	This will open the <b>Edit course settings</b> page.
2.	Open the <b>Appearance</b> section. For the option <b>Show gradebook to students</b> , select <b>No</b> .	This will disable the link to the grades on the course page for students.
3.	Scroll to the bottom and <b>Save and display</b> .	The course page will display.

**NOTE:** By default, the **User report** will hide course totals if they include hidden items. Change this setting on the **User report** to reflect your needs.

### GRADING STUDENT WORK

In Moodle, many learning activities are automatically graded. However, for items not automatically graded, teachers can add grades directly in multiple locations in a Moodle course.

#### Quick Grading and Feedback

When deciding how to enter grades for activities that happen outside of Moodle, you can add a grade item directly to your **Grader report** in the **Setup** area (at the bottom of the screen, click the **Add a grade item** button). To grade these items, you must be in the **Grader report** on the **View** tab.

Use quick grading in the **Grader report** for grade items that require manual grading. This method is not recommended for activities that have an activity grader built into the activity. For those activities, please refer to the “Activity Grading” tutorial. Looking at the **Grader report**, you will see a table with the names of the activities along the top row and the names of the students in the left column.

In the **Grader report**, click the **Turn editing on** button in the upper right of the screen. With editing turned on, you can take advantage of the **Quick grade** and **Quick feedback** features to enter grades and feedback for manual grade items. Here are a few items to note when grading in this interface:

- The **Quick grade** box has a solid-line outline.
  - Within this area, instructors can assign a decimal based grade.
  - A grade given in the **Grader report** is marked as overridden, and can no longer be graded from the activity grader. For this reason, grading assignment and quiz activities in the grader report is not recommended.
- The **Quick feedback** box has a dotted-line outline.

Be sure to save your edits frequently.

### HIDING AND LOCKING GRADES

With editing turned on in the **Grader report**, you can use the editing icons to modify settings for individual activities or students.

- You can edit **grade settings** for any activity in the gradebook by clicking the **gear icon** in the **Controls row** within the activity's column. The **Controls row** is directly beneath the header row in the **Grader report** table.
- You can edit an **individual student's grade** for an activity by clicking the **gear icon** in the relevant activity cell **within that student's row**. This will bring you to the **Edit grade** screen. Along with entering or changing the grade and feedback, you have these options:
  - **Exclude the grade from aggregation**—Exclusion does not work with the Natural aggregation.
  - **Hide or unhide the grade**—This hides the grade from the student. You also have the option to set a "hidden until" date.
  - **Lock or unlock the grade**—When marked as locked the instructor can no longer update the grade. When the grade is unlocked, activities will resend the latest grades. You have the option to set a "lock after" date.
  - **Provide feedback**—A text field allows you to then a message and format the text.



### EXCLUDING A STUDENT FROM AN ASSIGNMENT

If you have a student who is excused from a specific assignment, you can exclude that student from being graded for the assignment.

To exclude a student from an assignment, follow these steps:

Step	Action	Notes
1.	Open the <b>Course Management</b> button, and click on <b>Gradebook</b> . On the Grader report display, click the <b>Turn editing on</b> button in the upper right.	This will allow you to make edits to graded items.
2.	For the student and activity that you want to exclude from grading, click the <b>Edit grade gear icon</b> .	This will open a page with settings to modify this grade.
3.	Click the checkbox for the <b>Excluded</b> box.	If the box is marked, the grade will not be included in any aggregation.
4.	Click <b>Save changes</b> at the bottom of the page.	The display returns to the <b>Grader report</b> . The activity for that student shows a red <b>Excluded</b> label.

### ASSIGNING EXTRA CREDIT

To assign extra credit, you can have a separate gradebook category only for extra credit items, or you can have extra credit items in a category mixed in with non-extra-credit items.

**To assign extra credit to items within an extra-credit category**, place all extra credit items in one gradebook category. Label this category as Extra Credit—do not mark the individual items as extra credit. After adding the Extra Credit category:

- On the **Gradebook setup** page, click the **Edit** link for the Extra Credit category, and then click **Edit settings** from the dropdown menu.

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- On the page that displays, under the **Parent category** section, click the **Extra credit** checkbox, and then click the **Save changes** button. Notice that the Extra Credit category now has a plus/minus ( $\pm$ ) symbol next to the point value.

**To assign extra credit to individual items in a category with other non-extra-credit items**, you must mark the individual items as extra credit (and not the category).

- On the **Gradebook setup** page, click the **Edit** link for the individual extra credit item, and then choose **Edit settings** from the dropdown menu.
- On the screen that displays, under the **Parent category** section, click the **Extra credit** checkbox, and then click the **Save changes** button. Notice that the individual extra credit item now has a plus/minus ( $\pm$ ) symbol next to its point value on the **Gradebook setup** screen.
- Repeat these steps to assign extra credit additional items in the gradebook.

## SUMMARY AND RESOURCES

This tutorial presented an overview on how to:

- Set up your gradebook in Moodle
- Use the various gradebook reports and display settings
- Quick grade and give feedback for a manual grade item
- Modify gradebook settings for the students' view
- Assign extra credit for student work

This tutorial described an intermediate-level use of the Moodle gradebook, above and beyond the *Gradebook Basics* tutorial. The gradebook has many other options to help you track and award student achievement. As you become familiar with using the gradebook, you should explore those options that align with the way you prefer to manage your courses.

This series includes other guides for using the Moodle gradebook and grading activities. For more information, see the following tutorials:

- *Advanced Gradebook Options*
- *Moodle Activity Grading*

### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- **As a self-paced lesson.**

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a classroom.**

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial [main menu](#).

*We would appreciate feedback on this tutorial! Please contact the General ctYOU.org Support Staff listed under Division Contacts on ctYOU.org.*