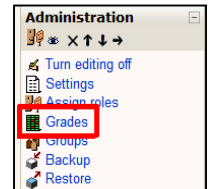


Introduction to Moodle: Lesson 8

The Moodle Gradebook

We have been setting up a “no frills” Moodle Gradebook throughout this series of lessons. This lesson is mainly concerned with **viewing the Moodle Gradebook** – changing its display so you see what you want to see.

Click on **Grades** in the Administration menu. You will see the grade report for the course we have been developing in these lessons. Yours may look different depending on what you have done.



Example Course 101																	
First name / Surname ↑	Assignments			Discussions			Exams			Quizzes			Ungraded		Course total ↓		
	Your First Essay ↓	Essay 2 ↓	Essay 3 ↓	Category total ↓	Discussion #1 ↓	Discussion #2 ↓	Category total ↓	Exam 1 ↓	Exam 2 ↓	Final Exam ↓	Category total ↓	Quiz #1 ↓	Quiz 2 ↓	Category total ↓		Attendance ↓	Category total ↓
Range	-	-	-	0.00-100.00	-	-	0.00-100.00	-	-	-	0.00-100.00	0.00-10.00	0.00-10.00	0.00-100.00	0.00-100.00	-	0.00-100.00
Bubba Doe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jane Doe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
John Roe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Overall average	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

If your course has a lot of graded activities, as in the example above, the gradebook can be very wide and hard to read. Luckily Moodle lets us collapse the categories in the gradebook to simplify its appearance.

Viewing More or Less

Look more closely at one of the categories. The default display is the **full view**, which shows the individual items and their total. You can change the category display by clicking on the small icon next to the name of the category.

For example, click on the negative sign icon at the right of the Assignment category label



First name / Surname ↑	Assignments			Category total ↓	Discussion #1 ↓
	Your First Essay ↓	Essay 2 ↓	Essay 3 ↓		
Range	0.00-50.00	0.00-50.00	0.00-50.00	0.00-100.00	0.00-50.00
Bubba Doe	-	-	-	-	-
Jane Doe	48.00	40.00	-	88.00	44.00
John Roe	-	-	-	-	-
Overall average	48.00	40.00	-	88.00	44.00

Clicking on the negative sign icon collapses the category so that only the total is visible.

This is the **collapsed view** that shows only the total. The icon next to the name now is a plus sign.



Assignments+		
First name / Surname ↑	Category total ↓	Disc
Range	0.00-100.00	0.00-
Bubba Doe	-	
Jane Doe	88.00	
John Roe	-	
Overall average	88.00	

Click on the plus sign icon

Assignments+		
First name / Surname ↑	Category total ↓	Disc
Range	0.00-100.00	0.00-
Bubba Doe	-	
Jane Doe	88.00	
John Roe	-	
Overall average	88.00	

This will toggle the gradebook display to the next view, the **grades only view**. The icon beside the category name now is a circle.



Assignments○				
First name / Surname ↑	Your First Essay ↓	Essay 2 ↓	Essay 3 ↓	Disc #
Range	0.00-50.00	0.00-50.00	0.00-50.00	0.00-
Bubba Doe	-	-	-	
Jane Doe	48.00	40.00	-	
John Roe	-	-	-	
Overall average	48.00	40.00	-	

Clicking on the icon again will toggle back to the full view again. Try it to see what happens.

Changing the Order of Items within a Category

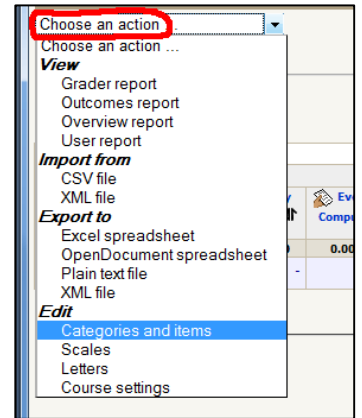
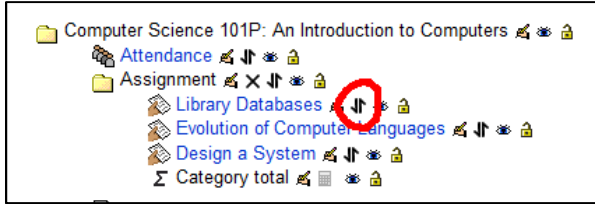
Suppose the two assignment items are out of order in the gradebook – for example, in a CS 101 course, “Evolution of Computer Languages” is the first assignment and “Library Databases” is the second.

They are in the wrong order in the gradebook shown at the right. You have a desire, yea even a deep abiding need, for order so you would like to exchange the two.

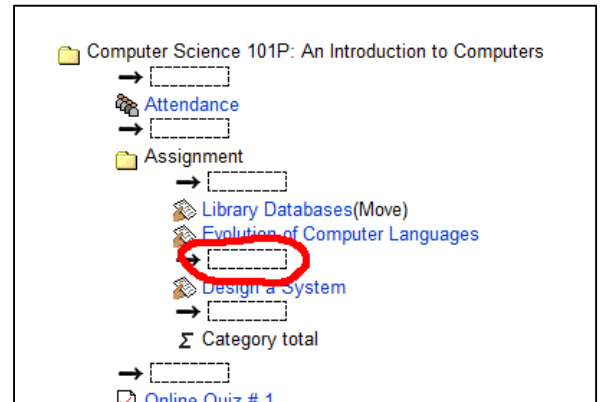
Assignment-		
Library Databases ↓	Evolution of Computer ... ↓	Σ Category total ↓
0.00-50.00	0.00-50.00	0.00-100.00
-	0.00	0.00
-	48.00	48.00
-	40.00	40.00
-	29.33	29.33

Select **Categories and items** from the **Choose an action** menu.

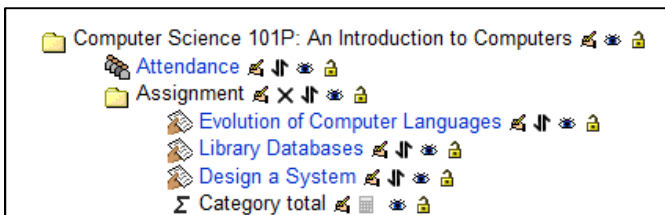
In the “Categories and items” menu, click on the **up-down arrow icon** in the editing row to the right of “Library Databases.”



You want to move “Library Databases” below “Evolution of Computer Languages.” Click on the appropriate dotted-line rectangle.



The assignments now will be in the proper order.



Evolution of Computer ...	Library Databases	Σ Category total
0.00-50.00	0.00-50.00	0.00-100.00
0.00	-	0.00
48.00	-	48.00
40.00	-	40.00
29.33	-	29.33

Entering Grades by Editing

Some grades (for example exams) must be entered manually. Go to the gradebook and **Turn editing on**.

You can enter the grades from the keyboard. It is a good idea to click on **Update** frequently so you don't lose your entries.

Exam 1	Exam 2	Exam 3	Final Exam	Σ Category total
0.00-100.00	0.00-100.00	0.00-100.00	0.00-200.00	0.00-500.00
66.00				66.00
92.00				92.00
76.00				76.00
78.00	-	-	-	78.00

Changing a Grade

You also can use editing to change a grade that has been entered automatically by Moodle – an online quiz grade, for example. Expand the quiz category to full view and change one of the grades.

Grades that have been automatically entered and then changed are shaded in light orange.

Online Quiz #1	Online Quiz #2	Online Quiz #3	Σ Category total
0.00-10.00	0.00-10.00	0.00-10.00	0.00-30.00
10.00	10.00	10.00	30.00
5.00	5.00	9.50	19.50
4.50	0.00	10.00	14.50
6.50	5.00	9.83	21.33

Highlighting Passing and Failing Grades

You have the option of highlighting passing grades in green and failing grades in red. If you would like to do this for an item, click on that item's **Edit** icon in the **Controls** row.

Exam 1	Exam 2	Exam 3	Final Exam
0.00-100.00	0.00-100.00	0.00-100.00	0.00-200.00
66.00			
92.00			
76.00			
78.00	-	-	-

On the “Grade item” screen, specify the passing grade for this item.

Grade item

Item name: Exam 1

Item info*: [?]

ID number*: [?]

Grade type*: Value

Scale*: Use no scale

Maximum grade*: 100.00

Minimum grade*: 0.00

Grade to pass*: 70

Grade display type*: Default (Real)

Overall decimal points*: Default (2)

Hidden: [?]

When editing is turned off in the gradebook, you will see that passing and failing grades have been highlighted.

Exam 1	0.00-100.00	0
	66.00	
	92.00	
	76.00	
	78.00	

Hiding Grades

It is possible to hide a grade item or category from students. When editing is turned on, you should see small **eye icons** in the editing rows. If you do not see the eye icons, click on the **Show/hide icons toggle**.

Clicking on an eye icon will change it into a closed eye icon, indicating that this item is hidden from the students.



Hide show/hide icons

Attendance

0.00-16.00	0.00-100.00	
Doe	14.00	0.00
oe	14.00	48.00
oe	12.00	40.00
age	13.33	29

Sorting Grades

You can sort the grades so they are ordered highest to lowest, or vice versa. For example, suppose you would like to sort the grades by the course total, so the highest grades are at the top.

Click on the **up-down arrow icon** by **Course total**.

	Assignment+	Quiz+	Exam+	
Computer Science 101P: An ...				
First name / Surname	Attendance	Σ Category total	Σ Category total	Σ Course total
Controls				
Range	0.00-16.00	0.00-100.00	0.00-30.00	0.00-646.00
Bubba Doe	14.00	0.00	30.00	268.00
Jane Doe	14.00	48.00	19.50	357.50
John Roe	12.00	40.00	14.50	299.50
Overall average	13.33	29.33	21.33	308.33

You can sort them from lowest to highest by clicking on the **down arrow icon**.

	Assignment+	Quiz+	Exam+	
Computer Science 101P: An ...				
First name / Surname	Attendance	Σ Category total	Σ Category total	Σ Course total
Controls				
Range	0.00-16.00	0.00-100.00	0.00-30.00	0.00-646.00
Jane Doe	14.00	48.00	19.50	357.50
John Roe	12.00	40.00	14.50	299.50
Bubba Doe	14.00	0.00	30.00	268.00
Overall average	13.33	29.33	21.33	308.33

To resort by last name, click on **Surname**.

Computer Science 101P: An ...					
First name / Surname	Attendance	Assignment	Quiz	Exam	Course total
Range	0.00-16.00	0.00-100.00	0.00-30.00	0.00-500.00	0.00-646.00
Bubba Doe	14.00	0.00	30.00	224.00	268.00
Jane Doe	14.00	48.00	19.50	276.00	357.50
John Roe	12.00	40.00	14.50	233.00	299.50
Overall average	13.33	29.33	21.33	244.33	308.33

Assigning Letter Grades

When you put the gradebook together and have a few grades entered, it may look something like the below in collapsed form.

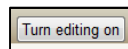
Example Course 101							
First name / Surname	Grades					Ungraded	Course total
	Assignments	Discussions	Exams	Quizzes			
Range	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00	-	0.00-100.00
Bubba Doe	-	-	-	-	-	-	-
Jane Doe	88.00	86.67	81.50	50.00	81.33	-	81.33
John Roe	-	-	-	-	-	-	-
Overall average	88.00	86.67	81.50	50.00	81.33	-	81.33

Grades Category
Ungraded
Total

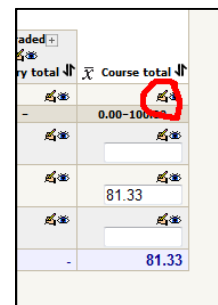
Note that the percent shown for the **Course total** is the same as the percent for the **Grades Category total**. This makes sense because the Ungraded section is set up so that it does not influence the course grade.

We would like to change the Course total so that it shows the students' **Letter Grades** for the course.

Turn editing on.



Click on the **Editing icon** in the **Course total** column.



Choose **Letter** as the **Grade display type** in the next window.

Item name

Item info*

ID number*

Grade type

Scale

Maximum grade

Minimum grade

Grade to pass*

Grade display type*

Overall decimal points*

Hidden

The gradebook won't look any different with editing on. If you turn editing off, though, you should see the letter grade displayed in the last column.

Example Course 101								
First name / Surname ↑	Grades					Ungraded	Course total	
	Assignments	Discussions	Exams	Quizzes	Category total			
Range	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00	-	F-A	
Bubba Doe	-	-	-	-	-	-	-	
Jane Doe	88.00	86.67	81.50	50.00	81.33	-	B-	
John Roe	-	-	-	-	-	-	-	
Overall average	88.00	86.67	81.50	50.00	81.33	-	B-	

Choosing Percentage Grade Ranges for Letter Grades

You can choose what percentage grades correspond to different letter grades. In the gradebook, select **Letters** from the **Choose an action** menu.

Choose an action

Choose an action ...

View

- Grader report
- Outcomes report
- Overview report
- User report

Import from

- CSV file
- XML file

Export to

- Excel spreadsheet
- OpenDocument spreadsheet
- Plain text file
- XML file

Edit

- Categories and items
- Scales
- Letters**
- Course settings

You will see the default percentage ranges corresponding to the letter grades that have been set up for the Wofford Moodle site.

If you do not want to use these ranges for your class, click on the **Edit** tab.

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Check the **Override site defaults** checkbox.

Enter the values for the boundaries for the different letter grade ranges. If you do not use one or more of the letter grades, for example D+, you can specify that this grade is **Unused**.

Override site defaults

Grade letter 1

Letter grade boundary 1

Grade letter 2

Letter grade boundary 2

Grade letter 3

Letter grade boundary 3

Grade letter 4

Letter grade boundary 4

Grade letter 5

Letter grade boundary 5

Grade letter 6

Letter grade boundary 6

Grade letter 7

Letter grade boundary 7

Grade letter 8

Letter grade boundary 8

Grade letter 9

Letter grade boundary 9

Grade letter 10

Letter grade boundary 10

Grade letter 11

Letter grade boundary 11

Grade letter 12

Letter grade boundary 12

Click on **Save Changes** when you are finished. You should see the new grade ranges for your course.

Highest	Lowest	Letter
100.00 %	92.00 %	A
91.99 %	90.00 %	A-
89.99 %	88.00 %	B+
87.99 %	82.00 %	B
81.99 %	80.00 %	B-
79.99 %	78.00 %	C+
77.99 %	72.00 %	C
71.99 %	70.00 %	C-
69.99 %	60.00 %	D
59.99 %	0.00 %	F