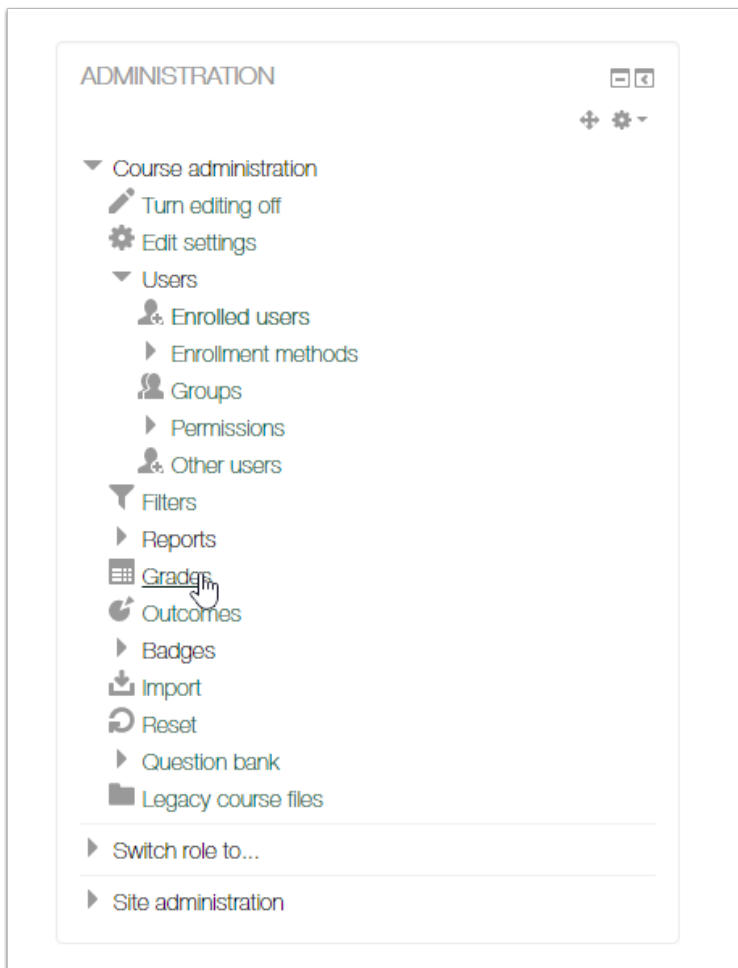


Moodle 'How To' Guide

The Gradebook

The gradebook can be accessed from the **ADMINISTRATION** box on your page by clicking Grades.



Default View

The gradebook defaults to the "Grader report" view which can hide a lot of the grades. Note that you can scroll to the right using the scroll bar that will be found at the bottom of your browser window. Notice the "Turn editing on" button on the top right of the page as well.

administration > Grader report Turn editing on

Grader report

View Setup Scales Outcomes Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 3/3

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		IDC Example Course ...				
Last name	First name	DO #1: Marketing Overview	DO #2: Marketing Planning	DO #3: Simulation Stakeholders	WK 1 Quiz	WK 1 Marketing Activity ...
	Joshua Johnson	-	-	-	-	-
	Idc student	-	-	-	-	-
	Idc student2	-	-	-	-	-
Overall average		-	-	-	-	-

Editing View

Here is what the gradebook will look like after you turn the editing view on.

IDC Example Course ...						
Last name ^ First name		DQ #1: Marketing Overview	DQ #2: Marketing Planning	DQ #3: Simulation Stakeholders	WK 1 Quiz	WK 1 Marketing Activity ...
	Controls	*	*	*	*	*
Joshua Johnson		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
idc student		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
idc student2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall average		-	-	-	-	-

Save changes

Save Changes

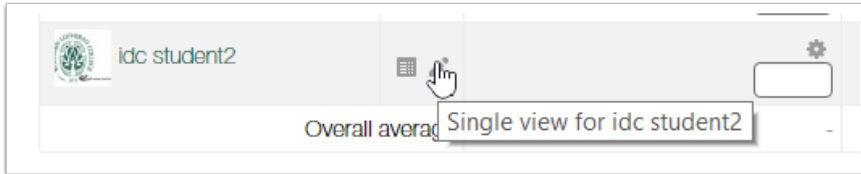
After you enter a score in the editing view, don't forget to hit the "Save changes" button at the bottom of the screen.

IDC Example Course ...						
Last name ^ First name		DQ #1: Marketing Overview				
	Controls					
Joshua Johnson		<input type="text" value="5"/>				
idc student		<input type="text"/>				
idc student2		<input type="text"/>				
Overall average		-				

Save changes

Single View

If you click on the icon after any student - it will take you to the "Single view" which will allow you to enter grades for a single student.



Single View Explanation

Here is the "Single view" for a student. You should note the "Override" and "Exclude" column.

The Override lets you manually override the assigned grade for any assignment or category. It is important that you check whether or not the boxes have been checked as you can drastically change way the gradebook functions by overriding a category grade due to the fact that categories will automatically calculate the grades for the assignments in each category.

The Exclude checkbox will allow you to exclude specific assignments or categories from this student's grade.

idc student2

Single view

View Setup Scales Outcomes Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

idc student

Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
DQ #1: Marketing Overview	IDC Example Course (CUS-030-01, 2930-CUS)	0.00 - 25.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
DQ #2: Marketing Planning	IDC Example Course (CUS-030-01, 2930-CUS)	0.00 - 25.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
DQ #3: Simulation Stakeholders	IDC Example Course (CUS-030-01, 2930-CUS)	0.00 - 25.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
WK 1 Quiz	IDC Example Course (CUS-030-01, 2930-CUS)	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
WK 1 Marketing Activity Assignment	IDC Example Course (CUS-030-01, 2930-CUS)	0.00 - 50.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Bulk Insertion of Grades

At the bottom of the Single view you will find a checkbox to insert multiple grades at once. Just chose which grades you want to edit and add a value to the "Insert value" box before hitting Save.

The screenshot shows a form for bulk insertion of grades. It includes a checked checkbox labeled "Perform bulk insert". Below this, there is a "For" dropdown menu currently set to "Empty grades", followed by an "Insert value" text input field containing the number "0". To the right of these fields is a "Save" button. At the bottom of the form, there are two more dropdown menus: "Select grade item..." and "Select user...".

Setup View

Another screen you will work with extensively is the "Setup" screen and the tabs found there.

The screenshot shows the "Grader report" screen with a title bar and two rows of tabs. The first row contains tabs for "View", "Setup" (which is highlighted with a mouse cursor), "Scales", "Outcomes", "Letters", "Import", and "Export". The second row contains tabs for "Grader report", "Grade history", "Outcomes report", "Overview report", "Single view", and "User report".

Categories and Items

Most users will have different needs for their gradebook. It is important to know how to group assignments together into categories and how to calculate the grades for any category, assignment, or class. There will be more detailed calculations done at the end of the tutorial, but here are some of the basics.

First - notice that this sample course technically has one category at the moment. It is the IDC Example Course (CUS-030-01, 2930-CUS) category and all of the assignments are nested in this single category. (By default your course will have this category and it will be named by the title of your course).

Categories and Items | Course grade settings | Preferences: Grader report

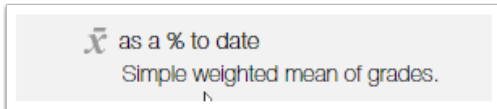
Name	Max grade	Actions
■ IDC Example Course (CUS-030-01, 2930-CUS)	-	Edit ▾
📁 WK 1 Quiz	10.00	Edit ▾
📁 WK 1 Marketing Activity Assignment	50.00	Edit ▾
📁 DQ #1: Web Site Research	10.00	Edit ▾
📁 DQ #2: Brand Positioning	10.00	Edit ▾
📁 DQ #3: Simulation Relationships	25.00	Edit ▾
📁 WK 2 Quiz	10.00	Edit ▾
📁 WK 2 Marketing Activity Assignment	50.00	Edit ▾
📁 DQ #1: Branding	25.00	Edit ▾
📁 DQ #2: Messaging & Product Life Cycle	25.00	Edit ▾
📁 DQ #3: Gender Selection	25.00	Edit ▾
📁 WK 3 Quiz	10.00	Edit ▾
📁 WK 3 Marketing Activity Assignment	50.00	Edit ▾
📁 WK 4 Marketing Activity Assignment	50.00	Edit ▾
📁 WK 5 Marketing Activity Assignment	50.00	Edit ▾
📁 Simulation Certificate Dropbox	-	Edit ▾
📁 Simulation Reflection Paper Dropbox	100.00	Edit ▾
<input checked="" type="checkbox"/> as a % to date Simple weighted mean of grades.	100.00	Edit ▾

Save changes

Add category

Course Calculation

If you look at the bottom of the course listing you'll find a statement about how the course is calculating the final grade. In this case it is a simple weighted mean of grades (that means an assignment of 10 points has a weight of 10 and an assignment of 20 points has a weight of 20).

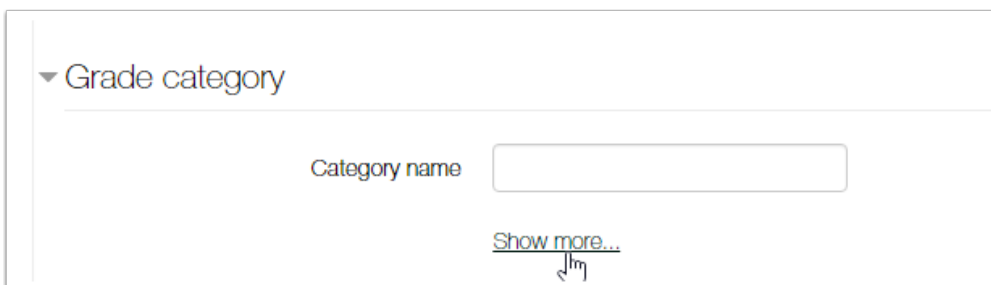


Edit Category Calculation Method

To change the way a category is scored - click on the "Edit" dropdown at the end of the category and choose "Edit settings"



Choose "Show more..." on the next page.



Choose your aggregation method

In the "Aggregation" dropdown you can select from a variety of calculation methods. The most common are:

- Mean of Grades - each grade is weighted the same and it is calculated by $= (\text{Sum of all grades}) / (\text{total number of grades})$
- Weighted Mean of Grades - Each grade can be given a weight. Score is calculated by taking the sum of all $[\text{score (as a percent)} * (\text{weight assigned})] / (\text{sum of all weights})$
- Simple Mean of Grades - This is the same as the weighted mean of grades except that the weight is always the same as the number of points on an assignment. Calculation is $[\text{score (as a percent)} * (\text{assigned points})] / (\text{Total assigned points})$

- Sum of Grades - This is essentially the same as the Simple Mean of Grades with the exception that it does not calculate a percentage score. The score is simply listed as a point total (i.e. 70/100). It can be confusing as it will show a student as failing up until the correct point total is achieved in the course.

Grade category

Category name

Aggregation* ? Simple weighted mean of grades

Exclude empty grades* ?

Include outcomes in aggregation* ?

Drop the lowest* ?

- Simple weighted mean of grades
- Mean of grades
- Weighted mean of grades
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Natural
- show more...

Adding Categories

To make use of category weighting (useful with the weighted mean of grades option) you must go to the "Setup" tab and click "Add category" found at the bottom of the page.

Add category

Add grade item

Add outcome item

Category Aggregation

Assign the category a name and make sure to decide how you want the grades inside the category to be calculated.

Grade category

Category name*

Aggregation*

Exclude empty grades*

Include outcomes in aggregation*

Drop the lowest*

Show less...

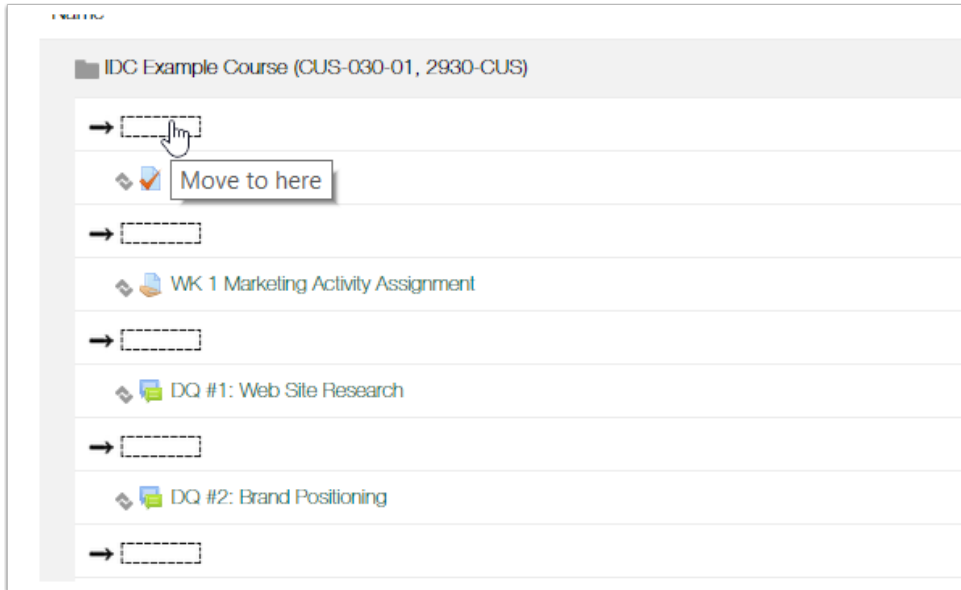
Move the Category

In the Setup tab you will now find the category at the bottom of the list. To move it (or any assignment) click on the little icon in front of the name (it is an up and down arrow).

Discussion Posts - Edit All / None

Place the Category

When you click on an item, you will now see empty boxes which are the locations available for you to move the assignment. Click on one of the boxes and the assignment will now be located in that new location. In this case we are moving the Discussion Posts category that was just created all the way to the top of the list.



Moving an assignment

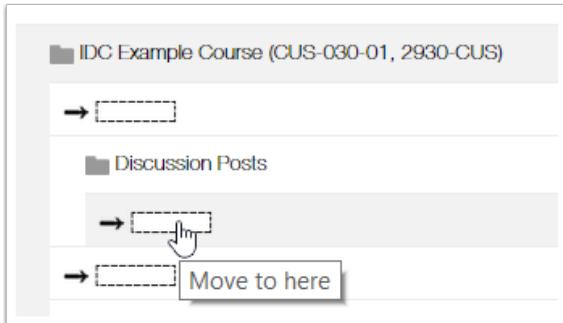
Moving an assignment is done exactly the same as moving a category. Click on the arrows in front of the name.



Move assignment into a category

One option for moving an assignment into a category folder is to select the box underneath that category.

Note how the box is indented slightly to the right in order to show its relationship as being a child of the parent category (Discussion Posts).



Moving multiple assignments into a category.

If you want to move a large number of assignments. You can also mark the box at the end of each assignment with a check. Once marked you can use the "Move selected items to" button. From here you will be able to move an assignment into a category or into the default category by selecting it from the dropdown menu.

DQ #2: Brand Positioning	<input type="text" value="1.0"/>	10.00	Edit ▾	<input checked="" type="checkbox"/>
DQ #3: Simulation Relationships	<input type="text" value="1.0"/>	25.00	Edit ▾	<input checked="" type="checkbox"/>
WK 2 Quiz	<input type="text" value="1.0"/>	10.00	Edit ▾	<input type="checkbox"/>
WK 2 Marketing Activity Assignment	<input type="text" value="1.0"/>	50.00	Edit ▾	<input type="checkbox"/>
DQ #1: Branding	<input type="text" value="1.0"/>	25.00	Edit ▾	<input checked="" type="checkbox"/>
DQ #2: Messaging & Product Life Cycle	<input type="text" value="1.0"/>	25.00	Edit ▾	<input checked="" type="checkbox"/>
DQ #3: Gender Selection	<input type="text" value="1.0"/>	25.00	Edit ▾	<input checked="" type="checkbox"/>
WK 3 Quiz	<input type="text" value="1.0"/>	10.00	Edit ▾	<input type="checkbox"/>
WK 3 Marketing Activity Assignment	<input type="text" value="1.0"/>	50.00	Edit ▾	<input type="checkbox"/>
WK 4 Marketing Activity Assignment	<input type="text" value="1.0"/>	50.00	Edit ▾	<input type="checkbox"/>
WK 5 Marketing Activity Assignment	<input type="text" value="1.0"/>	50.00	Edit ▾	<input type="checkbox"/>
Simulation Certificate Dropbox		-	Edit ▾	<input type="checkbox"/>
Simulation Reflection Paper Dropbox	<input type="text" value="1.0"/>	100.00	Edit ▾	<input type="checkbox"/>
<input checked="" type="checkbox"/> as a % to date Weighted mean of grades.		100.00	Edit ▾	

Save changes

Choose...
IDC Example Course (CUS-030-01, 2930-CUS)
Discussion Posts
Discussion Posts

Add category

Example of Organized Gradebook

Here the gradebook after categories have been added for Discussion Posts, Quizzes, and Marketing Activities. Take a look at a few items.

1. Simulation Certificate Dropbox is not an item that is being graded while the Simulation Reflection Paper Dropbox is. Because it is the only paper, it was not assigned its own category.

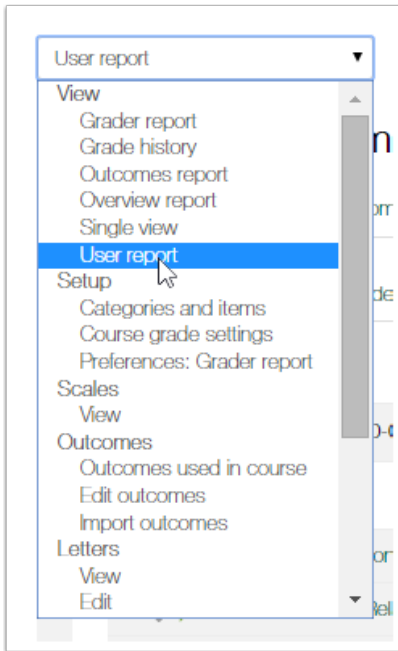
- At the bottom of each category is the line which displays how the category is being graded. (Note in this gradebook we have used multiple scoring methods.)
- Each category is given a weight. Computers are great at calculations, but we recommend that you think of weights as a percent and have them total up to 100%.
- Note that the 3 assignments in the **Marketing Activities** category each have their own weight. This is because the assignments are being graded with a **Weighted mean of grades** as opposed to Simple or Mean in the first 2 categories. Since each number is equal it means that each assignment will carry an equal weight (33.333%) of the score in that category.
- Because there is no category for the **Simulation Reflection Paper** - it also allows you to weight that assignment. In this scenario it is worth 50% of the total grade for the course compared to the 3 Discussion posts which have a combined total of 15% of the final grade.

Name	Weights	Max grade	Actions	Select
IDC Example Course (CUS-030-01, 2930-CUS)				
Discussion Posts	15.0	-	Edit -	All / None
DQ #2: Brand Positioning		10.00	Edit -	<input type="checkbox"/>
DQ #3: Simulation Relationships		25.00	Edit -	<input type="checkbox"/>
DQ #1: Web Site Research		10.00	Edit -	<input type="checkbox"/>
Discussion Posts total Mean of grades.		100.00	Edit -	
Quizzes	25.0	-	Edit -	All / None
WK 1 Quiz		10.00	Edit -	<input type="checkbox"/>
WK 2 Quiz		10.00	Edit -	<input type="checkbox"/>
WK 3 Quiz		10.00	Edit -	<input type="checkbox"/>
Quizzes total Simple weighted mean of grades.		100.00	Edit -	
Marketing Activities	10.0	-	Edit -	All / None
WK 1 Marketing Activity Assignment	1.0	50.00	Edit -	<input type="checkbox"/>
WK 2 Marketing Activity Assignment	1.0	50.00	Edit -	<input type="checkbox"/>
WK 3 Marketing Activity Assignment	1.0	50.00	Edit -	<input type="checkbox"/>
Marketing Activities total Weighted mean of grades.		100.00	Edit -	
Simulation Certificate Dropbox		-	Edit -	<input type="checkbox"/>
Simulation Reflection Paper Dropbox	50.0	100.00	Edit -	<input type="checkbox"/>
as a % to date Weighted mean of grades.		100.00	Edit -	

Save changes

User Report

The **User report** is a great way to see a complete summary for an individual student. You can get there with the dropdown menu at the top of any gradebook screen.



Select a student

Once in the **User** report you will be able to select the student from the dropdown menu on the top right portion of the page. Here we can see all the individual grades (1), the category totals (2), and the final grade for the course (3). Note that you can see the raw score as well as the percentage score in all of these cases.

Grade item	Calculated weight	Grade 1	Range	Percentage	Feedback	Contribution to
<div style="float: right; text-align: right;"> Select all or one user Joshua Johnson ▾ Choose... All users (3) Joshua Johnson idc student idc student2 </div>						
IDC Example Course (CUS-030-01, 2930-CUS)						
Discussion Posts						
DQ #2: Brand Positioning	33.33 %	10.00	0-10	100.00 %		5.00 %
DQ #3: Simulation Relationships	33.33 %	20.00	0-25	80.00 %		4.00 %
DQ #1: Web Site Research	33.33 %	10.00	0-10	100.00 %		5.00 %
Discussion Posts total Mean of grades.	15.00 %	93.33	0-100	93.33 %		-
Quizzes						
WK 1 Quiz	33.33 %	0.00	0-10	0.00 %		0.00 %
WK 2 Quiz	33.33 %	10.00	0-10	100.00 %		8.33 %
WK 3 Quiz	33.33 %	5.00	0-10	50.00 %		4.17 %
Quizzes total Simple weighted mean of grades.	25.00 %	50.00	0-100	50.00 % 2		-
Marketing Activites						
WK 1 Marketing Activity Assignment	33.33 %	0.00	0-50	0.00 %		0.00 %
WK 2 Marketing Activity Assignment	33.33 %	50.00	0-50	100.00 %		3.33 %
WK 3 Marketing Activity Assignment	33.33 %	25.00	0-50	50.00 %		1.67 %
Marketing Activites total Weighted mean of grades.	10.00 %	50.00	0-100	50.00 %		-
Simulation Certificate Dropbox	-		-			-
Simulation Reflection Paper Dropbox	50.00 %	100.00	0-100	100.00 %		50.00 %
as a % to date Weighted mean of grades.	-	81.50	0-100	81.50 % 3		-

Entering Grades from Assignments

We've already looked at one way you can enter grades from the default "Grader report" page by turning the editing on. There are a few other ways to do this. One way to enter grades is from the assignment itself. In this example we can click on the link to a discussion question forum that has been completed.

IDC Example Course ...			
Discussion Posts			
DQ #2: Brand Positioning	DQ #3: Simulation ...	DQ #1: Web Site Research	Disc
10.00	20.00	Link to Forum activity	
-	-		
-	-		
-	-		
10.00	20.00		

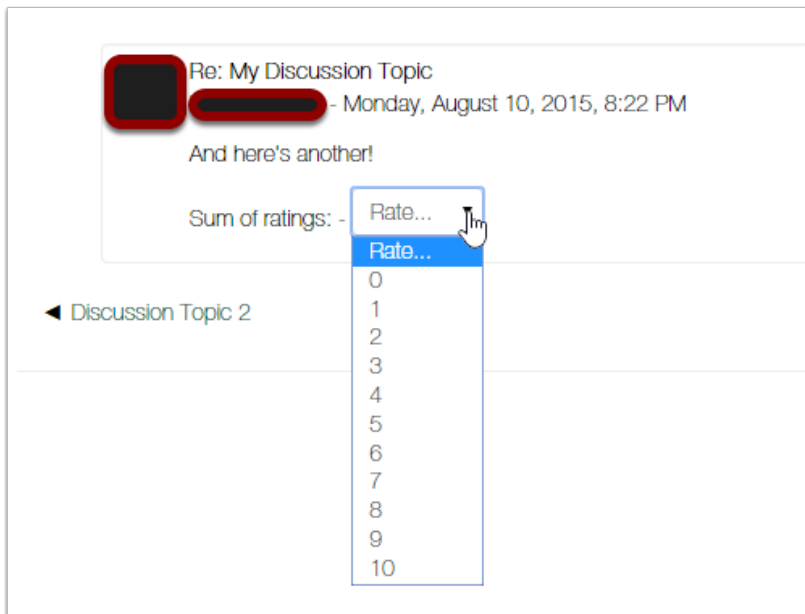
From the Assignment

As you can see a discussion topic has been posted. If you click on the topic it will take you to the actual published results.

Discussion	Started by	Replies
My Discussion Topic	Joshua Johnson	1
Discussion Topic 2	Joshua Johnson	0

Enter Grade

This discussion was set up to be graded with a point system of up to ten points. Choose the appropriate score and save the results.



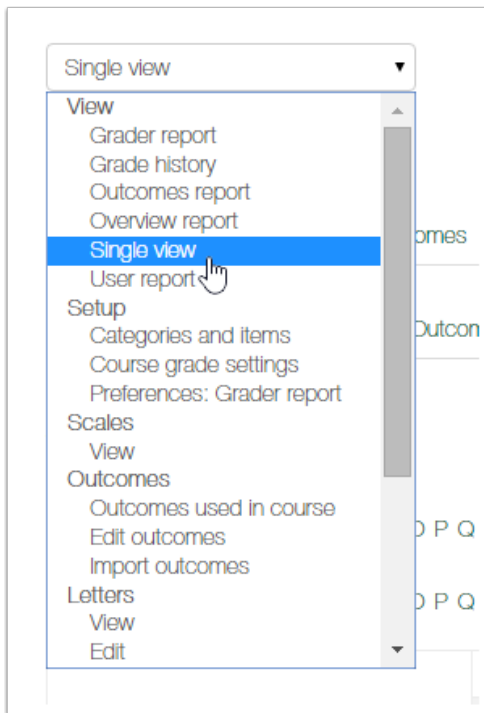
Re: My Discussion Topic
- Monday, August 10, 2015, 8:22 PM
And here's another!

Sum of ratings: - Rate...
Rate...
0
1
2
3
4
5
6
7
8
9
10

◀ Discussion Topic 2

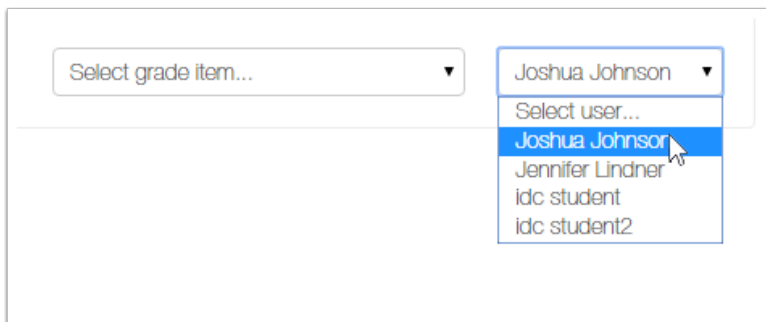
Grading From the Single view

Remember that you can also enter the "Single view" to enter grades. First navigate to the view.



Choose a student

From the dropdown menu you can choose to enter grades for a single student.



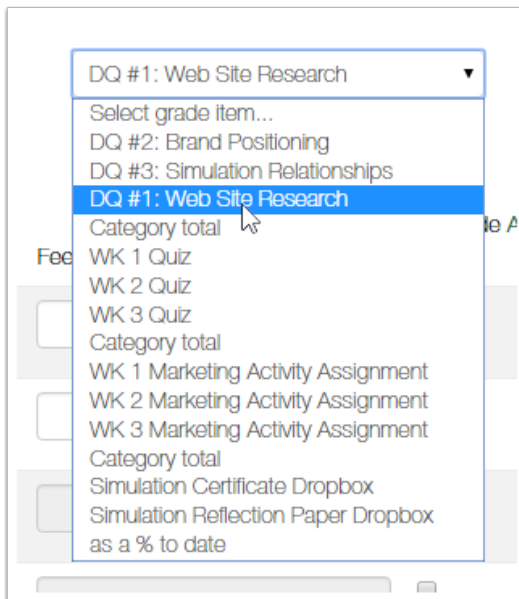
Enter grades

Remember that many assignments are graded in location - note the override box was checked to let us enter or edit the first two assignments, but the third is not and it is grayed out as a result.

Grade Item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
DQ #2: Brand Positioning	Discussion Posts	0.00 - 10.00	<input type="text" value="10.00"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DQ #3: Simulation Relationships	Discussion Posts	0.00 - 25.00	<input type="text" value="20.00"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DQ #1: Web Site Research	Discussion Posts	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>







Choose and assignment

Alternatively, you might decide to grade all of the students on a single assignment. From the other dropdown box you can choose a single assignment.



Assignment view

From this view you can choose to override grades and enter them for specific students.

	First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
	 Joshua Johnson	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	 ldc student	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	 ldc student2	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>