

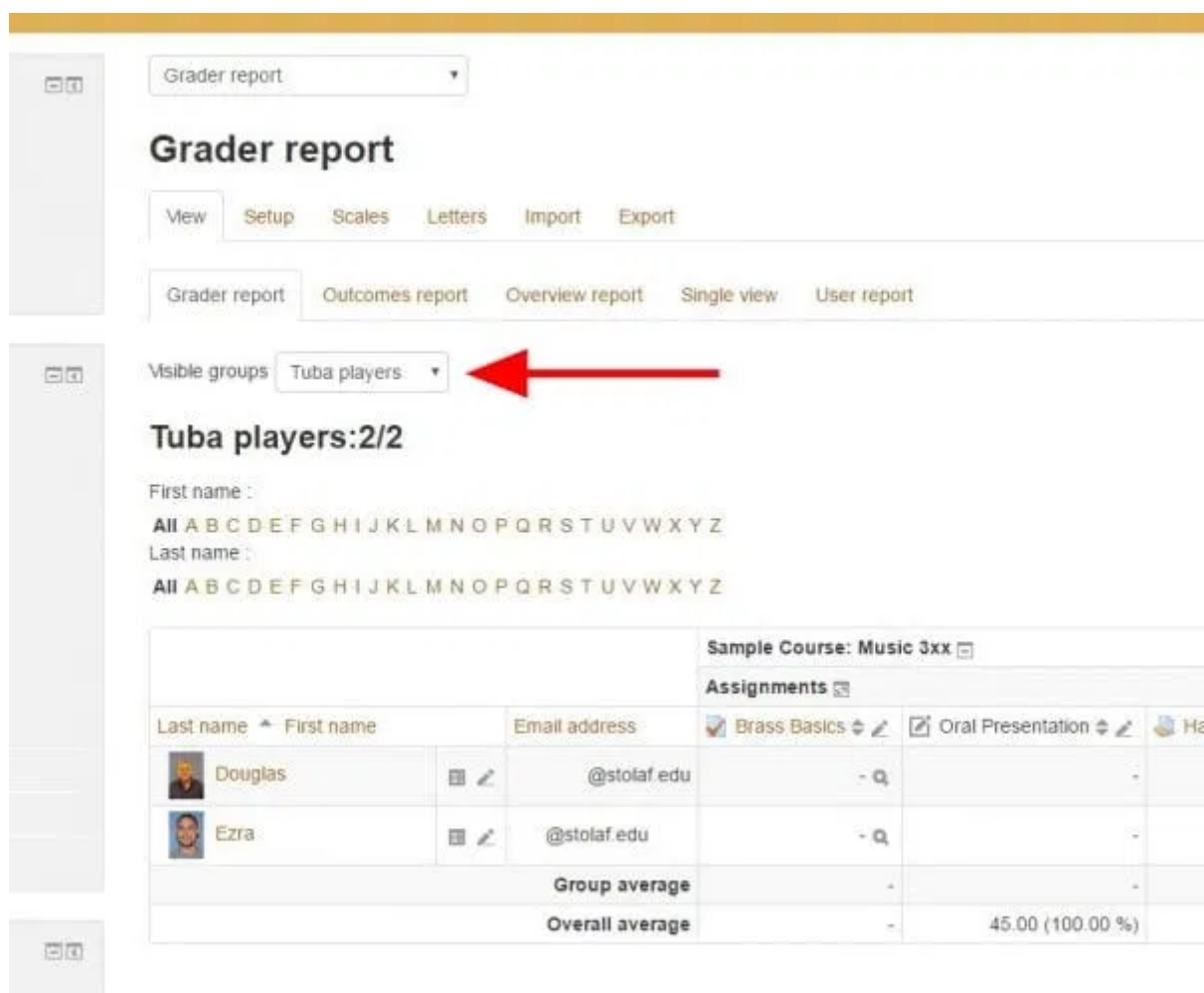
# Groups in the Gradebook

Moodle courses support the ability to separate students into groups. These groups are crucial for metacourses, courses that represent multiple sections of the same classes. In the gradebook, groups can serve other purposes too, including grading group projects and sorting by class year. These uses will be discussed in the guide below. (In order to use groups in the gradebook, you must first [create groups](https://wp.stolaf.edu/it/?page_id=10088) ([https://wp.stolaf.edu/it/?page\\_id=10088](https://wp.stolaf.edu/it/?page_id=10088)) of students.)

## How do I view different groups in the gradebook?

For each [grade report view](https://wp.stolaf.edu/it/?page_id=10072) ([https://wp.stolaf.edu/it/?page\\_id=10072](https://wp.stolaf.edu/it/?page_id=10072)) in Moodle, there is a drop down menu that allows you to see groups separately. The following images display the location of the menu in each report view.

### Grader Report



The screenshot shows the Moodle Grader Report interface. At the top, there is a dropdown menu labeled 'Grader report'. Below it, the title 'Grader report' is displayed. A navigation bar contains tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below this, another set of tabs includes 'Grader report', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. On the left side, there is a 'Visible groups' dropdown menu currently set to 'Tuba players', with a red arrow pointing to it. Below the dropdown, the text 'Tuba players: 2/2' is shown. There are two filters for 'First name' and 'Last name', both set to 'All' with an alphabet 'A-Z' below them. The main content is a table with columns for 'Last name', 'First name', 'Email address', and 'Assignments'. The 'Assignments' column is expanded to show 'Brass Basics' and 'Oral Presentation'. The table lists two students: Douglas and Ezra, both with email addresses ending in '@stolaf.edu'. At the bottom, there are rows for 'Group average' and 'Overall average'.

Last name	First name	Email address	Assignments
Douglas		@stolaf.edu	Brass Basics - Oral Presentation
Ezra		@stolaf.edu	Brass Basics - Oral Presentation
Group average			-
Overall average			45.00 (100.00 %)

# Single View

The screenshot shows the 'Single view' report for the 'Haydn Trumpet Concerto Paper'. At the top, there are navigation tabs: 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below these are report tabs: 'Grader report', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The main content area is titled 'Grade item: Haydn Trumpet Concerto Paper'. On the right, there are filters for 'Visible groups' (set to 'Horn players') and 'Final Paper'. Below the filters is a table with columns: 'First name (Alternate name) Last name', 'Range', 'Grade', 'Feedback', 'Override All / None', and 'Exclude All / None'. The table contains two rows: Benjamin and Jason. Benjamin has a grade of 42.00 and a feedback field. Jason's grade and feedback fields are empty. At the bottom, there is a 'Perform bulk insert' checkbox, a 'For' dropdown set to 'Empty grades', and an 'Insert value' field set to '0'. A red arrow points to the 'Visible groups' dropdown.

First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
Benjamin	0.00 - 75.00	42.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason	0.00 - 75.00			<input type="checkbox"/>	<input type="checkbox"/>

# User Report

The screenshot shows the 'User report' for Benjamin. At the top, there are navigation tabs: 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below these are report tabs: 'Grader report', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The main content area is titled 'User report - Benjamin'. On the left, there is a 'Visible groups' dropdown set to 'Horn players'. On the right, there is a 'Select all or one user' dropdown set to 'All users (2)'. Below the filters is a table with columns: 'Grade item', 'Calculated weight', 'Grade', 'Range', 'Percentage', 'Letter grade', 'Feedback', and 'Contribution to course total'. The table contains three rows: 'Brass Basics', 'Oral Presentation', and 'Haydn Trumpet Concerto Paper'. The 'Haydn Trumpet Concerto Paper' row shows a grade of 42.00 (56.00%), a letter grade of 'F', and a contribution to the course total of 56.00%. A red arrow points to the 'Visible groups' dropdown.

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback	Contribution to course total
Brass Basics	0.00 % ( Empty )	-	0-49	-	-		0.00 %
Oral Presentation	0.00 % ( Empty )	-	0-45	-	-		0.00 %
Haydn Trumpet Concerto Paper	100.00 %	42.00 (56.00 %)	0-75	56.00 %	F		56.00 %

How can I use section groups in the gradebook?

When a metacourse is created, your students will likely be sorted into groups labeled with their respective course section. To view these groups in the gradebook, navigate to the **Grader report**. Select the group to view in the **Separate groups** drop down menu. The chart of grades will automatically adjust.

Viewing separate groups in the grader report is useful for comparing average scores and grades across sections.

If your students are not sorted into groups by section in your metacourse, contact [moodle@stolaf.edu](mailto:moodle@stolaf.edu) (<mailto:moodle@stolaf.edu>) for assistance.

## How can I reflect group projects in the gradebook?

Once your students are sorted into Moodle groups, navigate to the gradebook. Select the **Singe view** report. In the drop down menus, choose the **Visible group** and the grade item. This allows you to grade one project or discussion group at a time. Moodles allows different grades to be awarded to each group member.

## How can I use class year groups in the gradebook?

Final grades in spring semester are due earlier for seniors than other class years. It may be useful to create a group of seniors in your Moodle course. Imagine that it is the end of spring semester. Senior grades are due at 9:00 a.m, half an hour from now. You can select the group in the grade report's drop down menu. You can spend time carefully entering final scores instead of hastily searching for who even is a senior.

Now that you know about how groups can be used in the gradebook, take some time to learn more about why there are groups in the first place for [metacourses and section groups](https://wp.stolaf.edu/it/?page_id=10157) ([https://wp.stolaf.edu/it/?page\\_id=10157](https://wp.stolaf.edu/it/?page_id=10157)).