Grade Settings Explained

The following guide will explain grade settings of items in the gradebook. **Please remember that many grade settings come from an activity's settings page, not gradebook setup throughout Moodle**. To understand how to add scores and tabulate a final grade, see the using the gradebook guide (https://wp.stolaf.edu/it/?page_id=10122).

Each grade items has many settings that control how it behaves, and one of these is found in the **Weights** column. This setting is new with natural grading, so its use is discussed in the setting up with natural grading (https://wp.stolaf.edu/it/?page_id=10214)guide. The remainder of the settings will be discussed below.

How do I add items to the gradebook?

Moodle Activities

Online Moodle activities are automatically added to the gradebook when they are first created. To view the activity or add scores, select its name. Grading these activities is discussed in the using the gradebook guide (https://wp.stolaf.edu/it/?page_id=10122).

Offline Assignments

1. Navigate to the **Gradebook setup** page.
2. Select **Add grade item** at the bottom of the page.

3. In Grade item settings, enter an **Item name**.
4. Choose the **Grade type**. If using a scale, choose which scale to use.
5. If using a value grade, enter the **Maximum** and **Minimum** grade.
6. Choose whether the grade will be **Hidden** until a certain date. To adjust the date, select **Show more...**

7. Choose whether the grade will be **Locked** after a certain date. To adjust the date, select **Show more…**
8. In Parent category settings, decide whether the category has its **Weight adjusted** from the automatic value. Enter the new **Weight** if necessary.
9. Choose the **Grade category** that this item will be nested in.
10. Select **Save changes**.

How do I edit the grade settings for grade items?

Once items are added to the gradebook, their grade settings can still be edited. One new setting you see on the Gradebook setup page is the **Weights** column. This column contains text boxes that allow you to edit how much each item influences the final grade. How to use these weights effectively is found in a discussion about setting up with natural weighting (https://wp.stolaf.edu/it/?page_id=10214). Online items and manually-added items have settings found in different places.

Moodle Activities

1. Navigate to the **Gradebook setup** page.
2. Select the name of the item you wish to edit. You will be taken to the activity page.
3. In the **Administration block**, select **Edit settings**.

4. You are now on the updating page for the item. Grade settings are found in the **Grade** category, found towards the bottom of the page. Editing settings as desired.

5. Select **Save** when finished.

Some settings for online activities can be accessed through the gradebook.

1. Navigate to the **Gradebook setup** page.
2. Locate the grade item whose settings you would like to edit. To the right will be an **Edit** menu in the **Actions** column. Select **Edit**, then **Edit settings**.

3. You are now on the edit grade item page. Edit the settings as desired.
4. Select **Save changes** when finished.

Offline Assignments

1. Navigate to the **Gradebook setup** page.

2. Locate the grade item whose settings you would like to edit. To the right will be an **Edit** menu in the **Actions** column. Select **Edit**, then **Edit settings**.
3. You are now on the edit grade item page. Edit the settings as desired.
4. Select **Save changes** when finished.

Scales

Students can be evaluated on qualitative scales in the Course Scales tab. Scales are useful for small grade items. Rating discussion preparation on a scale of "Poor, Fair, Average, Great" (or similar scale) could be one use of scale grading.

How do I add a custom scale?

1. Select **Add a new scale** at the bottom of the page.
2. Enter a relevant **Name**.
3. Enter the **Scale** in the field provided. It is defined by an ordered list of values, ranging from negative to positive, separated by commas, for example "Disappointing, Not good enough, Average, Good, Very good, Excellent!"
4. Enter a **Description** if desired.
5. Select **Save changes**.

How do I grade an item based on a scale?

1. Locate the grade settings for the item. (See above.)
2. Select **Scale** as the **Grade type**.
3. Select **Save changes**.

Letters

This page displays the letter grades and their percentage ranges. Grade letters correspond with the standard 3 percent per partial letter. To override this default scale, select **Edit grade letters**.

View

Grade letters

View   Setup   Scales   Letters   Import   Export

View   Edit

Edit grade letters

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Edit grade letters

Now that you are familiar with grade settings, learn about how the grades themselves are calculated through grade aggregation (https://wp.stolaf.edu/it/?page_id=10043).