

Introduction to Moodle: Lesson 4

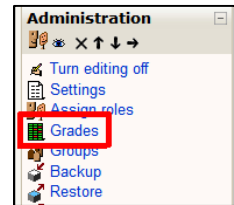
Exams

Suppose that your course includes two exams (100 pts) and a final exam (200 pts). As we decided in the first lesson, in our example course exams will contribute 40% to the total grade.¹

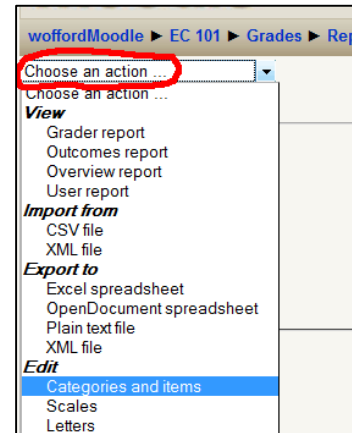
All we need to do for exams is set them up in the Moodle gradebook.

Adding an Exam Category in the Gradebook

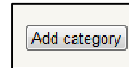
As usual, the first thing we need to do is set up an **Exam Category** in the Moodle Gradebook. Click on **Grades** in the **Administration** menu.



In the Gradebook, click on **Choose an action** and **Categories and items**.



In the next screen, click on the **Add a category** button.

A screenshot of the Moodle 'Grade category' form. The form has three sections: 'Grade category', 'Parent category', and 'My report preferences'. In the 'Grade category' section, the 'Category name' field contains 'Exams' and is pointed to by a red arrow. In the 'Parent category' section, the 'Grade category' dropdown is set to 'Grades' and the 'Item weight' field contains '40', both pointed to by red arrows.

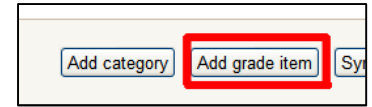
Set up the category as we have in the previous lessons.

Note that the item weight is 40.

¹ Remember that in this example, we are grading four types of activities: exams (40%), written assignments (30%), online discussions (20%), and online quizzes (10%).

Adding Exams to the Gradebook

We now need to add spaces for the exam grades in the gradebook. Back on the “Edit Categories and Items” page, click on **Add grade item**.



Enter the **name** of the exam.

Select a **Grade type** of **Value**

Enter the **maximum and minimum grade** for the exam.

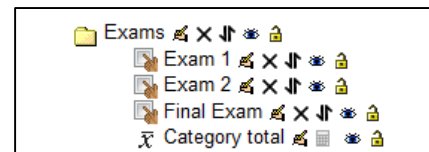
A screenshot of the 'Add grade item' form. Red arrows point to the following fields: 'Item name' (containing 'Exam 1'), 'Grade type' (set to 'Value'), 'Hidden until*' (set to 6 May 2009 19:30), 'Locked' (checkbox), 'Lock after*' (set to 6 May 2009 19:30), and 'Grade category' (set to 'Exams'). Other visible fields include 'Item info*', 'ID number*', 'Scale' (set to 'Use no scale'), 'Maximum grade' (100.00), 'Minimum grade' (0.00), 'Grade to pass*' (0.00), 'Grade display type*' (Default (Real)), 'Overall decimal points*' (Default (2)), 'Hidden' (checkbox), and 'Item weight' (0.0000).

You can hide the grades in the gradebook until you are ready.

Choose the **Exams category**.

Click on **Save Changes**.

Add two more exams: “Exam 2” and “Final Exam.”



Note: The way that you can record exam grades is described in *Lesson 7: A Student’s and a Professor’s View*