

MOODLE: USING THE GRADEBOOK

1. What is the Gradebook in Moodle?

In Moodle, there are different assessment activities. Grading can be done **automatically** (quiz, lesson) or **manually** (assignment, glossary, forum). These grades will automatically appear in the gradebook of your course.

The gradebook collects items that have been graded from the activities that are assessed, and allows you to view and change them as well as sort them out into **categories** and **calculate totals** in various ways. When you add an assessed item in a Moodle course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you.

Where to find the gradebook and see all the grade items? You can get there by clicking on **Grades** → **Gradebook set up**

2. How to display students' grades?

- **The grader report:** it allows to view and change all the grades for all students and every assessed activity.

From your course, click on **Grade** → **Grader report** and you will see a table with students' names and grades for all activities: this is the Grader Report:

Grader report Grader report ▾

All participants: 2/2


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

		Test JC Gradebook				
First name / Surname	Email address	Quiz	Assignment	Forum rating	Glossary	Course total
Fabrice Etifier	fabrice.etifier@polytechnique.edu	20.00	16.00	20.00	16.00	18.00
Frédéric Picazo	frederic.picazo@polytechnique.edu	13.33	15.00	-	17.00	15.11
Overall average		16.67	15.50	20.00	16.50	16.56



For quizzes, you can click on the **zoom icon** to have a look at the student attempt.

- **The single view:** If you click on the **pen** next to the student name, you will get to the **single view**. It allows you to view either all the grades of one student or a single grade item for all students:

 **Fabrice Etifier** Message Add to contacts

Single view ▾

Select grade item... ▾ Select user... ▾ Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
 Quiz	Test JC Gradebook	0.00 - 20.00	20.00		<input type="checkbox"/>	<input type="checkbox"/>
 Assignment	Test JC Gradebook	0.00 - 20.00	16.00		<input type="checkbox"/>	<input type="checkbox"/>

- **The user report:** If you click on the **table** next to the student name, you will get to the **user report**. It displays the grades for one student with details such as the weight, the range and the percentage:

User report

Select all or one user

Fabrice Etifier

View report as

User

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Test JC Gradebook						
Quiz	25.00 %	20.00	0-20	100.00 %		25.00 %
Assignment	25.00 %	16.00	0-20	80.00 %		20.00 %
Forum rating	25.00 %	20.00	0-20	100.00 %		25.00 %
Glossary	25.00 %	16.00	0-20	80.00 %		20.00 %
Course total Simple weighted mean of grades.	-	18.00	0-20	90.00 %		-

Please note: that if an activity is hidden from the students, the students would not be able to see their grades.

3. How do I change the grades to letters?

Go to *Gradebook* → *Course grade settings* to edit a number of settings.

To display your grades using **letters**, change the **grade display type** to letters:

Grader report

Grader report

All participants: 2/2

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

		Test JC Gradebook				
First name / Surname	Email address	Quiz	Assignment	Forum rating	Glossary	Quiz n°2
Fabrice Etifier	fabrice.etifier@polytechnique.edu	A	B-	A	B-	D
Frédéric Picazo	frederic.picazo@polytechnique.edu	D	C	-	B	-
Overall average		B	C+	A	B-	D

(Turn editing off)

4. Can we change students' grades in the gradebook?

Please note:

- Maximum grade: has to be done in the activity itself - Impossible from gradebook
- Cacher une note aux étudiants – Hide from activity or gradebook (except for Quiz)
- Verrouiller des notes - Locked
- **For one or a few using the grader report:**
If you click on *Grade* → *Grader report* and then *Turn editing on* to see the toothed wheels appear next to the marks.







Grader report

Grader report

All participants: 2/2

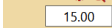
First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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

			Test JC Gradebook			
First name / Surname		Email address	Quiz	Assignment	Forum rating	Glossary
Controls						
 Fabrice Etifier	 	fabrice.etifier@polytechnique.edu	20.00	16.00	20.00	16.00
 Frédéric Picazo	 	frederic.picazo@polytechnique.edu	13.33	15.00		17.00
Overall average			16.67	15.50	20.00	16.50

Here you can change all the grades that you want.

Please note that if you change the grades, the **link** between the activity and the gradebook will be broken. It will only change in the gradebook and will take precedence over the grade from the activity.

Once you've changed a grade, the background **colour** changes:  15.00 If you want to cancel the modification, click on the toothed wheel and then unselect "overridden":

Grades
General
Assessed Activities
Dashboard
Site home

Edit grade

User: Fabrice Etifier



Item name: Quiz n°2

☒ Overridden

Final grade: 15.00

- For one or a few grades using the user report:**



If you select **Single view** (for a specific student or activity) then you can change the grade using the "Override" feature:

Grade item		Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
		Test JC Gradebook	0.00 - 20.00	20.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>



- For one activity but for all students using the grader report:**

Click on the toothed wheel of an activity column:

Quiz n°2


 Edit quiz Quiz n°2

13.33

13.33

Then, "show more".

Multiplicator: it is a factor by which all grades will be multiplied.

Offset: to add or withdraw (negative number) the same number of points to all the students.

5. How can I calculate the students' average?

- **Simple average:** course total by default *Grader report*
- **Weighted average:** *Gradebook setup* → *File with Course name* → *Edit*

The screenshot shows the 'Grade category' section of the Moodle Gradebook setup. The 'Aggregation' dropdown menu is open, displaying the following options: Simple weighted mean of grades (selected), Mean of grades, Weighted mean of grades, Simple weighted mean of grades, Mean of grades (with extra credits), Median of grades, Lowest grade, Highest grade, and Mode of grades. Other visible fields include 'Category name', 'Show more...', 'Category total', 'Show more...', 'Grade type', 'Scale', and 'Maximum grade'.

- **Weighted average with categories (continuous assessment/ final grades)**
 - Create 2 categories: Contrôle continu et Examen terminal
 - Move the **graded** item to the corresponding category
 - Course total: weighted average + add weight
 - Export with "Category total"

6. How can I export grades?

- *Grades* → *Export* → *Excel spreadsheet*

The screenshot shows the 'Export' menu with options: OpenDocument spreadsheet, Plain text file, Excel spreadsheet (selected), and XML file. Below the menu is a table of grades:

Item	Grade	Weight	Category	Actions
My courses	20.00			Edit
Espace de tests	20.00			Edit
CC	2.0	-	Examen terminal	Edit

- Select grade items
- Export format options: Letters

7. How can I import grades to the gradebook and?

Manually:

You can add grades from an activity that occurred outside of Moodle such oral exams or on-campus assignments.

Gradebook set up → *Add grade item:*

The screenshot shows the 'Gradebook setup' page. It has a table with the following columns: Name, Max grade, and Actions.

Name	Max grade	Actions
Test JC Gradebook	-	Edit
Quiz	20.00	Edit
Assignment	20.00	Edit
Forum rating	20.00	Edit
Glossary	20.00	Edit
Quiz n°2	20.00	Edit
Course total Simple weighted mean of grades.	20.00	Edit

At the bottom, there are buttons for 'Save changes', 'Add grade item', and 'Add category'.

Then, you can manually add the grades for each student. *Grader report* → *Turn editing on* → *Save*

Grader report

Grader report

Participants: 2/2

First name / 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

Email address: 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

First name / Surname	Email address	Quiz	Assignment	Forum rating	Glossary	Quiz n°2	Examen Oral
Fabrice Etifier	fabrice.etifier@polytechnique.edu	20.00	16.00	20.00	16.00	13.33	12
Frédéric Picazo	frederic.picazo@polytechnique.edu	13.33	15.00		17.00		14
Overall average		16.67	15.50	20.00	16.50	13.33	-

Save changes

Automatically :

- 1. Export students' list : *Grades* → *Export* → *Excel spreadsheet* NE RIEN SELECTIONNER
- Add as many columns as grades you have (name the column/grade item as you wish)
- Add the grades for each student on your spreadsheet + CTRL A COPIER

- 2. Import grades : *Grades* → *Import* → *Paste from spreadsheet*

UPLOAD – IDENTIFY BY ID NUMBER

PARTICIPATION : NEW GRADE ITEM

École polytechnique learning platform English (en)

Identify user by

Map from ID number

Map to ID number

Grade item mappings

First name Ignore

Surname Ignore

ID number Ignore

Institution Ignore

Department Ignore

Email address Ignore

Last downloaded from this course Ignore

Participation New grade item

Upload grades