9: MOODLE ACTIVITY GRADING

WELCOME TO THE MOODLE ACTIVITY GRADING TUTORIAL!

In this tutorial, you will learn how to:

- Access submissions for evaluation for Moodle activities
- Enter grades for different types of Moodle activities
- Enter grades when using Advanced Grading methods

If you have not used one of CareerTech's "How 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:

- Setting up a course in Moodle
- Adding an activity to a topic in your course
- Using the online grade book in Moodle

NOTE: Be aware the locations and names of links or the wording of settings may vary, depending on the "theme" or design used on the Moodle site.

To begin, select from the menu below or simply turn to the next page.

MENU OF TUTORIAL TOPICS

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INTRODUCTION

Experts in the Moodle community revaluating student work and grading activities within the Moodle activity itself. Course activities performed or evaluated offline (and not as part of a Moodle Assignment activity) must be entered as a manual grade item and graded from the course grade book. This tutorial covers only the process for grading from an activity's grading page.

The general process for receiving student work, evaluating it, and recording a grade along with any feedback is as follows:

1. The student submits the file or other deliverable as required by the activity. Usually the submission takes place electronically in Moodle, although this is not required.

2. The instructor enters the activity from the course main page and opens the grading page.

3. If the activity submissions are digitally entered or uploaded, the instructor accesses the submissions here for evaluation.

4. The instructor enters grades and feedback on the grading page as necessary.

5. The grades and feedback are automatically copied into the course grade book.
   a. To edit a grade or modify the view of the grade, use the activity's grading page or enter it directly in the grade book. Once edited from within the grade book, you can no longer change the grade when working within the activity.

The grading method for any activity can be modified in multiple ways during set up. This tutorial covers the most commonly used activity grading procedures. Alternative methods, such as using scales to evaluate, will follow a similar process.

GRADING A QUIZ ACTIVITY

Most types of questions in the Quiz activity are automatically graded. This nice feature can save you time. However, if you use the essay question type, you'll need to grade these responses. In general, you should use the Quiz activity without essay questions to take advantage of its automated grading features. **Try using the Assignment activity as an alternative to Quiz essay questions.**

When needing to manually grade quiz essay questions and when you need to override specific question grades, regrade the quiz as a whole, or analyze question results, you can complete these tasks by using the **Quiz reports**. To access these links, click the **link to the quiz** within the course, click the **gear** icon, and then look for the links under the **Results** heading.

Each of the following Results reports allows you to filter data according to certain parameters, such as attempt type or user type. You can also download the report data.

The **Grades report** allows you to view quiz attempts and grade results with a variety of options. The display includes a table of values and a graph. You can also take the following actions on the quiz results:
- Regrade selected quiz attempts
- Provide additional retake attempts
- Delete an attempt
- Override the score of a quiz question

The **Responses report** allows you to view each student's responses to the quiz questions. Select an option from the dropdown menu to filter data by:
- All attempts
- All participants who have or have not attempted the quiz
- Participants who have attempted the quiz
- Participants who have not attempted the quiz

The **Statistics report** allows you to determine the effectiveness of your quiz from multiple perspectives. The display includes a table of values and a graph. This report allows:
- Sorting the table by each of its data columns.
- Presentation of data about each quiz question in a table.
- Measurement that aids in analyzing and judging the performance of each question.
- Linking to edit any question in the quiz.

The **Manual grading report** opens a page displaying any quiz questions that require manual grading. You can also update automatic grades from this page.

To access the various **Quiz reports**, use the following steps:

Step	Action	Notes
1.	Click the link for the Quiz from the course front page.	The Quiz opens.

Step	Action	Notes
2.	Click the **gear** icon in the top right of the Quiz activity.	Under the **Results** heading, the following bullet items display: • Grades • Responses • Statistics • Manual grading
3.	Click the desired report link.	The report page opens with options for controlling the data in the report display.

GRADING THE ASSIGNMENT ACTIVITY

VIDEO DEMONSTRATION:

Watch these brief to see demonstrations showing how to grade an Assignment activity.

https://youtu.be/D-ZJ9Icp_ds

https://www.youtube.com/watch?v=dSxxdglCaeE

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones that you will use.

Use the following steps when you want to view submissions and enter grades:

Step	Action	Notes
1.	Click the link to the Assignment activity from the course front page.	The **Grading summary** page for the assignment will display.
2.	Click the **View all submissions** button located below the first section.	The grading table opens. This is a list of students and grades for this activity. It displays information about each student along with submission status, grading status, and options for viewing and grading submissions.

Step	Action	Notes
3.	For the student submission to be graded, open the submission by clicking the relevant item in the **Online text** or **File submissions** column for that student.	The submission type depends on how the activity was set up. Online text submissions are displayed on a new page, while file submissions must be opened in the appropriate application. There are additional ways to download submissions; these options are discussed after this Action table.
4.	After evaluating the submission, return to the grading table.	This will also depend on the submission type. For online text submissions, you will click a Back button to return to the grading table. For downloaded files, the page with the grading table should still be open in Moodle.
5.	In the **Grade** column, click the **Grade** button.	This opens the grading page for the student. The grading page displays submission status and a grading area where you can enter or edit the student's grade.
6.	Enter the student's grade in the **Grade** entry box. If enabled in the activity setting, add comments or a feedback file.	The grade entered will depend on the activity set up. Default grading will show an entry box labeled as "Grade out of 100."
7.	For the **Notify students** checkbox, select Yes or No.	This field determines if the student will be notified of the assignment's grading status. The default setting is Yes.
8.	Click **Save changes**.	You can also choose one of these other options using the navigation arrows and dropdown menu in the upper right corner of the screen:
		Show next (right arrow)—Advances to the next student in the gradebook.
		Show previous (left arrow)—Advances to the previous student in the gradebook.
		Dropdown menu—Allows you to choose any student in the gradebook.

Clicking on the link to the assignment in the course page reveals the grading table. From this screen, you can:

- **Download submissions.** You can download all submissions by selecting this option, or you can download or view individual submissions from the student's row. This depends on the type of submission requested for the activity, which could be online text or an uploaded file. If you download all submissions, they will be provided to you to download in a zip folder.
- **Grade each submission**. Access the grading page by clicking the **Grade button** link for each student in the **Grade** column, or by selecting **Update grade** from the **Edit** column. Either action displays the grading page. You can also use Quick Grading, which is enabled from the **Options** settings section. When you enable this feature, you can assign a grade directly in the grade table.
- **Review submission status.** The **Status** column of the table tells you where each student is in the submission and grading process for the assignment. You can filter the table display based on the information in this column.
- **Change viewing options for this page.** You can change the display in a number of ways.
  - ✓ Use the hide/show link (+ or - symbol) at the top of each column
  - ✓ Order rows in the table by clicking the active title at the top of columns
  - ✓ Use the Options section at the bottom of the page to:
    - Select the number of assignments you see in the table at one time
    - Filter which students display in the table according to submission or grading status
    - Enable/disable the Quick Grading feature
    - Display all students or only active enrolled users
- **Lock or modify submission status.** You can modify student submission status.
  - ✓ Click the checkbox in front of the student's name in the Select column
  - ✓ Select the desired action from the **With Selected** dropdown list below the table, such as locking or unlocking submissions, etc.

GRADING ACTIVITIES THAT USE RATINGS

Ratings are scores given to individual contributions where multiple people are working on a single project. In this way, each contributor receives a unique evaluation for their work, rather than grading the project as a whole and having all contributors share in the same grade.

Moodle Activities that can use ratings as a grading system include:

- Discussion forums
- Database
- Glossary

If ratings are enabled when setting up any of these activities, the entries are rated from a dropdown list that accompanies each entry within these activities. Raters simply click to choose a rating.

Entries can be rated by teachers or students (peer evaluation). For a final grade on the activity, ratings are aggregated according to the desired method selected during activity set up.

The aggregation methods available for calculating the grade from ratings are:

- Average
- Max
- Min
- Count
- Sum

The final grade calculated from ratings is recorded in the grade book.

ADVANCED GRADING METHODS

Assignment and Workshop activities can be graded with Advanced Grading Methods.

The default grading method in Moodle is Simple Direct Grading, where the work is evaluated in terms of a single score. Advanced Grading Methods are scoring tools that allow you to define multiple criteria to be evaluated.

If you would like to use one of these tools to grade an activity, or for students to use with peer evaluation, the following Advanced Grading methods can be selected when setting up certain types of activity:

- **Rubrics**—The instructor defines the desired rubric with evaluation criteria and point values for levels of performance. When grading, an instructor or peer evaluator selects the level of competency achieved by the student for each criterion. Feedback comments also can be added. The grade for the activity is the total of the points for each criterion.

- **Marking guide**—This method allows instructors to list criteria aligned to a maximum point value. It is similar to a rubric but does not define levels of performance for each criterion. For each criterion, you may add a separate description for the student and for the grader. You may also create Frequently Used Comments. These comments can be quickly added and edited as necessary to deliver feedback to students. Each criterion is assigned a point value up to the maximum point value. These points are added for the maximum value of the marking guide.

VIDEO DEMONSTRATION:

Watch this 3-minute video to see a demonstration of grading with a rubric.

https://youtu.be/L-qkmMniI2Q

NOTE: Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are the same as the ones that you will use.

Although setting up an Advanced Grading Method can be time consuming and requires careful thought, this work can make evaluation quite straightforward. It is a good method to use when asking students to evaluate each other's work, and it can provide clarity for the student receiving the grade.

To grade a Workshop activity using a marking guide, use the following steps:

Step	Action	Notes
1.	Click the activity to be graded from the course front page.	The **Grading summary** page for the activity will display. A button to **View all submissions** is available below the first section.
2.	Click the **View all submissions** button.	The grading table for this activity opens. It displays information about each student along with submission status, grading status, and options for viewing and grading submissions.
3.	For the student submission to be graded, open the submission by clicking the relevant item in the **Online text** or **File submissions** column for that student.	The submission type depends on how the activity was set up. Online text submissions are displayed on a new page, while file submissions must be opened in the appropriate application. There are additional ways to download submissions; these options are discussed after this Action table.

Step	Action	Notes
4.	After evaluating the submission, return to the grading table.	This will also depend on the submission type. For online text submissions, you will click a Back button to return to the grading table. For downloaded files, the page with the grading table should still be open in Moodle.
5.	In the **Grade** column, click the **Grade** button.	This opens the grading page for the student. The grading page displays submission status and a grading area where you can enter or edit the student's grade. You can also open submitted files from this page.
6.	In the **Grade** section, enter a score and feedback for each criterion listed.	The criterion listed will depend on the activity set up. Common criterion comments may also be quickly inserted if they have been created during set up.
7.	In the **Feedback** section, enter any overall feedback on the activity.	This field allows text formatting.
8.	From the **Notify Students** checkbox, select Yes or No.	This field determines if the student will be notified of the assignment's grading status. The default setting is Yes.
9.	Click **Save Changes**.	The display returns to the grading table. The grade is recorded in the activity as well as the course grade book. You can also choose one of these other options: • **Save and show next**—Save the changes for this student, and go to the next student's submission to grade. • **Next**—Save nothing on this page, and go to the next student's submission to grade. • **Cancel**—Save nothing on this page and go back to the grader for the workshop.

GRADING FOR GROUPED ACTIVITIES

To view grades for students in specific groups in the **Grader report**, select from the **Visible groups** dropdown menu at the top of the report page.

Groups must be set up prior to assigning the activity (see the Groups and Grouping*s* tutorial).

When students work in groups on an assignment, you can give each individual student a grade or give one grade to the group, which is then replicated to each student.

- When grading the assignment, enter the activity to grade as usual by clicking **View/Grade all submissions**.
- Click the **Grade** icon for a single student in the group to open the grading page.
- At the bottom of the page in the **Group submission settings** section, select the desired action from the **Apply grades and feedback to entire group** field.
  o If you would like to assign a grade and feedback to each individual student, select **No**.
  o If you want to enter one grade and feedback per submission so that it will to be applied to all students in the group, select **Yes**.

PRACTICE

Explore the activity grading functionality with your ctYOU.org course or Moodle practice site. To complete these practice suggestions, you will need to have a variety of activities set up in your practice course. Use at least one each of these activity types:

- Quiz activity
- Assignment activity set up with Simple Grading
- Glossary, database, or forum activity set up to accept ratings and use them for a final grade
- Assignment activity set up to be graded with a rubric or Marking Guide

For each activity, add two or more simulated submissions or entries to be graded. With your activities in place, try completing these tasks:

1. Download or view submissions for the assignments.
2. Grade from the activity's grading table.
3. Grade the rubric activity.
4. Rate several entries in your glossary, database, or forum.

5. View quiz grades from each of the various reports available.
   • Modify settings to review changes in data display. This feature is more useful when you have multiple quiz participants.
6. View all of these grade entries from the course grade book.
7. Change one of the grades that you just entered from within the course grade book.
8. Go back into that activity.
   • What grade displays from within the activity?
   • Select "regrade" for the grade that you modified. Notice you no longer have an option to change the student's grade from the activity—you must make all changes from within the grade book on this overridden grade.

SUMMARY AND RESOURCES

For more information on related topics, download the following Oklahoma CareerTech tutorials:

- Gradebook Basics
- Using the Gradebook
- Advanced Gradebook Options

Use the Moodle Docs resources:

- Using Assignment: https://www.youtube.com/watch?v=gTBBiaqmuP0&t=74s

Watch related Moodle YouTube channel videos:

- https://www.youtube.com/user/moodlehq/search?query=assignment

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 ctYOU.org General Support Staff listed under contacts on ctYOU.org.