

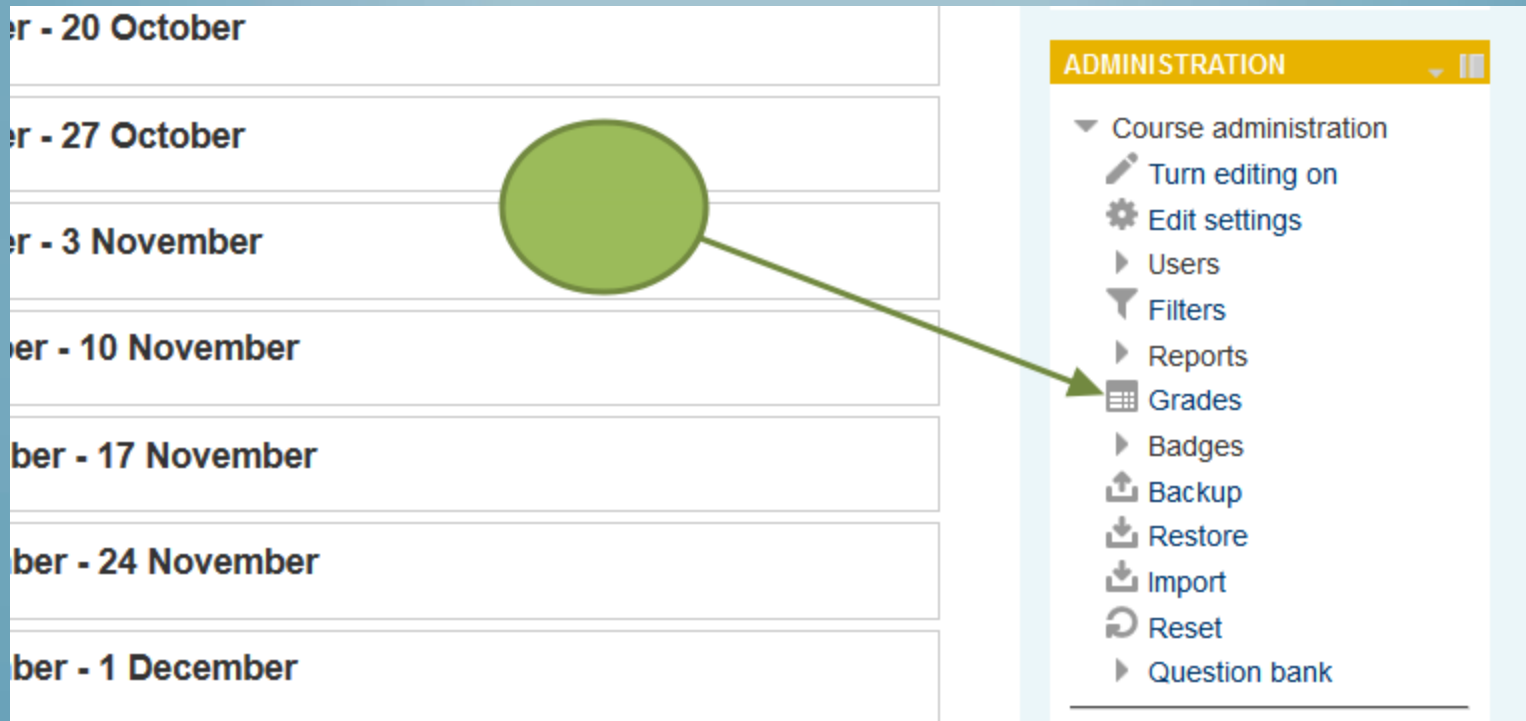
# GRADING IN MOODLE

*Saint James School of Medicine*

# General Guidelines

- Students should see grades of items
- Grading can be based on points or percentages
- Weighted mean of grades – allows the most flexible method
- Any grade item can be hidden (from students) by the Teacher.

Start by clicking on Grades under administration



The screenshot displays a user interface for course administration. On the left, a vertical list of dates is visible, including "er - 20 October", "er - 27 October", "er - 3 November", "er - 10 November", "ber - 17 November", "ber - 24 November", and "ber - 1 December". On the right, an "ADMINISTRATION" sidebar is open, listing various management options. A green circle is drawn around the "Grades" option in this sidebar, and a green arrow points from the date list area towards it.

**ADMINISTRATION**

- ▼ Course administration
  - ✎ Turn editing on
  - ⚙ Edit settings
    - Users
    - Filters
    - Reports
    - Grades**
    - Badges
  - 📁 Backup
  - 📁 Restore
  - 📁 Import
  - 🔄 Reset
    - Question bank

Grader report shows students in the course and we see that there is attendance and also 1 assignment as grade items. We want to add a few more assignments and also 4 exams. – Make sure to click “turn editing on” button.

You are logged in as Mary Contrary (Log out)

TESTING ► BIO102 ► GRADE ADMINISTRATION ► GRADER REPORT

Turn editing on

Grader report

**Grader report**

All participants: 3/3

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

		Biology II			
Surname	First name	Email address	Attendance	assignment-1	Course total
	Rusty Can	Rcan@gmail.com	100.00	-	-
	Rusty Green	rgreen@yahoo.com	100.00	-	-
	Joe Snow	jsnow@gmail.com	90.00	-	-
Overall average			96.67	0.00	0.00

After editing is on, you can type grades into the boxes.

TESTING ► BIO102 ► GRADE ADMINISTRATION ► GRADER REPORT

Turn editing off







Grader report

## Grader report

All participants: 3/3

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

			Biology II		
Surname	First name	Email address	Attendance	assignment-1	Course total
Controls					
 Rusty Can		Rcan@gmail.com	100.00		
 Rusty Green		rgreen@yahoo.com	100.00		
 Joe Snow		jsnow@gmail.com	90.00		
Overall average			96.67	0.00	0.00

When you click “grade report”, the menu shows many options – The one we want is “Categories and items” – this will allow us to enter more grade items – for example 4 exams.

Grader report

View

Grader report

Grade history

Outcomes report

Single view

User report

Setup

Categories and items

Course grade settings

My preferences: Grader report

Scales

View

Letters

View

Edit

Import

CSV file

Paste from spreadsheet

XML file

Export

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Biology II

	Email address	Attendance	assignment-1	Course total
Controls				
	Rcan@gmail.com	100.00		
	rgreen@yahoo.com	100.00		
	jsnow@gmail.com	90.00		
Overall average		96.67	0.00	0.00

The next screen shows that we can add categories or items that can be graded. You don't have to use Categories but they make the grading more organized. We will add 4 exams. Each exam will count for 15% of the Grade.

You are logged in as Mary Contrary (Log out)

MOODLE-TESTING ► BIO102 ► GRADE ADMINISTRATION ► SETUP ► CATEGORIES AND ITEMS

Categories and items

### Categories and items

Name	Weights ?	Max grade	Actions
📁 Biology II		-	Edit ▾
📁 Attendance	<input type="text" value="0.0"/>	100.00	Edit ▾
📁 assignment-1	<input type="text" value="0.0"/>	100.00	Edit ▾
📊 Course total Weighted mean		100.00	Edit ▾

Save changes

Add category Add grade item

The diagram illustrates the 'Categories and items' screen in Moodle. It shows a table with columns for Name, Weights, Max grade, and Actions. The table lists 'Biology II' as a category, 'Attendance' and 'assignment-1' as items, and 'Course total' as the weighted mean. Below the table are buttons for 'Save changes', 'Add category', and 'Add grade item'. Two green circles highlight the 'Add category' and 'Add grade item' buttons, with red arrows pointing from these buttons to the 'Add category' and 'Add grade item' buttons respectively.

# After entering 1 exam as a grade item

▼ **Grade item**

Item name

Exam 1

Grade type ?

Value ▼

Scale ?

Use no scale ▼

Maximum grade ?

100.00

Minimum grade ?

0.00

Hidden ?

☐

Locked ?

☐

+ Show more...

▼ **Parent category**

Item weight ?

1.0000

Save changes

Cancel

Weighted means that you can assign a percentage (weight) to each grading item.



Here we see that the weights values have been entered:





Attendance = 0

Assignment 1 = 10% (.10)

Exam 1 = 15% (.15)

Categories and items

## Categories and items

Name	Weights ?	Max grade	Actions
 <b>Biology II</b>		-	<a href="#">Edit</a> ▼
 Attendance	<input type="text" value="0.0"/>	100.00	<a href="#">Edit</a> ▼
 assignment-1	<input type="text" value="0.1"/>	100.00	<a href="#">Edit</a> ▼
 Exam 1	<input type="text" value="0.15"/>	100.00	<a href="#">Edit</a> ▼
 <b>Course total</b> Weighted mean of grades.		100.00	<a href="#">Edit</a> ▼

[Save changes](#)

[Add category](#)

[Add grade item](#)

## Weighted mean of Grades

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. In simple terms, the category "total" will be equal to the sum of the scores in each grade item, these scores being multiplied by the grade items' weights, and that sum being finally divided by the sum of the weights.

Select Grader report, to manage or enter grades.

You are logged in as Mary Contrary (Log

ODLE-TESTING ► BIO102 ► GRADE ADMINISTRATION ► SETUP ► CATEGORIES AND ITEMS

Categories and items

**View**

- Grader report
- Grade history
- Outcomes report
- Single view
- User report

**Setup**

- Categories and items**
- Course grade settings
- My preferences: Grader report

**Scales**

- View

**Letters**

- View
- Edit

**Import**

- CSV file
- Paste from spreadsheet
- XML file

**Export**

	Weights ?	Max grade	Actions
		-	Edit ▼
	<input type="text" value="0.0"/>	100.00	Edit ▼
	<input type="text" value="0.1"/>	100.00	Edit ▼
	<input type="text" value="0.15"/>	100.00	Edit ▼
		100.00	Edit ▼

Save changes

Add category

Add grade item

Now we can see that the grades reflect the percentages indicated.  
You can go back to the “Categories and items” to add more.











Grader report

## Grader report

All participants: 3/3

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

			Biology II			
Surname ^ First name		Email address	 Attendance	 assignment-1	 Exam 1	 Course total
Controls						
 Rusty Can	 Rcan@gmail.com		100.00	80.00	75.00	77.00
 Rusty Green	 rgreen@yahoo.com		100.00	75.00	80.00	78.00
 Joe Snow	 jsnow@gmail.com		90.00	95.00	95.00	95.00
Overall average			96.67	83.33	83.33	83.33



Save changes



How to hide an item. You will need to be in “Categories and items”

E-TESTING ► BIO102 ► GRADE ADMINISTRATION ► GRADER REPORT

Turn ed

Grader report

**View**

- Grader report
- Grade history
- Outcomes report
- Single view
- User report

**Setup**

- Categories and items
- Course grade settings
- My preferences: Grader report

**Scales**

- View

**Letters**

- View
- Edit

**Import**

- CSV file
- Paste from spreadsheet
- XML file

**Export**

First name :AIIABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname :AIIABCDEFGHIJKLMNOPQRSTUVWXYZ

Biology II					
		Attendance	assignment-1	Exam 1	Course total
Controls					
	Rcan@gmail.com	100.00	80.00	75.00	77.00
	rgreen@yahoo.com	100.00	75.00	80.00	78.00
	jsnow@gmail.com	90.00	95.00	95.00	95.00
Overall average		96.67	83.33	83.33	83.33

Save changes

For each grade item, the edit will give “show” if the item is hidden or it will show “hide” if the item is visible. By clicking edit and show or hide, you can make the item visible or not to students.

Categories and items ▾

### Categories and items

Name	Weights ?	Max grade	Actions
📁 <b>Biology II</b>			Edit ▾
📁 Attendance	<input type="text" value="0.0"/>	100.00	Edit ▾
📁 assignment-1	<input type="text" value="0.1"/>	100.00	Edit ▾
📁 Exam 1	<input type="text" value="0.15"/>	100.00	Edit ▾
📊 <b>Course total</b> Weighted mean of grades.		100.00	Edit ▾

Save changes

Add categoryAdd grade item

## **SUMMARY**

- *Grader Report*
- *Categories and Items*
- *You don't need to add all grade items at once.*
- *Assign your own weights*
- *Contact us for additional help*