Moodle Gradebook
Second Edition

Explore the Moodle Gradebook and discover how to set up and customize it to track students' progress

Rebecca Barrington
In this package, you will find:

- The author biography
- A preview chapter from the book, Chapter 1 "Introduction to Gradebook"
- A synopsis of the book’s content
- More information on Moodle Gradebook Second Edition

About the Author

Rebecca Barrington has been using Moodle for over 9 years while working at South Devon College. She provides a range of support, training, and information guides for teaching staff and uses Moodle in her own teaching. She has a keen interest in using technology to support learning and is continually developing new ways of using Moodle and applying them to the development of online courses for use by students.

South Devon College has a reputation for their use of technology, and Rebecca has travelled around the UK to deliver training and advice on using Moodle to other organizations as well as at regional and national events. She has delivered presentations on Moodle at a number of UK MoodleMoots and was a keynote speaker at the iMoot 2013. She is also a regular contributor to online VLE forums where she shares ideas and advice.

Rebecca can be found online via Twitter at @bbarrington.
I would like to thank my family and friends, in particular Marilyn, Dave, Maria, and Rob, for giving me the free time to write and for checking that the information made sense to non-Moodlers! I would also like to thank Bayley, Madeline, Emilie, and Ava for allowing me to use their names (and their parents who gave their consent) so that we had some students to apply the grades to.

I would like to thank South Devon College for allowing me to write this book and the teaching staff who are using the Gradebook to track grades and progress to support our students. Thank you for putting the instructions into real-life practice and for helping me find every option and customization to meet specific course needs! This book represents the true application of the Gradebook in action.

I would also like to thank all at Packt Publishing, especially the reviewers, for their support while writing and updating this book.
Moodle Gradebook Second Edition

Moodle is used in many areas of education to provide a range of resources and activities to support learning. However, it can also be used to manage learning and record progress.

This book will explain the uses of the Moodle grades area, also known as the Gradebook, where grades for completed work can be recorded and final grades can be calculated. You will also learn the different options for grading work, customizing how the grades appear, and how to view progress through a range of reports. This book is based on Moodle 2.7 and will highlight some of the core features within Moodle that complement the Gradebook.

The book will provide step-by-step instructions with screenshots to take you through setting up the Gradebook, adding tasks with grades, and reporting progress.

What This Book Covers

This book is an introduction to the Gradebook and explains how it can be used to manage assessments. It does not explain every option possible within the grades area and activities as there are too many. However, it will cover the most common elements that can be used and adapted to meet most course needs.

Chapter 1, Introduction to Gradebook, contains an overview of different elements of the Gradebook and how they apply to an online course. It sets the scene for the practical instructions provided throughout the book.

Chapter 2, Customizing Grades, contains step-by-step instructions on how to create your own custom scale (using statements rather than numbers) and use letter grades (letters or words linked to a percentage). Outcomes are also explained to enable more detailed recording within assessments.

Chapter 3, Adding Graded Activities, teaches you how to add assignments and customize them using the grading options available. Advanced grading methods are outlined to enable easy grading using multiple criteria.

Chapter 4, Assigning Grades, demonstrates the various ways in which assessments can be marked with written feedback and grades. The marking workflow and offline grading are also explained.

Chapter 5, Using Calculations, demonstrates the use of the Gradebook to calculate final grades for the online course. It covers the different options available during calculations and how each one can be used.

Chapter 6, Organizing the Gradebook Using Categories, shows you how to add categories to the Gradebook and move assignments into them. It also covers the ways to use categories to further customize how you use the Gradebook.
Chapter 7, Reporting with the Gradebook, shows you the different reports available to view all grades or individual user information, and explains how to export the Gradebook data.

Chapter 8, Additional Features for Progress Tracking, covers other features within Moodle that complement the Gradebook. We can use the activity and course completion features to provide an overview of student achievement.
If you are using Moodle, you are likely to deliver some form of course content or provide resources to others. You might do this to support learning, training, or for other educational activities. Many online courses, qualifications, or educational resources have a final goal, which is likely to include assessment or required elements to be completed. The Gradebook can be a valuable tool that will help the teacher manage the online course and track students' progress through assessment and required activities.

This chapter will introduce you to the Gradebook and the key features it offers. It will outline the benefits of using the Gradebook, the activities that can be graded and used within the Gradebook, and the types of grades that can be used. You will be given an overview of how it can be used to show progress before moving on to the rest of the chapters that will help you set up the different elements. In this chapter, you will learn:

- How to get to the Gradebook
- How the Gradebook is presented and how the information is provided
- Key features of the Gradebook
- Key activities that work with the Gradebook

**Getting to the Gradebook**

All courses in Moodle have a grades area, which is also known as the Gradebook. A number of activities within Moodle can be graded, and these grades will be automatically captured and shown in the Gradebook.
Introduction to Gradebook

To get to the Gradebook, view the Administration block on the course and then click on Grades under the Course administration heading.

![Gradebook Screenshot](image)

The following screenshot shows you an example of the teacher's view of a simple Gradebook with a number of different graded activities within it:

![Gradebook Table](image)

<table>
<thead>
<tr>
<th>Surname</th>
<th>First name</th>
<th>Email address</th>
<th>Initial assessment</th>
<th>UT Task 1</th>
<th>UT Task 2</th>
<th>UT Test</th>
<th>Category total</th>
<th>Course total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana B</td>
<td></td>
<td><a href="mailto:AnaB@mail.com">AnaB@mail.com</a></td>
<td>84.00</td>
<td>A</td>
<td>Refer</td>
<td>Q</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Eddie H</td>
<td></td>
<td><a href="mailto:EddieH@mail.com">EddieH@mail.com</a></td>
<td>103.00</td>
<td>C</td>
<td>Pass</td>
<td>Q</td>
<td>-</td>
<td>98.70</td>
</tr>
<tr>
<td>Blythe W</td>
<td></td>
<td><a href="mailto:BlytheW@mail.com">BlytheW@mail.com</a></td>
<td>88.00</td>
<td>B</td>
<td>Distinction</td>
<td>10.00</td>
<td>-</td>
<td>84.90</td>
</tr>
<tr>
<td>Madeline W</td>
<td></td>
<td><a href="mailto:MadelineW@mail.com">MadelineW@mail.com</a></td>
<td>82.00</td>
<td>D</td>
<td>More</td>
<td>Q</td>
<td>-</td>
<td>77.00</td>
</tr>
<tr>
<td>Overall average: 88.25</td>
<td>C+</td>
<td>Merit</td>
<td>10.00</td>
<td>-</td>
<td>88.25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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[8]
Let's take a quick tour of what we can see:

- The top row of the image shows you the column headings, which include each of the assessed activities within the Moodle course. Graded activities automatically appear in the grades area when they are added into the main course. In this case, the assessed activities are **Initial assessment**, **U1: Task 1**, **U1: Task 2**, and **U2: Test**.

- On the left-hand side of the image, you can see the students' names. Essentially, the name is the start of a row that includes all the information about a student. If we start with **Ava B** in the top row, we can see that she received a score of **64.00** for her initial assessment.

- Looking at **Bayley W**, we can see that he scored **10.00** for the **U2: Test**.

- Finally, we can see that **Madeline W** received **Merit** for **U1: Task 2**.

- On the far right-hand side of the table is **Course total**, which is calculated based on the grades entered for each assessed activity. By default, this shows you an average grade but the calculation can be changed when setting up the Gradebook. We will look at the different ways of calculating a course total in *Chapter 5, Using Calculations*.

- At the bottom of the table, you can see a row with **Overall average** in the first column. This row shows you the average of all the grades within each assessment type.

The Gradebook captures all the assessment information on one screen.

Users who have the roles of teacher, non-editing teacher, or manager will be able to see the grades for all students who are enrolled for the course. Students will only be able to see their own grades and feedback.

The advantage of storing the grades within Moodle is that information can be easily shared between all teachers in the online course. Traditionally, if a course manager wanted to know how students were progressing, they would need to contact the course teacher(s) to gather this information. Now, they can log in to Moodle and view the live data (as long as they have teacher or manager rights to the course).
Introduction to Gradebook

There are benefits for students as well as they will see all their progress in one place and can start to manage their own learning by reviewing their progress to date, as shown in the following example of a student's view:

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial assessment</td>
<td>88.00</td>
<td>0–100</td>
<td>88.00 %</td>
<td>Well done</td>
</tr>
<tr>
<td>U1: Task 1</td>
<td>B−</td>
<td>0–100</td>
<td>82.09 %</td>
<td>Well done Bayley. You could further improve your grade by discussing the issues with the theory.</td>
</tr>
<tr>
<td>U1: Task 2</td>
<td>Distinction</td>
<td>Failed-Distinction</td>
<td>100.00 %</td>
<td></td>
</tr>
<tr>
<td>U2: Text</td>
<td>10.00</td>
<td>0–10</td>
<td>100.00 %</td>
<td></td>
</tr>
</tbody>
</table>

The grade report shown is of that of Bayley W. Bayley can see each assessment on the left-hand side with his grade next to it. By default, the student's grade report also shows the range of grades possible for the assessment (for example, the highest and lowest scores possible), but this can be switched off by the teacher in the Gradebook settings. This also shows you the equivalent percentage as well as any written feedback given by the teacher. The options for customizing reports will be explained further in Chapter 7, Reporting with the Gradebook.

Activities that work with the Gradebook

There are a number of Moodle activities that can be graded and, therefore, work with the Gradebook. The activities that will automatically appear in the Gradebook are:

- Assignments
- Quizzes
- Lessons
- The SCORM package
- Workshops

A number of other Moodle activities can also have grades and ratings assigned to them so that they also appear in the Gradebook. These include:

- Forums
- Glossaries
It is also possible to manually set up a graded item within the Gradebook, which is not linked with an activity but allows a grade to be recorded.

This book will not explain how to add all of these activities. However, Chapter 3, Adding Graded Activities, will provide an overview of the options within an assignment that is the most feature-rich of all of the graded Moodle items.

Key features of the Gradebook
The Gradebook primarily shows you the grade or score for each graded activity within the online course. This grade can be shown in a number of ways:

- **Numerical grade**: A numerical grade is already set up and ready for use within all Moodle courses with a default maximum score of 100 (a higher maximum can be set within site administration and this will be explained in Chapter 2, Customizing Grades).
- **Scale**: This refers to a customized grading profile that can be letters, words, statements, or numbers (such as Pass, Merit and Distinction).
- **Letter grade**: This refers to a grading profile that can be linked to percentages (such as one hundred percent = A).

Within some activities (such as assignments), written feedback can be provided in addition to the grade and can be viewed in the user reports and by students.

Organizing grades
With lots of activities that use grades within a course, the Gradebook will have a lot of data on one page. Categories can be created for group activities, and the Gradebook view can be customized according to the user for them to see all or some categories on the screen.

Think about a course that has 15 units and each unit has 3 assessments within it. The Gradebook will have 45 columns of grades, which is a lot of data! We can organize this information into categories in order to make it easier to use. We will be doing this in Chapter 6, Organizing the Gradebook Using Categories.
Summary
This chapter has given you a brief overview of the Gradebook, what it will show, how it can be used, and which activities feed into the grades area. It has only provided an introduction to the key features, but you can now work through each chapter and learn how to set them up in a way that works best for you.

As each element is explained in the following chapters, activities will be provided that will help you apply the ideas as well as provide a range of example uses. The default settings will be used for examples initially; however, where further customization is required, it will be explained within the chapters. These settings will mainly be changed at course level by a course teacher, and we will also highlight where these settings need to be switched on or amended by a site administrator.

In the next chapter, you will find out more about the different grading options and have a go at customizing scales and letter grades.
Where to buy this book