

Gradebook

Working with the percentages earned in Moodle

NOTE: Make sure the Moodle gradebook matches the grade breakdown in your course syllabus.

Percentage Breakdown

Homework	35%
Quizzes	30%
Exams	25%
Participation	10%
TOTAL Possible	100%

Set the Course Total Percentage

1. Locate the **Actions Menu** (gear icon) in the top-right corner
2. Select the **Gradebook Setup** option
3. Locate the title of your course (see the Folder icon), then click the **Edit** menu under **Actions**
4. Select **Edit Settings**
5. Set **Aggregation** to **Simple weighted mean of grades**
6. Leave **Exclude empty grades** checked
NOTE: You will need to manually enter 0 (zero) in *all missed or late grades* to prevent students who are behind from having falsely inflated grades.
7. Under **Category total** enter 100 for **Maximum grade**
8. Click the **Save changes** button

Create Gradebook Categories

1. Locate the **Actions Menu** (gear icon) in the top-right corner
2. Select the **Gradebook Setup** option
3. Scroll to the bottom of the page and click the **Add category** button
4. Enter the **Category name**
NOTE: Use the same terminology that appears in your syllabus, i.e. Assignments, etc.
5. Set **Aggregation** to **Simple weighted mean of grades**
6. Leave **Exclude empty grades** checked
7. Under **Category total** enter the percentage as points (e.g. 10% would be 10 points) in **Maximum grade**
8. Click the **Save changes** button
9. Repeat the process for *each* category if your syllabus.

NOTE: For a Moodle Activity, such as Attendance, create a descriptive category (e.g. *Participation*, etc.) which may only contain the one activity.

Add Gradable Item for In-Class Work

1. Locate the **Actions Menu** (gear icon) in the top-right corner
2. Select the **Gradebook Setup** option
3. Scroll to the bottom of the page and click the **Add grade item** button
4. Enter the **Item name**
NOTE: Use a descriptive name, e.g. *Week 1 Assignment - Introductions*
5. Enter the **Maximum grade**
NOTE: Be sure to consider the relative weight of the additional item, e.g. four 10-point items will each represent 25% of the category total, whereas adding one 40-point item will reduce each 10-point item to 12.5% and represent 50% of the category total.
6. Under the **Parent category** section select the appropriate **Grade category**
7. Click the **Save changes** button
8. Repeat the process for each gradable item

Enter Grades Directly into Moodle Activities

1. Locate the destination course
2. Select and click on any Moodle Activity:
 - a. Assignment
 - 1) Click the **Grade** button
 - 2) Enter **Grade out of** and **Feedback comments**
 - 3) Click the **Save changes** button
 - b. Quiz
 - 1) Click the **Attempts** link
 - 2) Click the **Review attempt** link for student
 - 3) Click on **Make comment or override points**
 - 4) Enter **Comment** and/or **Points**, then click the **Save** button
 - 5) Click the **Finish review** button
 - c. Forum
 - 1) Click into the student **Discussion** (if all posts are not displayed by default)
 - 2) Select the appropriate **Rate** (grade) from the **Sum of ratings** drop-down menu
 - d. Attendance
 - 1) Locate the desired session row under the **Sessions** tab
 - 2) Click **Take attendance** (triangle icon) in the row under the **Actions** column
 - 3) Record attendance (Present, Late, Excused, Absent) during class time

NOTE: Grade directly into any Moodle Activity (i.e. Assignment, Quiz, Forum, Attendance) **when possible**. All Moodle *Activities* are distinguished in the gradebook by a colored icon; all gradable items that have been manually added to the gradebook will appear with a grey icon.

Enter Grades Directly into the Gradebook

1. Open the **Nav Drawer** in the top-left corner
2. Click the **Grades** option
3. Click the **Single view** tab (second row)
4. Use the **Select grade item** drop-down menu to choose the item to grade
5. Enter the **Grade** and **Feedback** for each student
NOTE: If you cannot enter any values (and the boxes are grey), you will need to grade directly in the corresponding Moodle Activity or check **Override**.
6. Click the **Save** button at either the top or bottom of the page

NOTE: Check the **Perform bulk insert** to replace all **Empty grades** with the **Insert value 0** (zero). Grades entered directly into the gradebook will override any entered in a Moodle Activity.

Extra Credit

1. Locate the **Actions Menu** (gear icon) in the top-right corner
2. Select the **Gradebook Setup** option
3. Locate the targeted extra credit item, then click the **Edit** menu under **Actions**
4. Select **Edit settings**
5. Expand the **Parent category** section check the **Extra credit** box
6. Click the **Save changes** button
7. Confirm the small plus sign (+) next to the Max grade
8. Move any extra credit outside/below its associated category to calculate towards **Course total**

NOTE: Moodle will not allow the total points earned—including extra credit—to exceed 100%.

Tips for Grading Forums

- **Consider using a rubric.** A clearly defined grading rubric can help learners understand the exact expectations you have for their participation.
- **Communicate early and often.** Provide frequent feedback during the first few weeks of the course to help learners understand the extent to which they are meeting the discussion requirements.
- **Provide actionable feedback:**
 - specifics on where the learner excelled
 - specifics on where the learner needs improvement
 - actionable ways to improve performance
 - close with positive statement on learner's behavior