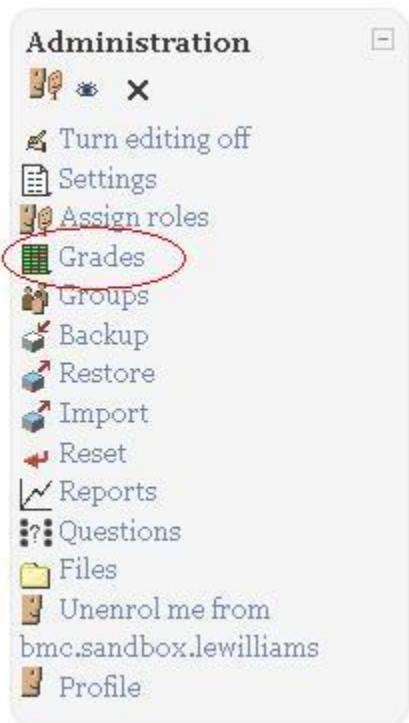


Setting Up the Moodle Grade Book















Using the Grade Book in Moodle can be useful in many ways. For example, it will allow you to provide students with a way to take a look at their progress in your course at any given time. It will also allow you to keep track of students' grades received from Moodle activities in one centrally located place. But before you can take advantage of these benefits, you'll have to know how to set it up.

Where is the Grade Book?

You can find the grade book section of the site by going to the 'Administration' block on the left hand side of your course page and choosing the option 'Grades'.



This will take you to the 'Grader Report' page, which should be relatively empty at this point. The page should look something like the image below (minus the grades):

Sample - Defense Against ...					
First name / Surname ↑	Blog Posting III ↓	Blog Posting II ↓	Blog Posting ↓	Paper #1 ↓	Vampires east a
 Gillian Baillie	-	-	-	-	-
 Cho Chang	A	B+	A-	-	-
 Fleur Delacour	B+	A	B+	-	-
 Seamus Finnigan	B	B-	C+	-	-
 Hermione Granger	B-	A	A	-	-
 Viktor Krum	C+	B+	A-	-	-
 Neville Longbottom	C	A-	B+	-	-
 Luna Lovegood	C-	A	B	-	-
 Draco Malfoy	D+	D	C	-	-
 Parvati Patil	D	C+	B+	-	-
 Harry Potter	D-	B+	A-	-	-
 Fred Weasley	F	B-	D	-	-
 George Weasley	F	F	C-	-	-
 Ron Weasley	B+	B-	B-	-	-
Overall average	C	B	B	-	-

Setting it Up

To begin setting up your grade book look to the tabs above the student grade table. You should see a tab titled 'Categories and Items'—click on this.



If you have not yet set up any items for your grade book, you will probably not see much here. You should have a folder with the name of the course here, as well as headers such as 'Name', 'Aggregation', 'Extra Credit', 'Max Grade', etc...

Scroll to the bottom of this page and choose the 'Add Category' button. Categories are the basic overall designations for determining a student's grade. Categories would be those items that would be listed on your syllabus with percentages, i.e. participation, quizzes, final paper, etc. Categories are not grade items, but what grade items would fall under.

The first step to setting up the grade book is to add the different categories that your grade items fall under. Once you click on the 'Add Category' button, you will be brought to the 'New Category' page.

Here, you will fill in a category name and determine any settings that you wish to apply to this particular grade category.

You should probably leave 'Aggregate only non-empty grades' checked or assignments that have not been graded yet will factor into a student's grade as zeros.

Also, you will probably wish to determine the maximum amount of grade points that a particular category is worth. For instance, if a student's maximum grade is 100 for the entire course and you are setting up the category 'Quizzes' which will be worth 25% of a student's grade then you should make the maximum grade 25 points.

The Moodle Grade Book provides multiple ways of aggregating grades, however. This is how Moodle describes each one:

Mean of grades

The sum of all grades divided by the total number of grades.

A1 70/100, A2 20/80, A3 10/10, category max 100:

$$(0.7 + 0.25 + 1.0) / 3 = 0.65 \text{ --> } 65/100$$

Weighted mean

Each grade item can be given a weight, which is then used in the arithmetic mean aggregation to influence the importance of each item in the overall mean.

A1 70/100 weight 10, A2 20/80 weight 5, A3 10/10 weight 3, category max 100:

$$(0.7 * 10 + 0.25 * 5 + 1.0 * 3) / 18 = 0.625 \text{ --> } 62.5/100$$

Simple weighted mean

The difference from *Weighted mean* is that weight is calculated as *Maximum grade - Minimum grade* for each item. 100 point assignment has weight 100, 10 point assignment has weight 10.

A1 70/100, A2 20/80, A3 10/10, category max 100:

$$(0.7 * 100 + 0.25 * 80 + 1.0 * 10) / 190 = 0.526 \text{ --> } 52.6/100$$

Median of grades

The middle grade (or the mean of the two middle grades) when grades are arranged in order of size. The advantage over the mean is that it is not affected by outliers (grades which are uncommonly far from the mean).

A1 70/100, A2 20/80, A3 10/10, category max 100:

$$\text{median}(0.7 ; 0.25 ; 1.0) = 0.7 \text{ --> } 70/100$$

Sum of grades

The sum of all grade values. Scale grades are ignored. This is the only type that does not convert the grades to percentages internally (normalisation). The *Maximum grade* of associated category item is calculated automatically as a sum of maximums from all aggregated items.

A1 70/100, A2 20/80, A3 10/10:

$$70 + 20 + 10 = 100/190$$

Determine any other settings as you see fit. Most categories should be self-explanatory, however if you need any help you can always click on the yellow question mark icon beside each setting for additional information.

Once you're finished setting up your category, go to the bottom of the page and choose 'Save Changes'.

You'll be brought back to your categories and items page and you should now see that you have a category added in blue. Repeat this step until you have all of your grade categories.

Note: the image below shows categories with grade items included in them. You will not yet have grade items in your categories.

Sample- The Art of Nihilism	Simple weighted mean of grades	-			All None
Quizzes	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
The First Test About Nothing	-	<input checked="" type="checkbox"/>	10.00		<input type="checkbox"/>
Other Quizzes	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
\bar{x} Category total	-		25.00		
Final Project	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
Final Project Dropbox	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
\bar{x} Category total	-		25.00		
Attendance/Participation	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
Spiffy Questionnaire	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Grade	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Actual Class Attendance	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
\bar{x} total	-		50.00		
\bar{x} Course total	-		100.00		

Save changes

Move selected items to

Add category







Add grade item

Adding Non-Moodle Grade Items


The next step in setting up your grade book is adding the grade items that make up each category. These include the actual assignments for which the students receive the grades that make up each category.

To add a grade item, scroll to the bottom of the 'Edit Categories and Items' page and click on the 'Add grade item' button. This is (one way) to add any grade item that is not an online Moodle assignment. An example of such an item is Class Attendance.

You will see a 'Grade Item' page after you click on the Add grade item. Fill in the name of the item, and select how many points the particular assignment is worth.

Item name	<input type="text" value="Class Attendance"/>
Grade type 	<input type="text" value="Value"/>
Scale 	<input type="text" value="Use no scale"/>
Maximum grade 	<input type="text" value="100.00"/>
Minimum grade 	<input type="text" value="0.00"/>
Hidden 	<input type="checkbox"/>
Locked 	<input type="checkbox"/>

Once you're finished, click 'Save Changes'.

Now you will see that the grade item is listed on your categories and items page. However, it is probably not listed in the correct category. To move this item, click on the  symbol which will bring you to a screen that will let you choose the place you wish to move the item (this is how you move any grade item or category from this page.)

The screenshot shows a list of items under the course 'Lillie Williams's Sandbox Course'. The items are organized into folders: Participation, Assignments, and Tests. Under the Participation folder, there is an item named 'Class Attendance (Move)'. A red arrow points to a dashed box next to this item, with the text 'Click the box where you wish to move the item'.

Adding Moodle Grade Items

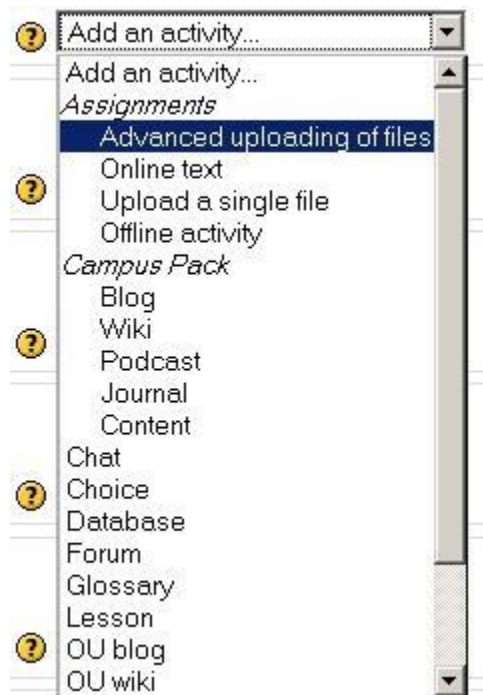
Moodle grade items are created when you create a particular activity rather in the grade book section. If you've already added activities to your course, then the only thing you will need to do to add these items to your grade book is edit the settings of the activities you've created to do this.


Otherwise, you will need to start adding grade book items by first creating an activity.

Either way, I will provide an example that should be informative to either situation.

To show you how to do this, I'll add an essay that is to be turned in online in Moodle.

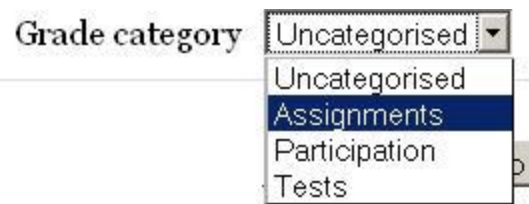
First, from the course page, I choose 'Add activity' and then select 'Advanced uploading of files'.



You will then be brought to the settings page of this particular activity (Note: If you're simply making an assignment you've already created into a grade book item, you can get to this page by selecting the icon that looks like a hand holding a pencil by the item on the course page: 

Fill out the page as you would any activity. Make sure to fill in the name and description.

The special grade book related things you'll be doing here are: determining the maximum grade for the activity in the 'Grade' drop down box and going to the very last option on the page, 'Grade Category', and choosing the particular category you wish the item to be under.



Once you've finished, the item will be in the grade book under the category you've chosen.

Note: You can always go back to the grade book and move this item to a different category.