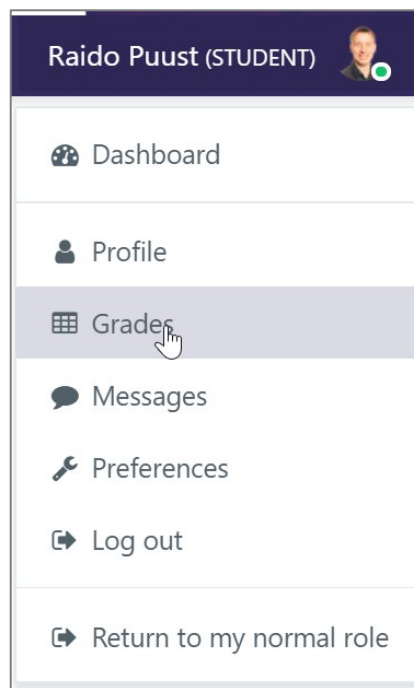
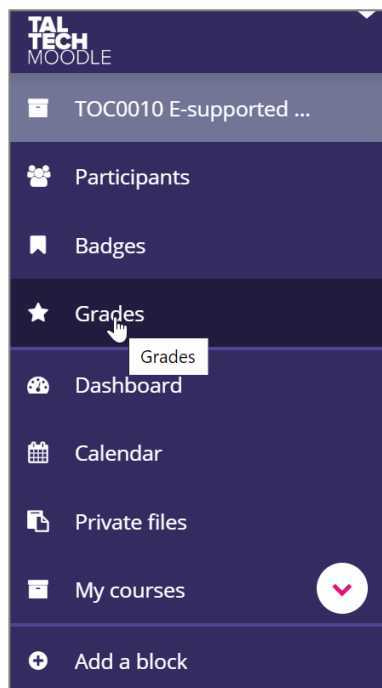
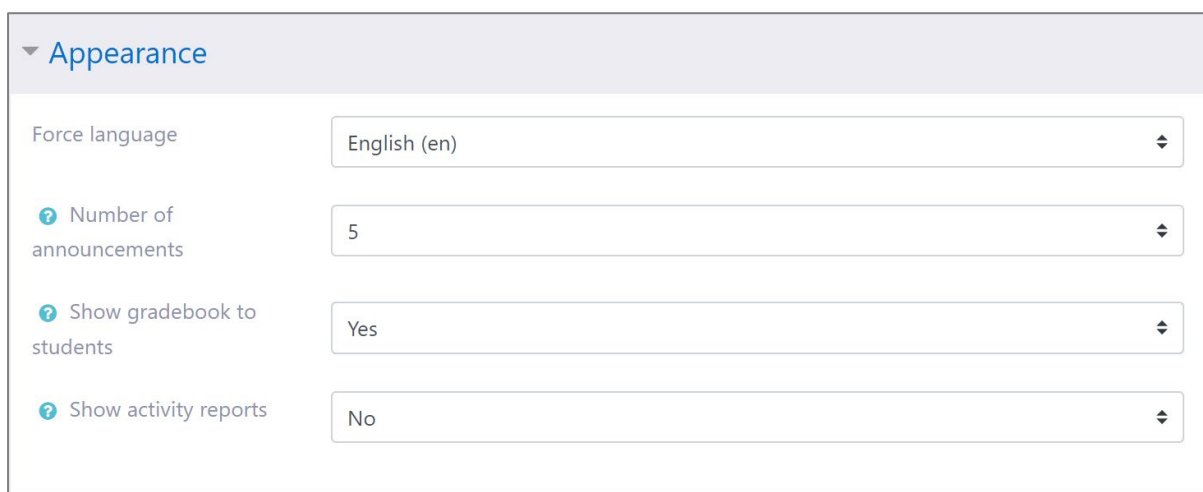


## Gradebook settings

**Grades** or **gradebook** is visible by default in teacher as well as in student view. It can be accessed from the main administration block. The following images show various locations, from where the Grades can be accessed.

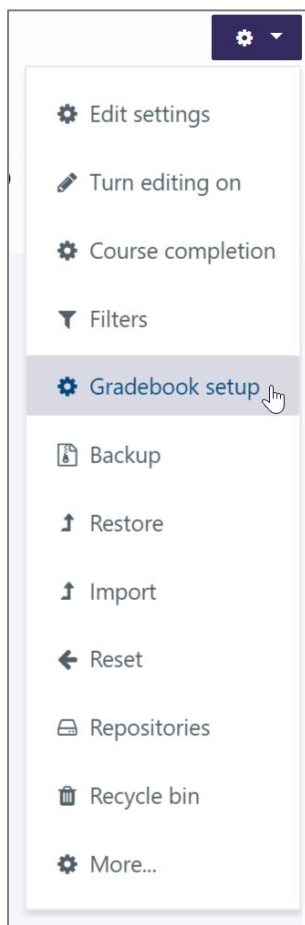


You can hide gradebook link from the course main settings. By default, it is activated (**Administration > Edit settings > Appearance**).

A screenshot of the Moodle 'Appearance' settings page. The page has a light blue header with the 'Appearance' tab selected. Below the header, there are four settings: 'Force language' set to 'English (en)', 'Number of announcements' set to '5', 'Show gradebook to students' set to 'Yes', and 'Show activity reports' set to 'No'. Each setting has a dropdown arrow on the right.

Teacher should ensure that once student clicks on a gradebook (or grades), it shows the information in an unambiguous way. It doesn't mean that all grading should happen in Moodle (ex. contact hours / exams etc.), but it should clearly show what part can be passed in an e-learning and what parts are marked/graded/passed in contact hours. Also, those weights should be correctly defined, according to evaluation criteria and study guide.

All Moodle activities that do include some form of sub-grade (point) feature, go automatically into gradebook (ex. quizzes, assignments, etc.). But we may not want to include all those as sub-grades giving. As a teacher we set up our gradebook from: **Administration > Gradebook setup**



You will see a gradebook setup page with all graded items. By default, those are all in one, main category.

Gradebook setup

## Gradebook setup

Your weights have been adjusted to total 100.

Name	Weights	Max grade	Actions
TOC0101 Moodle sample course		-	Edit
Example assignment - Upload an essay for a sub-grade (max 10 points)	50.0	10.00	Edit
Example quiz - Self-assessment quiz	50.0	10.00	Edit
Course total		20.00	Edit

Save changes

Add grade itemAdd category

Pay attention to, that currently our course gives 20 points. It doesn't have to be 100 points, but this should be explained in the study guide. For example, maybe a classroom exam gives 80 points. It is crucial that when you add different assignments / quizzes, you define those with correct points at the very first step (you can easily change that later, but once done, it is done). So, if an assignment gives 10% of final grade, you define it as 10 points or 10%, and this appears also in the gradebook.

But what if we want to show quizzes in a way that those do not give points but belong into self-assessment type. In that case, if we look back to our current gradebook setup, the sum of points should be 10 and not 20 points. How we can change that quizzes do not give points?

It is quite easy. You do not need to change quiz itself, also you may still want to show some points during the quiz attempt, you simply do not want to account those into final grading.

First, you create a new category. Click on **Add category** button.

New page is displayed in where we do the following changes:

- **Category name** - enter a name here, please be descriptive that student can easily understand as well (ex. **Passed activities**).
- **Aggregation** - you need to change the default value to something else to be able to change grade type value that follows (select for example: **Highest grade**).
- **Grade type** - select: **None**

▼ Grade category

Category name: Passed activities

Aggregation: Mean of grades

Show more...

▼ Category total

Grade type: None

Scale: Use no scale

Maximum grade: 100

Minimum grade: 0

☐ Hidden

☐ Locked

☐ Weight adjusted

Weight: 0

Show more...

Save changes Cancel

Save your settings and new category is visible on your gradebook.

Gradebook setup

## Gradebook setup

Name	Weights	Max grade	Actions	Select
■ TOC0101 Moodle sample course		-	<a href="#">Edit</a>	All / None
↓  Example assignment - Upload an essay for a sub-grade (max 10 points)	<input type="text" value="50.0"/>	10.00	<a href="#">Edit</a>	<input type="checkbox"/>
↓  Example quiz - Self-assessment quiz	<input type="text" value="50.0"/>	10.00	<a href="#">Edit</a>	<input type="checkbox"/>
↓ ■ Passed activities	<input type="text" value="0.0"/>	-	<a href="#">Edit</a>	All / None
Σ Course total		20.00	<a href="#">Edit</a>	

[Save changes](#)

Move selected items to

[Add grade item](#)
[Add category](#)

In general, you created a sub-grading category in where activities will not be accounted for a general course score. You simply shift those items into that category to remove their counting behaviour. Select the quiz **Example quiz - Self-assessment quiz** from the last column **Select**.

Gradebook setup

## Gradebook setup

Name	Weights	Max grade	Actions	Select
■ TOC0101 Moodle sample course		-	<a href="#">Edit</a>	All / None
↓  Example assignment - Upload an essay for a sub-grade (max 10 points)	<input type="text" value="50.0"/>	10.00	<a href="#">Edit</a>	<input type="checkbox"/>
↓  Example quiz - Self-assessment quiz	<input type="text" value="50.0"/>	10.00	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
↓ ■ Passed activities	<input type="text" value="0.0"/>	-	<a href="#">Edit</a>	All / None
Σ Course total		20.00	<a href="#">Edit</a>	

[Save changes](#)

Move selected items to

[Add grade item](#)
[Add category](#)

Choose...  
 TOC0101 Moodle sample course  
 Passed activities

Now select: **Move selected items to = Passed activities**

Once you select that, the change will be carried out automatically. And your total score is now 10 points. Let's assume that these 90 points come from the classroom type exam. So, we want to add that grading item as well to notify students through Moodle in a way that everything is in one location.

Gradebook setup

## Gradebook setup

Name	Weights	Max grade	Actions	Select
■ TOC0101 Moodle sample course		-	Edit	All / None
↑  Example assignment - Upload an essay for a sub-grade (max 10 points)	100.0	10.00	Edit	<input type="checkbox"/>
↑ ■ Passed activities	0.0	-	Edit	All / None
↑  Example quiz - Self-assessment quiz		10.00	Edit	<input type="checkbox"/>
Σ Course total		10.00	Edit	

Save changes

Move selected items to 

Choose...

Add grade item

Add category

And also, from student perspective.

User report - Raido Puust

User report

Grade item	Calculated weight	Grade	Range	Feedback	Contribution to course total
■ TOC0101 Moodle sample course					
Example assignment - Upload an essay for a sub-grade (max 10 points)	0.00 % ( Empty )	-	0-10		0.00 %
■ Passed activities					
Example quiz - Self-assessment quiz	0.00 % ( Empty )	-	0-10		0.00 %
Σ Course total	-	-	0-100		-

It doesn't mean that you only use categories to make a difference between passed/failed items from points giving items. If you have lots of different graded items, you can categorize those by type, and it makes again a lot simpler for student to follow how she/he proceeds and what parts are her/his weak sides. You can also add graded items manually, meaning that those are not directly associated with Moodle activity. For example, you want to show exam or lab result in this table. To do that you click on **Add grade item** button and new page opens.

You can give an **Item name**, add a value as a **Maximum grade** and hit **Save changes** button.

Grade item

Item name

Exam

Grade type

Value

Scale

Use no scale

Maximum grade

90

Minimum grade

0.00

☐ Hidden

☐ Locked

[Show more...](#)

This, manually graded item can be also included into separate category to make things easier to follow.

Name	Weights	Max grade	Actions	Select
<div> <div> <div></div> <div>TOC0101 Moodle sample course</div> </div> </div>		-	<div>Edit</div>	All / None
<div> <div> <div></div> <div>Assignments</div> </div> </div>	<div>10.0</div>	-	<div>Edit</div>	All / None
<div> <div> <div></div> <div>Example assignment - Upload an essay for a sub-grade (max 10 points)</div> </div> </div>	<div>100.0</div>	10.00	<div>Edit</div>	<input type="checkbox"/>
<div> <div> <div></div> <div>Assignments total</div> </div> </div>		10.00	<div>Edit</div>	
<div> <div> <div></div> <div>Passed activities</div> </div> </div>	<div>0.0</div>	-	<div>Edit</div>	All / None
<div> <div> <div></div> <div>Example quiz - Self-assessment quiz</div> </div> </div>		10.00	<div>Edit</div>	<input type="checkbox"/>
<div> <div> <div></div> <div>Classroom</div> </div> </div>	<div>90.0</div>	-	<div>Edit</div>	All / None
<div> <div> <div></div> <div>Exam</div> </div> </div>	<div>100.0</div>	90.00	<div>Edit</div>	<input type="checkbox"/>
<div> <div> <div></div> <div>Classroom total</div> </div> </div>		90.00	<div>Edit</div>	
<div> <div> <div></div> <div>Course total</div> </div> </div>		100.00	<div>Edit</div>	

Save changes

Move selected items to

Choose...

Add grade item

Add category

**Remark:** As can be concluded from the gradebook setup screen, we do have three main categories. First, we have passed activities - self-assessment quizzes, then we have assignments that give 10 points in total and finally we have a classroom type activities that will be also entered here in Moodle and final grade forming can be easily followed by a student at any time.

Gradebook plays an important part in an e-supported type of learning process. Therefore, it is important that we do not give a wrong impression here and do not let students get confused (including such cases, in where the gradebook shows the course total 253 points and not 100 points or 100%).

### Summary

You have successfully tuned up your course's gradebook. Gradebook plays an important role when it comes to reflect the learning process. Therefore, it is important that grade items are according to study guide.