

Scales

Scales are a way of evaluating or rating a student's performance. Administrators can create standard scales which are available across the site, and teachers can create custom scales just for their own course. If you prefer, you can use grade points or no grade at all. The following guide will discuss how to create new scales, edit existing scales, and using scales.

How do I create a new scale?

1. Navigate to the **Gradebook**, then to **Scales**.
2. You are now on the Course Scales page. Select **Add a new scale** on the bottom left of the page.
3. Enter a **Name** for the scale.
4. Ignore the **Standard scale** option, if present.
5. Enter the **Scale** from lowest to highest in the next box. Separate each value by a comma.
6. Select **Save changes**.

How do I edit an existing scale?

1. Navigate to the **Gradebook**, then to **Scales**.
2. You are now on the Course Scales page. Select the gear icon



next to the scale you wish to edit.

3. Edit the scale settings as desired.
4. Select **Save changes** when finished.

How do I grade an assignment with a scale?

Changing the grade type for online Moodle activities and for offline assignments require different processes. Each is described below.

Online Moodle Activities

1. Navigate to **Gradebook setup** in the **Administration** block.

NAVIGATION

- Dashboard
- Site home
- Current course
 - Music 3XX**
 - Participants
- My courses

ADMINISTRATION

- Course administration
 - Turn editing on
 - Edit settings
 - Users
 - Filters
 - Reports
 - Grades
 - Gradebook setup
 - Backup
 - Restore

Brass Playing in Western Music

- Syllabus Updated 06/17/16, 10:30
- Comprehensive Vocab
- Brass Basics
- News forum

2. Select the name of the activity.
3. In the **Administration** block, select **Edit settings**.

NAVIGATION

- Dashboard
- Site home
- Current course
 - Music 3XX
 - Participants
 - Classical Era
 - Haydn Trumpet Concerto Paper**
- My courses

ADMINISTRATION

- Assignment administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup
 - Restore
 - Advanced grading
 - View gradebook
 - View/grade all submissions
 - Download all submissions
- Course administration
- Switch role to...

Haydn Trumpet Concerto Paper

Describe the performance techniques necessary for a successful performance on keyed trumpet of Haydn century with reference to the piece's composition (instrumentation, melody, structure, etc.) and historical

See attached document for full requirements.

[Haydn Trumpet Concerto Requirements.docx](#)

Visible groups: All participants

Grading summary

Participants	5
Submitted	1
Needs grading	0
Due date	Thursday, June 30, 2016, 12:00 AM
Time remaining	Assignment is due

[View/grade all submissions](#)

Submission status

Submission status	Submitted for grading
	This assignment is not accepting submissions

4. You are now on the activity update page. Scroll down to **Grade** settings and expand the section.

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

▸ Feedback types

▸ Submission settings

▸ Group submission settings

▸ Notifications

▸ **Grade**

▸ Common module settings

▸ Restrict access



5. Change the **Grade** type to be **Scale**.
6. Select the desired scale.
7. Select **Save and display** at the bottom of the page.
8. Use the activity's grading interface to assign grades. For assignments, this is linked as **View/grade submissions**.

Offline Grade Items

- I. Navigate to **Gradebook setup** in the **Administration** block.

2. Select **Edit** in the Actions column and then **Edit settings**.



Name	Weights	Max grade	Actions	Select
Sample Course: Music 3xx		-	Edit +	All / None
Assignments	60	-	Edit +	All / None
Brass Basics	18.216	49.00	Edit + Edit settings	
Oral Presentation	16.729	45.00		
Haydn Trumpet Concerto Paper	27.861	75.00	Edit +	

3. For **Grade type**, select **Scale**.
4. Select the desired scale.
5. Select **Save changes**.
6. Assign grades through the **Grader report** or the **Single view** report. Learn more about [gradebook navigation \(https://wp.stolaf.edu/it/?page_id=9992\)](https://wp.stolaf.edu/it/?page_id=9992) if you cannot find these pages.

How are scales scored in the gradebook?

Let there be n values in a scale. The lowest rating will score zero points. The next ratings will be: $1/(n-1)$, $2/(n-1)$, and so on. The highest score possible is $(n-1)/(n-1)$. Consider the following scale:

Not cool, Not very cool, Fairly cool, Cool, Very cool, The coolest thing ever!

It has six values. “Not cool” will score $0/5$. “Fairly cool” will score $2/5$. “The coolest thing ever!” will score $5/5$.

If you would like to use a scale to give feedback to a student without any impact on their course grade, edit the weight of the item on the **Gradebook setup** page. If you cannot locate this page, visit the [gradebook setup documentation \(https://wp.stolaf.edu/it/?page_id=10053\)](https://wp.stolaf.edu/it/?page_id=10053).

Now that you know how to create, edit, and use scales, learn about [rubrics \(https://wp.stolaf.edu/it/?page_id=10107\)](https://wp.stolaf.edu/it/?page_id=10107), another tool to assess students.