Moodle Grade Book (I)

All the grades for each student in a course can be found in the course gradebook, or 'Grader report' in **Settings > Course administration > Grades**. The grader report collects items that have been graded from the various parts of Moodle that are assessed, and allows you to view and change them as well as sort them out into categories and calculate totals in various ways. When you add **an assessed item** in a Moodle course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you. The grades displayed are initially displayed as the raw marks from the assessments themselves, so will depend on how you set those up. The following 6 elements are the keys to better understand Moodle gradebook.

1. Course grade settings

Course grade settings determine how the gradebook appears for all participants in the course.

Course grade settings are found in **Administration > Grade administration > Course grade settings** or via the gradebook Settings tab.

2. Grader report preferences

Teachers can set their preferences for the grader report via 'View' tab. These settings will apply to all courses for that teacher. The teacher may change them at any time. We strongly recommend you to use LAE Grade Report in your Moodle course at Eckerd.

LAE Grade Report

The LAE grader report page is an alternative main teacher view of the gradebook in Moodle. The most notable difference between the LAE grader report and Grader report is that the LAE grader report freezes both the column headers (grade item titles) and the student rows, while still allowing the user to scroll vertically and horizontally.

Export to .csv Surname ▲ First name	Quiz 1 ⬍	Audacity Tutorial ⬍	Podcasting planning ⬍	Attendance week 1 (8/7-8/13) ⬍	Podcasting ⬍	Σ CATEGORY TOTAL assignment ⬍	
Overall average	-	-	-	-	-	0.00 %	-
David Junkin	- 🔍	- 🔍	-	-	-	0.00 %	

Layout differences from grader report, when LAE Grader report is in non-editing mode

- Grade item and category headers are all on one line, not nested. LAE grader does not collapse or expand categories.
- LAE grader allows wrapping of grade item and grade category names (at approximately 30 characters) to avoid excessively wide reports
- Category items always follow the items contained in the category
- All items (including the category column) included in a category are color-coded the same to group them together, alternately orange/blue
- The last column is always the Course Total.
- Items not contained in a category have a background of white as does the Course Total.
- Hidden items and categories are gray.
- Grades scroll both horizontally and vertically without losing view of the students column or the grade item header rows. This is the biggest difference between the LAE and core gradebooks. It negates the need for mouse over descriptions of which student and which item on which you're currently working.
- Rows added such as 'range' or 'average' are placed at the top (instead of the bottom) and are frozen along with the grade item titles row so the user never loses sight of them.

Functionality enhancements beyond the Core Gradebook in editing-mode on.

- Letter and Percentage Input

Whenever the user is editing grades they have the option of inputting a "real" number, a letter grade or a percentage grade. A letter will be compared against the letter grade setup for the course (configurable Grade letters) and will be converted to 1 point less than the maximum available for that letter grade. Percentage grades will be converted to the input percentage times the maximum grade earnable for that item.

- Export to csv file format

3. Grade Editing

Editing anything in the gradebook refers to editing the **grades** only and none of the available operations bear any relationship to editing the main course page i.e. the appearance of your course page cannot be influenced by anything you do in the gradebook. The **"Turn editing on"** button functions separately from the main course one, so editing can be on in the gradebook, but simultaneously off when you switch back to course view. This is because editing grades and editing the course page are separate capabilities. Roles such as 'non-editing teacher' may only have one or the other.

4. Manage Grade Items

A grade item is a unit (typically an activity) where course participants are assessed through a grade. They may refer to course activities (e.g. a quiz, an assignment etc.), Outcomes or manual grades. As such, a grade item is a container for grades and a set of settings applied to these grades. The settings affect the calculation and display of the grades in the gradebook reports and exports. When you add **an assessed item** in a Moodle course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you manually.

To create these grade items manually, you can go through the "Edit Categories and Items" page. The "Add grade item" button is clicked, and the form appears.
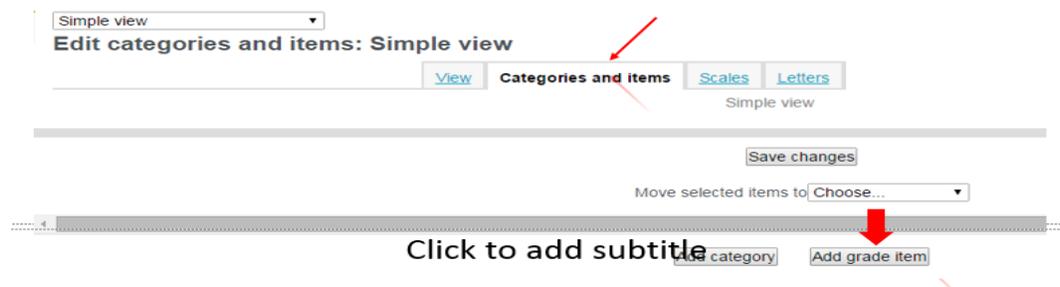
5. Grade calculations

A grade calculation is a formula used to determine grades, based (optionally) on other grade items. Note that this is not the same as Calculated question types. Calculations for the gradebook follow the pattern of formulas/functions in popular spreadsheet programs.

6. Grade Export

Grades can be exported to Excel spreadsheet, OpenDocument spreadsheet, plain text file or XML file. We strongly suggested you to export grades in a spreadsheet format. Then copy and paste that information into another file that has worksheet ("raw grades"). Create other worksheets which are custom reports which take their data from "raw grades". This works if graded activities are not moved around to different positions in the course. This allows you to create a standard printed report(s).

Reference: Document from Moodle website (https://docs.moodle.org/27/en/Gradebook)

Note: Any question, email moodle@eckerd.edu