USING THE MOODLE GRADEBOOK

Gradebooks are like snowflakes—unique, beautiful, and a mess if you get stuck under them! This guide will give broad details about navigating and setting up the gradebook, but more detailed and tailored setups may require extra time to learn the nuances of grading, extra credit, dropping the lowest scores, aggregation methods, and more.

The payoff is worth it! Getting grades to students in a fashion that dynamically updates to let them know where they stand is invaluable to communication and retention goals, not to mention saving you time in looking up the information when they ask for it. **So please don't hesitate to reach out at moodle@kings.edu to learn about how to make the gradebook best fit the needs of your course.**

How do you do your grading?

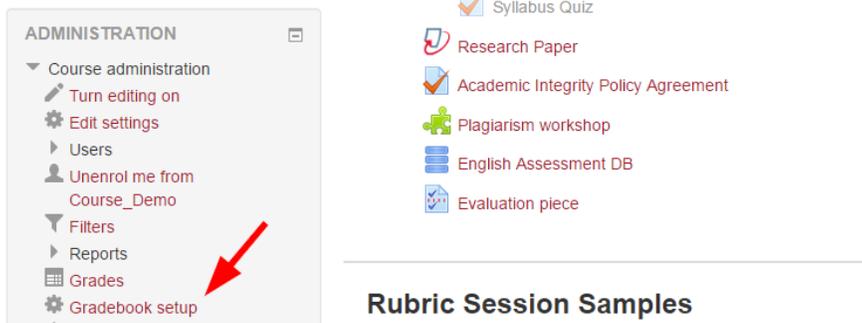## More techniques, tips, and tricks

I do my grading with a cumulative point system.

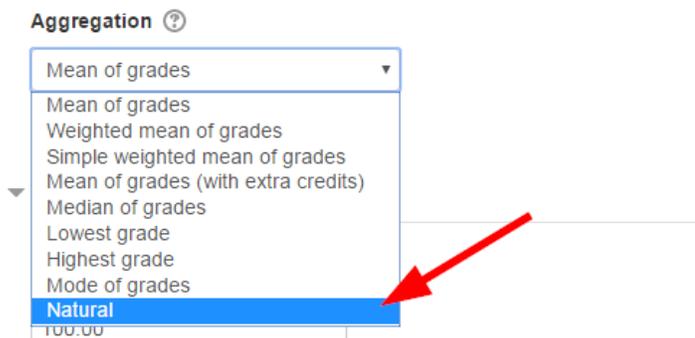1. **Moodle calls this Natural grading.** To set up Natural grading, go to **Gradebook setup**:

2. Hit the **Edit** menu that corresponds with your course name (settings for how the course grade is being calculated)"

3. In the **Aggregation** menu, choose **Natural**.

4. Click **Save Changes**. This will apply a cumulative sum method to calculating your course grades.

EXAMPLE:
5 quizzes at 10 points each; 2 exams at 50 points each
(10 + 09 + 10 + 08 + 09) + (40 + 48) = 134
(10 + 10 + 10 + 10 + 10) + (50 + 50) = 150
134 (total earned)/150 (total available) = 89.33% total

I do my grading with percentages.

1. **Moodle calls this Natural grading.** To set up Natural grading, go to **Gradebook setup**:

2. Hit the **Edit** menu that corresponds with your course name (settings for how the course grade is being calculated)"

3. In the **Aggregation** menu, choose **Weighted mean of grades**.

4. Click **Save Changes**. This will apply a percentage-based method to calculating your course grades. When you return to your Gradebook setup page, you'll see a row of editable fields.

   a. Each assignment in the red box has a percentage value each (4%, 8%, 30%, 5%).
   b. The green box tells you that the Participation & Professionalism category is using the aggregation method Simple weighted mean of grades.
   c. The blue box explains what you've set up—the course total is using Weighted mean of grades.

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5. When using percentages and the Weighted mean of grades, it's very helpful to use **categories**. With categories (ex. Quizzes, 30%), you have more flexible options in managing assignments. In Gradebook Setup, click the **Add category (collection of grade items)** at the bottom of the page.

6. On the next page name your category and choose your aggregation method.
   You could continue to weigh your category grades even further, but we'll use Simple weighted mean of grades because all of our quizzes are worth the same amount of points. Also, note the "Drop the lowest" option under Show more…, which lets you drop lower scores, if you're so generous—to count say the

7. After making your categories and setting weights, you can…

| …put your new assignments into those categories as you make them in the **Grade** area of Assignment settings.	…move already made grade items into the categories in Gradebook setup using the **checkboxes and Move…** dropdown

8. As long as your course category weights add up 100, then your percentage setup is complete.

I prefer to track grades in Excel, but would like to share them with students in Moodle.

Moodle lets you **import a spreadsheet**, as long as it's in .CSV format.

1. In the **Gradebook setup**, in the dropdown at the top of the page look for the **Export** section and download **Excel spreadsheet**. Downloading the sheet will give you a copy of your students first name, last name, and email address. These fields will help index the data so you can match up records later.
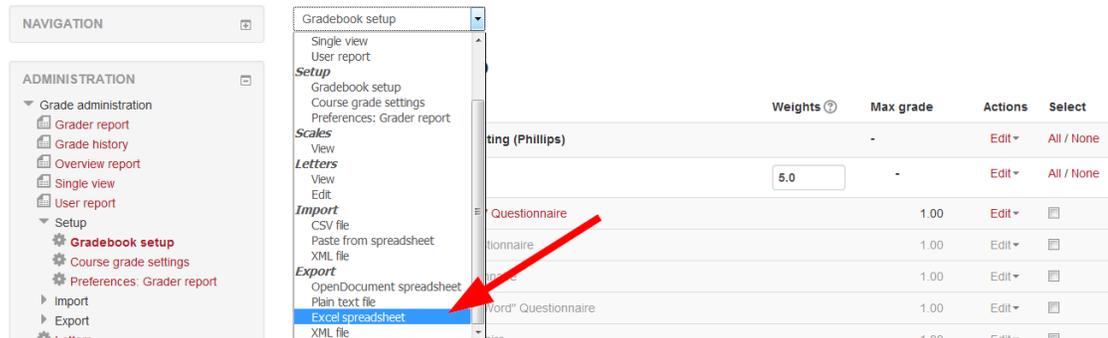
2. Toggle to **select none** and click **Download**.

3. In the resulting file, you'll see the first name, last name, email address, and a code for when the file was downloaded. Though it's not always clear, all of these fields are important for organization. Use Excel as you'd like. Below, two new columns have been added with grades.

	A	B	C	D	E	F
1	First name	Surname	Email address	Last downloaded from this course	Assignment 1	Assignment 2
2	William	Keating	WilliamKeating@kings.edu	1474484875	88	95
3	Peter	Phillips	peterphillips@kings.edu	1474484875	76	87
4	Bonnie	Scutch	BonnieScutch@kings.edu	1474484875	97	96
5	Joe	Student	x@kings.edu	1474484875	83	92
6	Suzy	Student	pphilli2@kingsx.edu	1474484875	90	87

4. When you **Save as…** choose **CSV (comma delimited) (*.csv)**.
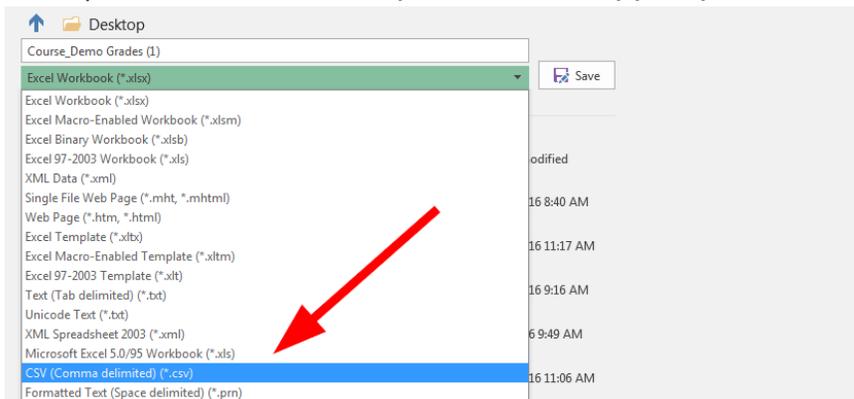
5. Back in the Gradebook setup dropdown, choose **Import > CSV file**.
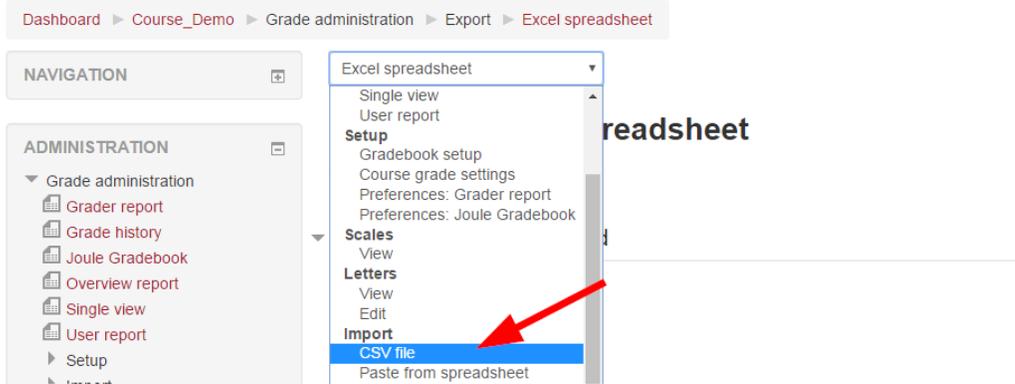
6. Upload your saved CSV file with all settings as they are, and click **Upload grades**.
7. On the next screen, map the data. For example, in Identify user by, choose **Email address** in both dropdowns. This will match users based on their email addresses. Since each email user has a unique email address (no duplicates allowed), this is a great way to match up.

8. For Assignment 1, you can choose **New grade item**, which will add a new column to the gradebook called Assignment 1.
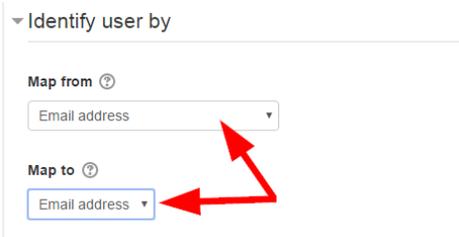

9. If you're updating a grade for something already in the gradebook, find the appropriate grade item and match Assignment 1 to it, like the more detailed **Assignment: Weekly topic reflection #1**.
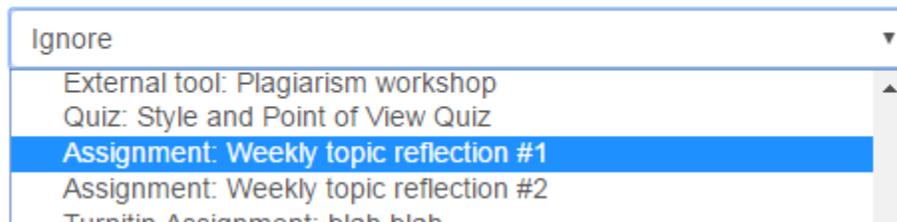
10. Once you match up all your columns with new or existing grade items, then you can click **Upload grades** to run the command that will populate your grades. The next page will confirm import success.

NOTE: Excel formulas won't upload, just values, so you won't have a dynamic grade total calculating unless you go back to organize your gradebook by points or percentages.

Viewing the gradebook

Once your gradebook is organized, know that you have a number of ways to interact with it. Depending on your needs, you might find different views more appropriate to get data. Switch between views in the **Gradebook setup** dropdown menu.

CORE199: Introduction to Liberal Arts: View: Prefer

Dashboard ► Course_Demo ► Grade administration ► Grader report

NAVIGATION	Grader report
	View
	Grader report
ADMINISTRATION	Grade history

Grader Report: Perfect for a snapshot of the all students, like a spreadsheet.

Grader report

Visible groups: All participants

All participants: 5/5

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
Surname :
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

			CORE199: Introduction to ...			
Surname ▲ First name		Email address	☑ Chapter 5 Test ⇕ ✎	☑ Chapter 8 Test ⇕ ✎	☑ Chapter 10 Test ⇕ ✎	☑ Chapter 11 Test ⇕ ✎
William Keating	⊞ ✎	WilliamKeating@kings.edu	- 🔍	- 🔍	- 🔍	- 🔍
Peter Phillips	⊞ ✎	peterphillips@kings.edu	- 🔍	- 🔍	- 🔍	- 🔍
Bonnie Scutch	⊞ ✎	BonnieScutch@kings.edu	- 🔍	- 🔍	- 🔍	- 🔍

User Report: The closest you'll see to what a student sees. Choose a user and view a single-page report of all of their grades, and how those grades impact the course grade.

Peter Phillips

💬 Message

User report ▼

Visible groups: All participants

Select all or one user   Peter Phillips ▼

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 **CORE199: Introduction to Liberal Arts**						
☑ Chapter 5 Test	0.00 % (Empty)	-	0–25	-		0.00 %
☑ Chapter 8 Test	0.00 % (Empty)	-	0–25	-		0.00 %
☑ Chapter 10 Test	0.00 % (Empty)	-	0–25	-		0.00 %

Single View: View all grades for a specific assignment using the **Select grade item…** dropdown.

Single view ▼

Grade item: Assignment 1

◄ Grade   Chapter 1 Quiz ►

Visible groups: All participants

Select grade item... ▼   Select user... ▼

Save

	First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
✎	William Keating	0.00 - 100.00	88.00			☐
✎	Peter Phillips	0.00 - 100.00	76.00			☐
✎	Bonnie Scutch	0.00 - 100.00	97.00			☐

Displaying letter grades to stop questions like "What's a 91, again?" or "Do I have a 4.0 yet?"

Once you edit grades, you may want to have them display as letters that correspond with your department's scale.

In the Gradebook setup dropdown, choose **Letters > Edit** to fill out the letters and their corresponding number values:	On the **Edit Settings** page for a grade item, you can choose how to display the grade to implement your new letter scale.
	 Letter (percentage) would display as **A (98%)**

Sometimes they come back, so export those grades!

It's a good practice to export your grades at the end of each semester to a simple Excel file you can archive for yourself. Sometimes students return to dispute grades, you may want quick reference for a letter of recommendation, or you may want to do long-term comparative research of your course scores. Though backups of all activities and submissions are on hand via the Moodle team, you can also get much quicker reference to scores in your own personal file.

In the **Gradebook setup** dropdown, choose **Export > Excel spreadsheet**, then follow the prompts to download all scores and feedback.
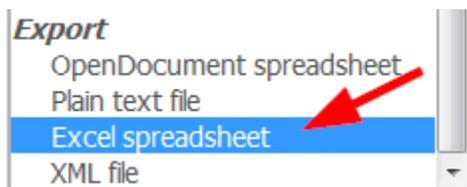
And this is just the beginning!
There's drop the lowest scores, extra credit (in some cases), category aggregation, defining letter scales, and much more.

Contact moodle@kings.edu to learn about how to make the gradebook best fit the needs of your course.