Moodle will automatically add activities (i.e., anything from the 'Add an Activity' drop-down menu) into the gradebook. The gradebook displays all of these activities in one place so that faculty and students can have an overview of course progress.

For more information on how to create and grade assignments, see the *Creating Assignments Tutorial* and the *Grading Assignments Tutorial* respectively.

Note: By default the gradebook aggregates student grades in a 'Sum of grades' mode. It will sum all of the student's grades and divide that number by the total possible points in the course. It will not count empty grades in the calculation.

Access the gradebook by clicking on **Grades** in the *This Course* tab at the top of the page. The gradebook may also be accessed by clicking on **Grades** in the **Administration Block**. ❶

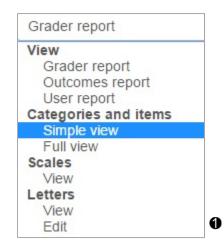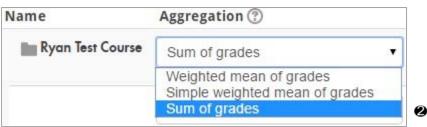| |
|---|
| ⛶ This course |
| 👥 People |
| ⊘ Grades |
| 💬 Forums |
| ✎ Assignments |
| ⚲ Resources |
| ▨ Quizzes   ❶ |

Gradebook Setup

Score Aggregation Types

While configuring the gradebook in your course you will determine how scores are calculated based on the aggregation type. There are two simple types of aggregation that may be used throughout the gradebook.

- **Sum of grades** will determine scores by adding students earned points and dividing by the total possible points. This is the default gradebook configuration, and is applicable to "points based" gradebooks. For example, there are three assignments worth 100 points each where a student earned a 70, 80, and 90. Students points (240) divided by total points (300) (240/300) **=** .8 or 80%.

- **Weighted grades** allows you to specify the 'weight' of each graded item or category. This is most useful when creating categories of like assignments (e.g., Exams, Discussion Forums, etc.) and weighting them toward student's final grades. For example, there are three assignments worth 100 points each and weighted at 20%, 30%, and 50% of the final grade. The student earned 70, 80, and 90 respectively on the assignments. (70/100)*.2 + (80/100) * .3 + (90/100) * .5 **=** .14 + .24 + .45 = .83 or 83%.

Using a 'Point-based' Gradebook (Default)

1. Navigate into your gradebook following the instructions listed at the top of the page

2. Select **Categories and items** – **Simple view** from the dropdown located at the top of the page ❶

3. Next to the title of your course, select **Sum of grades** from the Aggregation dropdown menu ❷

4. Continue configuring your gradebook in the section: ***Adding Categories*** located below

Grader report
View
Grader report
Outcomes report
User report
Categories and items
Simple view
Full view
Scales
View
Letters
View
Edit   ❶

Name	Aggregation ⓘ	
📁 Ryan Test Course	Sum of grades	▾
	Weighted mean of grades	
	Simple weighted mean of grades	
	Sum of grades	❷

Faculty Center for
Professional Excellence
Adelphi University

Using a 'Weighted' Gradebook

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. Select the **Categories and items** – **Simple view** from the dropdown located at the top of the page ❸

3. Next to the title of your course, select **Weighted mean of grades** from the Aggregation drop-down menu

4. If your assignments are weighted individually (e.g., a final exam at 20%), you can add weight to these assignments individually. If you have multiple assignments that group into a weight (e.g., 5 quizzes that contribute a total of 20%), then continue configuring your gradebook in the section: *Adding Categories* ❹

Grader report
View
  Grader report
  Outcomes report
  User report
Categories and items
  Simple view
  Full view
Scales
  View
Letters
  View
  Edit   ❸

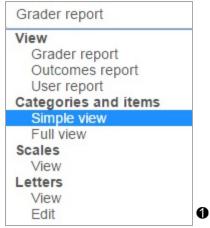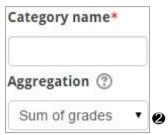| Name	Aggregation ?	Weight ?
📁 Ryan Test Course	Weighted mean of grades ▼	
	Weighted mean of grades	
	Simple weighted mean of grades	
	Sum of grades	
📁 Homework		30.0
✒ HW 1	-	
		❹

Adding Categories

It will save time to create categories before creating activities. Doing so will allow you to assign activities to their appropriate category while you are creating them. Categories serve to organize your gradebook and to set weights to similar assignments contained within them.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial—select **Categories and items** – **Simple view** from the dropdown at the top of the page ❶

2. Scroll down and click **ADD CATEGORY**

3. Enter a short category name (e.g., Quizzes, Discussions, etc.)

4. The aggregation drop-down allows you to determine how grades are calculated within the individual category (see above). The default **Sum of grades** is appropriate for both weighted and points gradebooks ❷

5. Click **SAVE CHANGES**

*Note: To delete a category, press the **X** in the actions column of the Categories and Items tab.*

Grader report
View
  Grader report
  Outcomes report
  User report
Categories and items
  Simple view
  Full view
Scales
  View
Letters
  View
  Edit   ❶

Category name*
[   ]

Aggregation ?

[Sum of grades   ▼] ❷

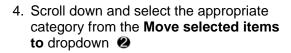**Faculty Center for Professional Excellence**
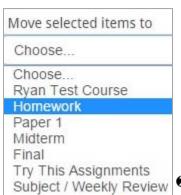Adelphi University

Assigning Items to a Category

All graded items should be assigned to their respective categories.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. Select **Categories and items – Simple view** from the dropdown at the top of the page

3. In the **Select** column, check all activities to be moved to their respective category ❶

4. Scroll down and select the appropriate category from the **Move selected items to** dropdown ❷

*Note: If you are using a **weighted gradebook**, graded activities will only be weighted equally if the Grade drop-down is the same for all activities contained within that category. That is, the number of possible points per assignment should be equal for every activity in the category.*
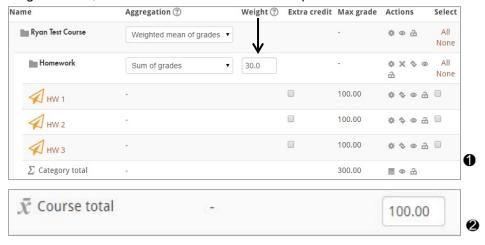
Setting Weights to Categories

Note: If you do not use weights for your gradebook, there is no need to follow the steps below.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. Select **Categories and items – Simple view** from the dropdown at the top of the page

3. In the **weight** column, type the percentage number of how much each category contributes to the final grade ❶

4. Once weights have been assigned, be sure to check that the course total at the bottom of the page is set to **100.00**. If this is not the case, the gradebook will not aggregate correctly ❷
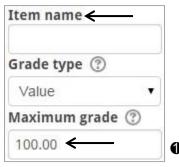
5. Click **SAVE CHANGES**
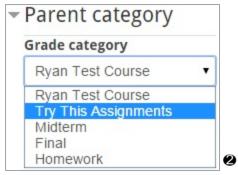
Adding Manual Grade Items in the Gradebook

Manual Grading Items are graded assignments that can be added directly into the gradebook. These items are confined solely to the gradebook, and can therefore only be viewed, edited, and graded directly (see *Grading Activities Directly in the Gradebook*). For this reason, it is still preferred to create activities by following the *Creating Assignments Tutorial*. To create manual grading items, follow the steps below.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. Select **Categories and items** – **Simple view** from the dropdown at the top of the page

3. Scroll down and click ADD GRADE ITEM

4. Enter an **Item name** and a **Maximum grade** ❶

5. From the **Parent Category** section select the appropriate category that this item will be nested under ❷

6. Click SAVE CHANGES

Item name ←
Grade type ⑦
Value ▼
Maximum grade ⑦
100.00 ← ❶

▼ Parent category

Grade category

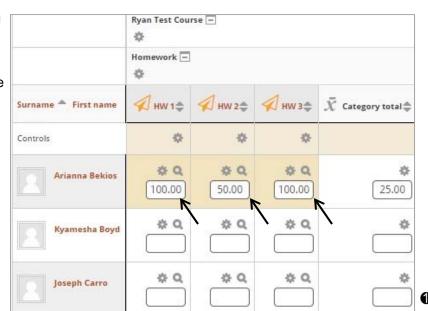| Ryan Test Course ▼ |
| --- |
| Ryan Test Course |
| **Try This Assignments** |
| Midterm |
| Final |
| Homework ❷ |

Grading Activities Directly in the Gradebook

You may grade students directly in the gradebook by following these instructions. You may manually enter any number for student grades up to two decimal places. You may also exceed the maximum grade specified by the assignment, thereby awarding extra credit to students who have excelled.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. You will come into the gradebook in the **View** – **Grader Report** option, which shows all the grades for all of your students

3. Click ✎ TURN EDITING ON

4. Enter student grades in the boxes for each acitivity. You may enter any number, including decimals ❶

5. The **Category Total** will automatically update their aggregation for that category so there is no need to update that column
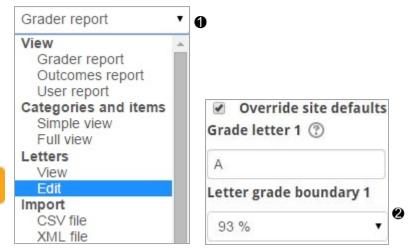
6. Scroll down and click UPDATE

Surname ▲ First name	✈ HW 1 ⇕	✈ HW 2 ⇕	✈ HW 3 ⇕	x̄ Category total ⇕
	Ryan Test Course ⊟ ✿			
	Homework ⊟ ✿			
Controls	✿	✿	✿	
Arianna Bekios	✿ Q 100.00	✿ Q 50.00	✿ Q 100.00	✿ 25.00
Kyamesha Boyd	✿ Q	✿ Q	✿ Q	✿
Joseph Carro	✿ Q	✿ Q	✿ Q	✿ ❶

Faculty Center for
Professional Excellence
Adelphi University

Setting up Grade Letters

To change the number range for letter grades, follow these steps:

1) Navigate into your gradebook following the instructions listed at the top of this tutorial

2) Select **Letters** – **Edit** from the dropdown at the top of the page ❶

3) Check *Override Site Defaults*, and configure the higher and lower grade boundaries for each Grade letter ❷
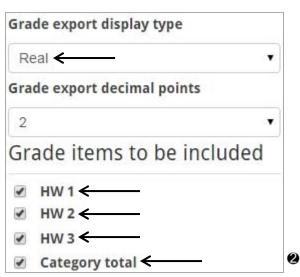
4) Scroll down and click SAVE CHANGES

Advanced Options

Downloading Grades to a Spreadsheet or Text file

The following are steps on how to download the Moodle gradebook:

1) Navigate into your gradebook following the instructions listed at the top of this tutorial

2) Select **Export** – **Excel Spreadsheet** from the dropdown at the top of the page ❶

3) From the **Grade export display type**, select how the grades will be displayed: real, percent, or letter grade ❷

4) Scroll down and select the content of the report

5) Click SUBMIT

6) A preview of a few columns and rows of the report will appear before you confirm the decision to download

7) Once the report is acceptable, click **Download**

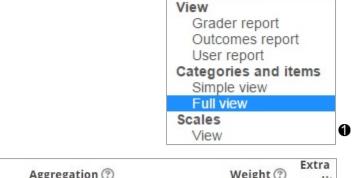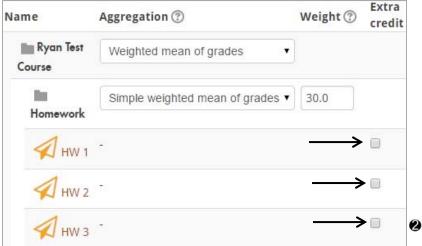8) Save the file to your computer

Marking an Activity as Extra Credit

Mark activities as extra credit if you only want their point value added to the students' grades.
Important Note: The gradebook must already be configured (see beginning of this tutorial) and have existing categories for the assignments to which extra credit will be applied.

1. If you have not already done so, create a graded activity by following the *Creating Assignments* tutorial

2. Navigate into your gradebook following the instructions listed at the top of this tutorial

3. Select **Categories and items** – **Full view** from the dropdown at the top of the page ❶

4. Select the **Extra Credit** check box next to the bonus item ❷

5. Click **SAVE CHANGES**

Dropping the Lowest Score

This setting enables a specified number of the lowest grades to be excluded from the aggregation.

1. Navigate into your gradebook following the instructions listed at the top of this tutorial

2. Select **Categories and items** – **Full view** from the dropdown at the top of the page ❶

3. Under the **Drop the lowest** column, indicate how many of the lowest grades should be excluded in either the whole gradebook or in a specific category ❷

4. Click **SAVE CHANGES**