

What is the Gradebook?

Moodle's built-in gradebook is a useful tool for both professors and students. Scores from Moodle assignments are automatically added from their respective activities pages, and all assignments are visible in one screen. The Moodle gradebook inherits its scores and settings from activities on your course page, so using the gradebook is fairly simple. If there is a setting you would like to change and it is not in gradebook settings, it can probably be found on the activity's settings page. The following guide will answer your questions, including:

- Why should I use the Moodle gradebook?
- How do I view my course gradebook?
- How do TAs view my gradebook?
- How are scores added to the gradebook?
- How can I organize my gradebook?
- How are overall grades calculated?

If you have a question about the Moodle gradebook that you cannot find the answer to here, visit [Moodle's own documentation \(https://docs.moodle.org/30/en/Grades\)](https://docs.moodle.org/30/en/Grades) on the gradebook.

Why should I use the Moodle gradebook?

Convenience

Because scores are entered automatically from online activities, there is no need to retype or transfer scores. Even manually entered scores for offline assignments are easy; just type the scores into the correct boxes. Navigating the gradebook is fairly straightforward too with its dropdown menu of views. More on how to enter grades is found in the [using the gradebook guide \(https://wp.stolaf.edu/it/?page_id=10122\)](https://wp.stolaf.edu/it/?page_id=10122).

Communication

Students can monitor their progress throughout the course and make adjustments accordingly. Text feedback can be given in addition to or in lieu of a numerical score. While seeing their grade online is not a substitute for visiting during office hours, it gives students the chance to observe how their efforts impact their grade.

Flexibility

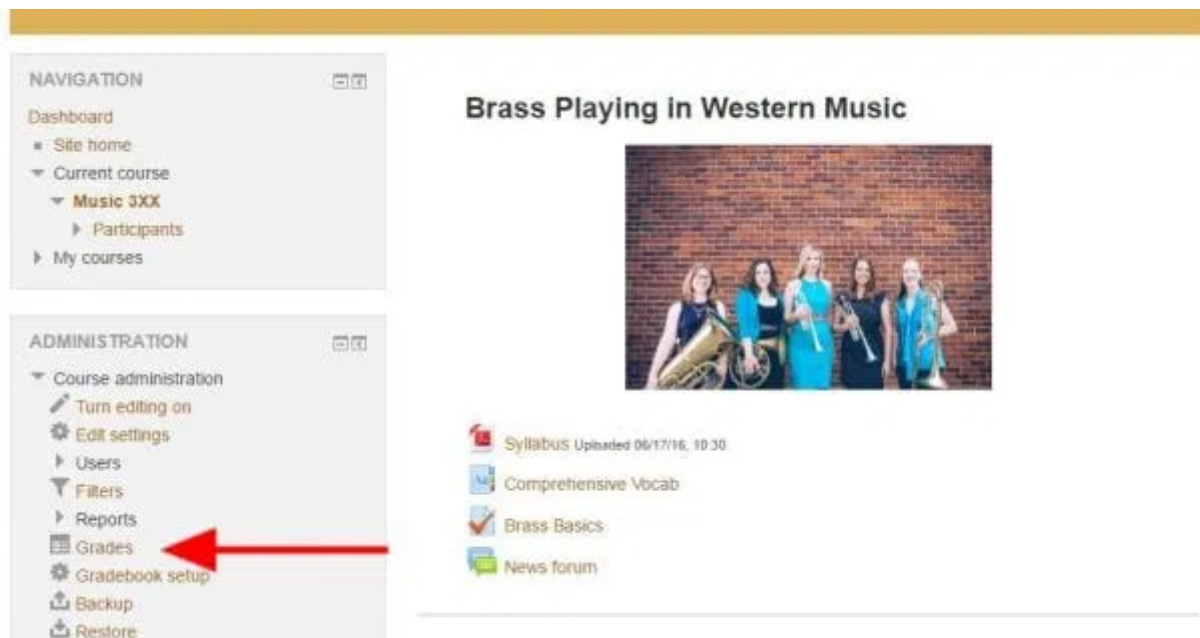
The gradebook has numerous functions, including:

- Grade import/export
- Custom grade aggregation
- Text feedback
- Missing/late work marking

- Grade categories for organization
- Custom letter grade boundaries
- Scores based on qualitative scales

How do I view my course gradebook?

1. Navigate to your course homepage.
2. In the **Administration** block, select **Grades**.



3. You will arrive at the **Grader report** by default. This page has a quick overview of all participants, their scores, and the course average. From here, you can access other report views, gradebook setup, letter grade options, and import/export options.

Grader report ▾

Grader report

View Setup Scales Letters Import Export

Grader report Outcomes report Overview report Single view User report

Visible groups: All participants

All participants: 5/5

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z




			Sample Course: Music 3xx		
			Assignments		
Last name	First name	Email address	Brass Basics	Assignments total	Oral Presentation
	Benjamin	@stolaf.edu	-	-	-
	Douglas	@stolaf.edu	-	-	-
	Sarah	@stolaf.edu	-	2.00	-
	Jason	@stolaf.edu	-	-	-
	Ezra	@stolaf.edu	-	-	-
Overall average			-	2.00	-

How do TAs view my gradebook?

1. Navigate to the course homepage.
2. In the **Administration** block, select **Grades**.

The screenshot shows a course homepage for "Brass Playing in Western Music". On the left, there is a "NAVIGATION" sidebar with "Current course" expanded to "Music 3XX" and "Participants". Below it is an "ADMINISTRATION" sidebar with "Course administration" expanded. A red arrow points to the "Grades" option in the "Reports" sub-menu. The main content area shows a header "Brass Playing in Western Music" with a photo of five students and a list of items including "Syllabus Updated 06/17/16, 10:30", "Comprehensive Vocab", "Brass Basics", and "News forum".

3. Users with the TA/Grader role will arrive at either the **Overview report** or **User report** by default.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Sample Course: Music 3xx						
 Brass Basics	-	-	0-49	-	-	-
Assignments						
 Haydn Trumpet Concerto Paper	-	-	Bad-Good	-	-	-
Σ Assignments total	-	-	0-13	-	-	-
 Oral Presentation	-	-	0-45	-	-	-
Σ Course total	-	-	0-107	-	-	-

TAs can grade online activities by selecting the hyperlinked assignment name in the **User report**. There they can grade that activity only. TAs cannot grade manually-added, offline assignments. These assignments are denoted with a pencil icon in the User report..



If your course uses manually-added, offline assignments, it may be useful to assign your TA the role of Non-editing Teacher instead. [Learn more about Moodle roles \(https://wp.stolaf.edu/it/?page_id=9455\)](https://wp.stolaf.edu/it/?page_id=9455) to decide which role is best for your TA(s).

How are scores added to the gradebook?

The full process is explained in the [using the gradebook guide \(https://wp.stolaf.edu/it/?page_id=10122\)](https://wp.stolaf.edu/it/?page_id=10122), but a basic summary is provided here.

First you must grade each activity on its own. Scores are then automatically added to the gradebook from the activity page. All activities have unique [grade settings \(https://wp.stolaf.edu/it/?page_id=10014\)](https://wp.stolaf.edu/it/?page_id=10014) that can be changed through the activity's settings, not gradebook settings. If there is a setting you would like to change and you cannot find it in gradebook settings, check the activity's settings instead.

Scores can also be added for offline assignments like exams and seminars. These scores must be imported or entered manually. Adding and grading offline assignments is discussed in the [using the gradebook guide \(https://wp.stolaf.edu/it/?page_id=10122\)](https://wp.stolaf.edu/it/?page_id=10122).

How can I organize my gradebook?

Within the gradebook, you can create categories for assignments, such as assignments, exams, and class work. Categories are weighted or assigned percentages of the overall grade, depending on the grade aggregation settings of your course. Assignments can be rearranged within these categories as well. Organizing the gradebook is discussed in [gradebook setup \(https://wp.stolaf.edu/it/?page_id=10053\)](https://wp.stolaf.edu/it/?page_id=10053).

How are overall grades calculated?

The answer to this question depends on the [grade aggregation strategy \(https://wp.stolaf.edu/it/?page_id=10043\)](https://wp.stolaf.edu/it/?page_id=10043) used in your gradebook. Natural weighting is based on the point value of an assignment out of the total points in the course or category. (The more points, the larger percentage.) Weighted means use arbitrary weights to determine the impact of each assignment. (More points in an assignment does not necessarily mean it has a larger impact.)

Now that you know some of the basics of the gradebook, you can start [setting up your gradebook \(https://wp.stolaf.edu/it/?page_id=10053\)](https://wp.stolaf.edu/it/?page_id=10053).