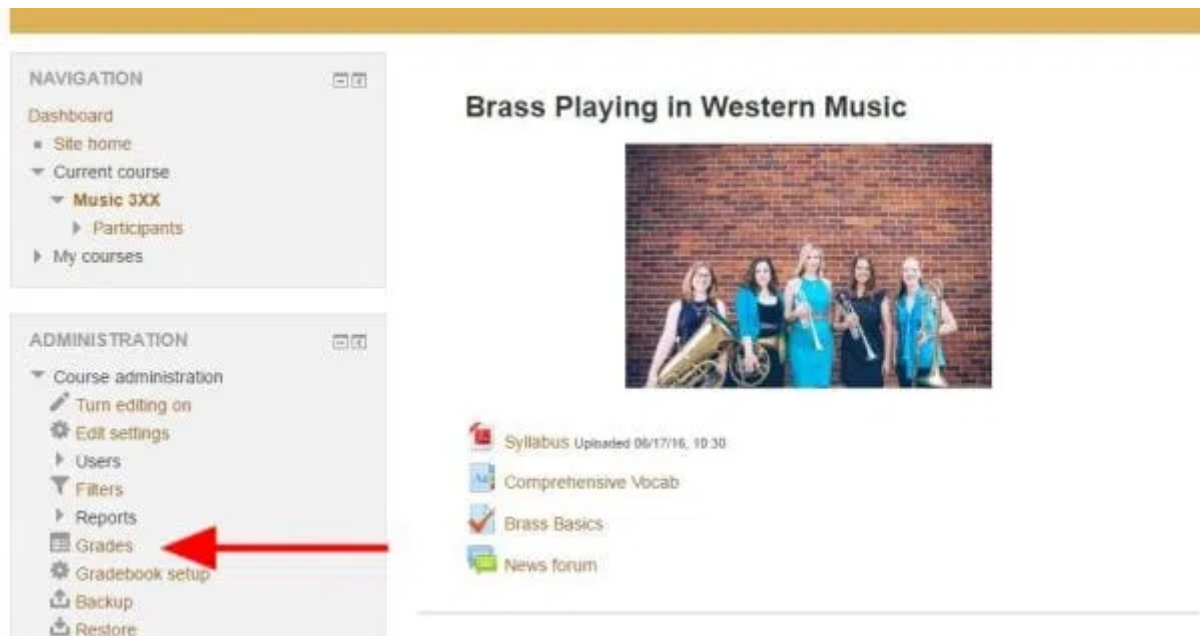# Using the Gradebook

This guide is designed for teachers or non-editing teachers that will be entering grades for students. Grades can be entered in multiple locations in Moodle. Reading through this guide will save you the trouble of trying to figure out what goes where. The following questions will be answered in detail.

- How do I view my course gradebook?
- How do I navigate the gradebook?
- What does each gradebook page do?
- How do I set up my gradebook for use?
- How do I enter grades?

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.

How do I navigate the gradebook?

Any of the following options work to navigate within your gradebook. They all lead to the same places, so use whichever is easiest for you.

Drop Down Menu

The drop down menu lists all gradebook pages by category. This menu appears in the same location on every gradebook page.

Tabs

Gradebook pages are divided into the six categories boxed below. Select the category to view pages in that category.

Administration Block

All pages in the gradebook are linked in the block. Be aware that it is not ordered in the same way as the other two navigation options.

What does each gradebook page do?

View: Collection of different [grade report views (https://wp.stolaf.edu/it/?page_id=10072)](https://wp.stolaf.edu/it/?page_id=10072).

> **Grader report**: Chart used to view and edit all students in course and all assignments.

> **Single view**: View and edit one student or one assignment at a time.

> **User report**: View detailed report of one student.

Setup: Collection of pages used to set up the gradebook and [change display settings (https://wp.stolaf.edu/it/?page_id=10055)](https://wp.stolaf.edu/it/?page_id=10055).

> **Gradebook setup**: [Set up gradebook (https://wp.stolaf.edu/it/?page_id=10053)](https://wp.stolaf.edu/it/?page_id=10053) for use. View and edit grade item weight and aggregation.

> **Course settings**: Change display settings of various grade reports for all users in course.

> **Grader report: preferences**: Change display settings of **Grader report**.

Scales: View and edit existing [qualitative scales (https://wp.stolaf.edu/it/?page_id=10103)](https://wp.stolaf.edu/it/?page_id=10103). Add new scales.

Letters: Collection of pages relating to letter grades.

> **View**: View existing grade boundaries.

Edit: Edit grade boundaries and grade values.

Import: Import grades from external file.

Export: Export Moodle gradebook as a file.

How do I set up my gradebook for use?

To set up your gradebook, follow the guide on [gradebook setup (https://wp.stolaf.edu/it/?page_id=10053)](https://wp.stolaf.edu/it/?page_id=10053). It will walk you through the process of adding grade items and organizing them into categories. After organizing your gradebook, learn about different [grade aggregation strategies (https://wp.stolaf.edu/it/?page_id=10043)](https://wp.stolaf.edu/it/?page_id=10043). St. Olaf's default strategy, natural weighting, works well for many courses. If you use this default, ensure that your gradebook is properly [set up for natural weighting (https://wp.stolaf.edu/it/?page_id=10214)](https://wp.stolaf.edu/it/?page_id=10214). (If you use generic weighting, check out the [proper setup for weighted categories (https://wp.stolaf.edu/it/?page_id=10231)](https://wp.stolaf.edu/it/?page_id=10231) instead.) Now that you gradebook is organized and formatted, you can begin entering grades.

How do I enter grades?

How you enter grade depends upon the type of grade item. Online Moodle activities are entered differently than offline, manually-added grade items.

Online Activities

Almost all activities on Moodle are automatically graded and entered into the gradebook. You do not have to manual enter scores into a grade report; they will automatically be added when a student completes an activity. One major exception is the assignment activity. These must be manually graded.

To grade an assignment activity:

1. Navigate to the **Gradebook** and then the **Grader report**.
2. Select the name of the activity you wish to grade. (Alternatively, you can select the activity from your course homepage.)
3. In the **Administration block**, select **Download all submissions**. This step is recommended because downloading all submissions at once is faster than downloading each submission as you grade it.

4. Select **View/grade all submissions** in the center of the page. (Alternatively in the **Administration** block, select **View/grade all submissions**.)

5. You will see a chart displaying all students and their submissions for the assignment. To edit a grade, select the edit icon

    in the **Grade** column for a student.

6. Enter the grade in the **Grade** field. Enter **Feedback comments** as desired. The score and feedback entered here will now be added to the gradebook.
7. Choose whether to **Notify students** now via email that their grade has been entered.

8. When finished, select **Save and show next** to grade next student. Select **Save changes** to save the grade and return to the grading chart.

Editing an assignment grade in any other way (i.e. grader report) will override existing scores and will prevent editing on the score via view/grade all submissions. It is therefore recommended that you use the method listed above.

Offline Assignments

The following instructions apply to grade items that were not automatically added to the gradebook. Any items that you added via the **Add grade item** button during gradebook setup are offline assignments. Scores can be entered through the two methods described below.

Grader report

1. Navigate to the **Gradebook** and then select **Grader report**.
2. Locate the column of the assignment you would like to grade. You may have to expand categories using expand icon to see the column.

3. Click inside the box you would like to add a score to.
4. Type in the score in the appropriate format. By default, scores are entered by points earned. (To change this, edit the grade report display settings (https://wp.stolaf.edu/it/?page_id=10055).)
5. Click in a different box to save the score. When a box is highlighted with orange, it has been saved. Category totals and final grades will not update until the page is refreshed.

Single view

1. Navigate to the **Gradebook** and then select **Single view**.
2. Select a grade item or user to grade with the drop down menus in the upper right.

3. A chart will appear with student, score range, grade, feedback, override, and exclude columns. Enter the score in the **Grade** column. By default, scores are entered by points earned. (To change this, edit the grade report display settings (https://wp.stolaf.edu/it/?page_id=10055).) If a box is gray, you must select **Override** first.
4. To excuse a student from an assignment or drop a score, select the appropriate **Exclude** box. The score will be visible (if given), but it will not impact the final grade.
5. To enter many grades at once, use the **Perform bulk insert** option at the bottom of the page.
6. After making any changes, you MUST select **Save**. If you navigate to a different grade item or user without saving, the scores will be lost.

Grade item: Haydn Trumpet Concerto Paper

7. Scores are now entered into the gradebook, and course grades will be updated to reflect the new scores.

If you used the **Override** box to enter a score, you were actually entering grades for an online Moodle activity, not an offline assignment. Be aware that grades with Override checked cannot be edited from the assignment. They can only be edited from the Grader report or Single view report.

Now that you know how to use the gradebook, learn about the different Moodle activities (https://wp.stolaf.edu/it/?page_id=10174) you can use to engage and assess students.