Using Gradebook in Moodle (v3.1)

Basic Gradebook Guide

This guide will explain the basic uses of the Moodle Gradebook. The Gradebook is where Moodle collects marks for graded items from the assessable items in your subject’s Moodle site.

**WHY USE MOODLE GRADEBOOK?**

The Gradebook has the following benefits:

- Offers flexible options for different kinds of marks formats e.g. numerical or alphabetical.
- Automatically collects and stores grades for online assessments.
- Allows marks to be grouped, sorted and edited.
- Allows marks to be transferred to SMP.
- Allows calculation of totals and weightings for marks.
- Provides a history and record of changes for auditing purposes.
- Provides access for students to their own marks.
- Allows separation of non-assessable items used as formative feedback.

When you create a gradable activity within your subject, the Gradebook automatically creates space (a grade item) for that activity’s grades.

As you or the system assign marks within the completed activity, the assigned grades are automatically sent through to the Gradebook. The marks for assignments marked using a rubric or using a marking guide are also sent through to the Gradebook. When you mark Turnitin assignments using GradeMark, these grades are transferred to the Gradebook.

*Learning Teaching and Curriculum, Educational Design, 2016*
You can also create offline assignments, or manually add columns to the Gradebook for items that are conducted offline, so that you can enter marks for those activities directly in the Gradebook, provide feedback to students using the Moodle interface, and have the marks included in a student’s total. It is important to check the Gradebook at the start of the session to ensure that all the items are there and correctly weighted.

**USING GRADEBOOK**

To access Gradebook, open the subject site and in the *Administration* block choose *Grades*.

![Accessing Gradebook](image)

**Figure 2 Accessing Gradebook**

In the Gradebook the default display is the *Grader report*. In this view you can toggle between three views by clicking the small icon next to the course name (see Figure 3). The views are:

- Aggregates only (category columns only)
- Grades only (no category totals, only grades)
- Full view (all grade columns and category totals)

![Grader Report](image)

**Figure 3 Grader Report**
To check that all gradable items are listed and that they have the correct weightings as per the subject outline, click on the Setup tab (Figure 4).

![Figure 4 Setup Tab](image)

When you have identified that you need to make modifications to the Gradebook, use the relevant guide to add in the appropriate grading items. If, for example, you have offline assessment items, for example an in class presentation, you will need to manually create a category. Once created these items are copied over with the site for subsequent sessions, but should be checked carefully each semester.

When you create a gradable activity within your subject, such as a quiz, workshop activity, turnitin assignment or Moodle assignment, the Gradebook automatically creates space (called a grade item) for that activity’s grades. As you or the system assign marks within the completed activity, the assigned grades are automatically sent through to the Gradebook.

If students are not submitting online, for example an in class presentation, you can add a grading item without creating a dropbox.

To add a grading item (Figure 4):

1. Go to Grades in the administration block within the subject site.
2. Click Setup tab.
3. Click Add grade item.
4. Ensure you enter the grading points and save.
When all grading/assessment items have been created, ensure that the totals are correct by clicking on *Categories and Items* and checking that the total marks are 100 (Figure 5).

**Figure 5** Enter the grade and save

**SUMMARY OF FEATURES FOR GRADEBOOK BETWEEN VERSION 2.8 TO 3.1**

- Grader interface improved
- Improved scrolling.
- Single view of any row or column.
- Simplified setup using natural weighting.
- Detailed history of grade changes and more
- Performance improvements in gradebook calculations
RESOURCES:

2. https://docs.moodle.org/dev/Moodle_3.1_release_notes
3. https://docs.moodle.org/29/en/Grader_report#Scrolling_through_the_gradebook
5. https://www.youtube.com/watch?v=lWcheVbQe2E&feature=youtu.be
6. https://www.youtube.com/watch?v=CMXvtFPmd0o&index=2&list=PLxeO_MFWQBDdJmqW4tD5qXJ6pPXWTP7GL
7. https://www.youtube.com/watch?v=dSxxdglCaeE