

Advanced Gradebook Manual (Spring 2005)

Update

Site: [HSU Moodle](#)

Course: The HSU Faculty Guide to Moodle-Spring 2006

Book: Advanced Gradebook Manual (Spring 2005)

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1 Introduction

The Moodle 1.5 Gradebook has these features:

- Course Total Points
- Single Student Grades View
- Sorting (name or score)
- Grade statistics
- Grade weighting and categorization
- [Extra credit](#)
- Letter Grades (ABCDF, C/NC, etc)
- Dropping lowest scores
- Excluding individuals from being graded on particular items
- Hiding the grades from an [activity](#) or category from [student view](#) and grades calculation
- Edit Assignment and Quiz grades in the gradebook

The default settings of the new gradebook are similar to the old gradebook, with 5 added features:

- Single student view: click a student's name to view just their grades for all activities
- Reprint headers: this setting can be used to reprint the activity titles ever X students (X being a number you set).
- Sorting, students in the gradebook may be sorted by their names (first or last) or by scores (high or low).
- Statistics: a report of the highest/lowest, mean/median/mode and the standard deviation for your grades

Advanced features such as grade weighting and categorization, letter grades, dropping and excluding scores and hiding scores are available by turning the advanced features on. Skip to page 4 for a [description of the advanced features](#).

2 Adding Items to the Gradebook

Adding items to the gradebook:

Graded items are added to the gradebook automatically, when you create the item from the "Add" menu in your course.

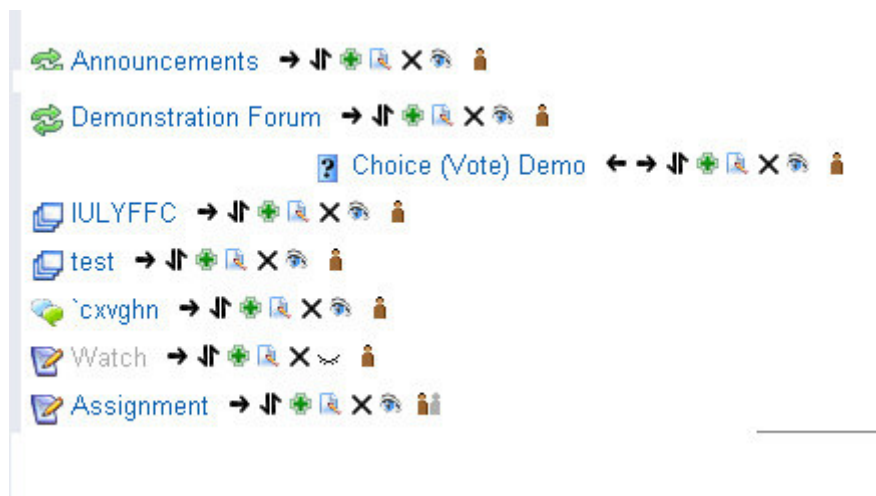
So if you add an Assignment with a grade of 50, once you finish adding it, check the gradebook and it will be there. If you are using the advanced features covered in [Chapter 4](#), newly added items will show up in the "uncategorized" category.

Hidden items

Items hidden in the course page using the 'eye' tool or the "Course program" block, may show up in the gradebook in two ways. There is a preference setting in preferences. If 'Show hidden items' is set to "No", hidden items will not show up in the gradebook for either instructors or students.

If 'Show hidden items' is set to yes, hidden items will still be invisible to students, as will their point values in the [student view](#) of the gradebook. However, in the instructor view, hidden items will show up with a white header box to show that they are currently hidden from students.


Here, the assignment "Watch" has been hidden using the eye tool.



With "Show hidden items" set to yes, this is how the assignment will appear in your gradebook. It will be completely invisible to the students, however.

Student Sort by Lastname Sort by Firstname	Demonstration Forum		IULYFFC		test		Watch		Assignment		Assignment One		Te Sc
	100	Raw %	5	Raw %	5	Raw %	100.00	Raw %	100.00	Raw %	100.00	Raw %	
Atest, Test	-	0%	-	0%	-	0%	-	0%	-	0%	81.00	81%	8.0
TestingisLife, test2	-	0%	-	0%	-	0%	-	0%	-	0%	0.00	0%	5.0

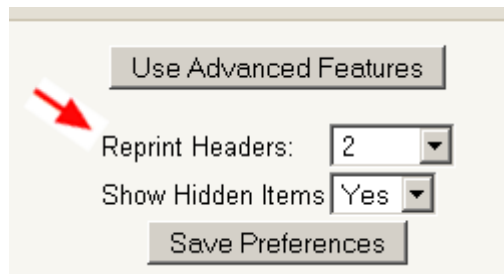
Here is the student's view. Note that the assignment "Watch" and its point value is gone.

View Grades - Uncategorized 										
Student	Demonstration Forum		IULYFFC		test	Assignment	Assignment One	Test Score	A2	New Assig
	100		5		5	100.00	100.00	8	100.00	100.0
Atest, Test	-		-		-	-	81.00	8.0	0.00	

3 New Gradebook Standard Features

Some new features in the gradebook are enabled by default, for all Moodle courses. These are explained below.

Single student view: In courses with many students and many graded items, it can be difficult to keep track of the grades for a single student as you browse the gradebook. By clicking a student's name, you can hide all other students and view just the grades for a single student.



Reprint headers: This setting in the preferences determines how often the [activity](#) names are printed in the online view of the gradebook. This is another feature to make it easier to view a large number of graded activities without losing track of individual grades.

The setting above will result in the view below, with the activity titles (headers) reprinted for every 2 students as shown below:

Grades						
Student	Assignment 1	Practice Quiz	Graded Event	Assignment 2	Total	Stats
Sort by Lastname Sort by Firstname	55.00	50	100	100.00	305	
Cleaves, Danny	45.00	-	0	0.00	45	
demo, demo	45.00	-	90	100.00	235	
Sort by Lastname Sort by Firstname	55.00	50	100	100.00	305	
demo2, demo2	50.00	17.5	76	100.00	243.5	
demo3, demo3	0.00	-	89	0.00	89	

Sorting: Clicking the sort by Lastname will sort the list of students by their lastname. Sort by Firstname will sort the student list by their first name.

Grades may be sorted by clicking the arrows next to the course Total (1).

Statistics: You can view the statistics for your course's grades by clicking the "Stats" link(2).

This will open a pop-up window which will show the highest and lowest scores, the average, the median and mode, and the standard deviation.

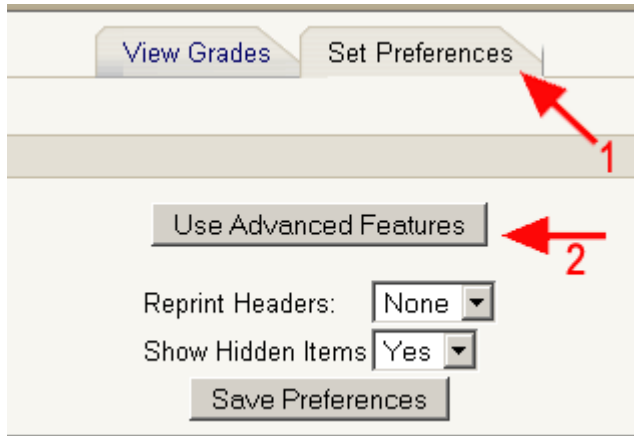
Practice Quiz		Total	↓↑	Stats
10	Raw %	310		Percent
-	0%	0		0%
-	0%	290		93.55%

Practice Quiz		Total	↓↑	Stats
10	Raw %	310		Percent
-	0%	0		0%
-	0%	0		0%

Clicking the activity's name will bring you to the activity itself.

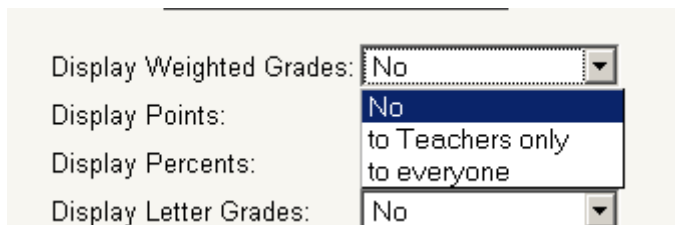
4 Activating the Advanced Features

If you would like to use the advanced features of the gradebook (such as grade weighting, letter grades, etc.) then enter the gradebook, click 'Set Preferences' (1), then click the "Use Advanced Features" button (2).



The page will reload, and you will now see a new set of links for various advanced features (1) along with new preferences settings. The settings let you choose what to display in the gradebook, as well as what to show to students.

Display Weighted Grades (2) will show the % value of a category after the weighting you set (in the Set Weights link) has been applied. You may also limit what students see by clicking the drop-down box and choosing 'to Teachers only.'



Display Points (3) will show the raw (unweighted) points a student has earned.

View Grades Set Preferences Set Categories Set Weights Set Grade Letters

Hide Advanced Features

Display Weighted Grades: No ← 2

Display Points: No ← 3

Display Percents: No ← 4

Display Letter Grades: No ← 5

Letter Grade: Use Percent ← 6

Reprint Headers: 2 ← 7

Show Hidden Items: Yes

Save Preferences

Display Percent will show the raw % (unweighted) of the total points the student has earned.

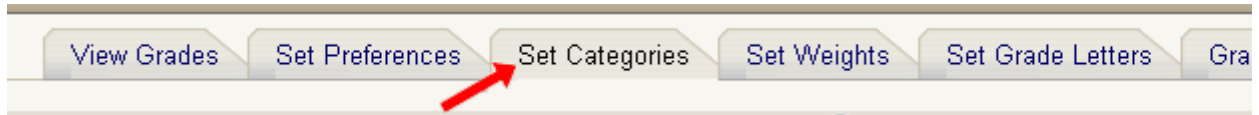
Display Letter Grade will show the letter grade earned so far (you can set the scale for this or change the grade letters in the "Set Grade Letters" link in the Advanced Features menu).

The Letter Grade (6) preference determines how the letter grade is calculated, by Weighted Percent or Raw Percent.

Finally Reprint Headers will reprint the category and [activity](#) headers every few rows of students (7).

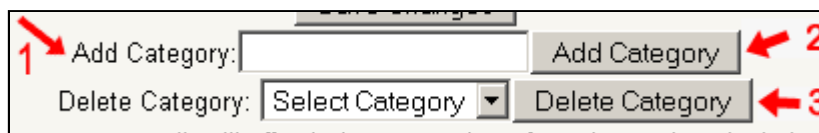
5 Setting Categories

Once you turn the Advanced Features, all your graded items will go into the default "Uncategorized" category. If you would like to create special categories for graded items, click the "Set Categories" link.

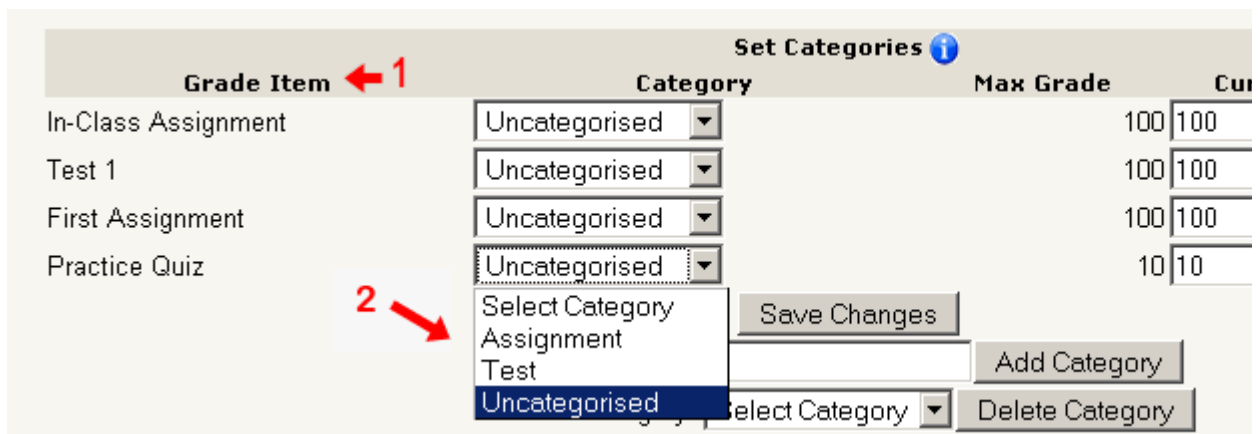


This will open the category editing page. This is where graded items can be placed into categories, curved or set as [extra credit](#) items. New categories can also be added and existing ones deleted.

To add a new category, simply type its name in the "Add Category" box (1), and click "Add Category" (2). To remove a category, select it in the Delete Category menu and click "Delete Category" (3). Items inside a deleted category **will not be deleted**, they will simply revert to the Uncategorized category.



The graded items in your course will show up along the left side of the category editing page (1). To assign an item to a category, simply select the category name from the drop down list (2).



- **Category:** Adjusts which category a graded item belongs to. Items that have not been assigned a category or were in a category that was deleted will be automatically placed in "Uncategorized"
- **Curve To(4):** Allows you to curve grades. Set this item to what you would like the particular graded item graded out of. So if the max grade was 30 and curve to was set at 28 students grades and percents would be calculated against a possible 28 points rather than 30. 'Curve to' changes the top value for the assignment. Thus if a student gets 50 points in a 100 point assignment, and the assignment is curved to 50, they get 50/50. Thus someone who gets 0 points on a test curved from 100 points to 50, still gets a zero,

- but someone who got 10 points on the curved test, gets 20%.
- Extra Credit(5): Check this box if you would like a particular item to be calculated as extra credit. An extra credit item's points are not counted towards the category's total, so the points for these items are just added to the points of the other items in the category. Thus in a category with 100 point test and a 5 point journal, with the journal set to Extra Credit, the category total would still be 100 points, so you can give extra credit by giving students points for their journal. These points will increase their score for that category without increasing the total points for that category. Any graded item may be set to Extra Credit.

When you have set your categories, remember to click the "Save Changes" button to record your changes (1).

First Assignment	Assignment	100	100
Practice Quiz	Test	10	10

Save Changes ← 1

6 Setting Category Weights

Once you have set up categories, you need to give the categories some weight. By default, items are put in the Uncategorized category(2), which is weighted to 100% the first time you start up the gradebook. To weight other categories, type the values in the weight box (2) and click Save Changes (3). The gradebook will tally your weights and let you know if they add up to 100%.

Category	weight	Drop X Lowest	Bonus	Points Hidden
Uncategorised	100.00	0	0	<input type="checkbox"/>
Test	100.00	0	0	<input type="checkbox"/>
Assignment	0.00	0	0	<input type="checkbox"/>

Save Changes


The total weight is not equal to 100

Once you have set up weighted categories, make sure to make them visible by going back to the Preferences tab and choosing "Yes" in the "Display Weighted Grades" drop down. If you are using weighted grading, it may reduce student questions if you turn off the display of raw points and percent, as these are not affected by the weighting settings.

Other features of the "Set Weights" window are dropping grades, bonus points, and hiding items.

- **Drop X Lowest:** This is used to drop the X number of lowest scores from a student's grade calculation. The point totals for a category should be all the same value or unpredictable results may occur.
- **Bonus Points:** Is used to give extra points that do not change the point total for a category. This can be used to adjust for unfair questions or similar. These will be applied equally to all students. If you wish to selectively provide [extra credit](#), add a new graded item and set it to extra credit in "Set Categories".
- **Hidden:** If this box is checked it will remove a category from display and also from grade calculation. This is an easy way to only add items to the gradebook after they have been graded. Since graded items that have not been categorized will automatically be assigned to "Uncategorized" you can set the "Uncategorized" category to hidden and then as you grade items move them to whichever category you like and students can then see their grade.

For example, in the shot below, the Uncategorized category has been set to 0% and hidden(1). This means that new items being added to the course will go into this category, and so will not show up in the gradebook or in the calculations until they are moved into a category. The category Test (2) has been set to a weight of 40% and to drop the 3 lowest scores(3). All the weights add up to 100%, and the system lets you know that (4).

Set Weights 					
Category	weight	Drop X	Lowest	Bonus	Points Hidden
Uncategorised	<input type="text" value="0.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
2 → Test	<input type="text" value="40.00"/>	3 → <input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Assignment	<input type="text" value="15.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
New Category	<input type="text" value="5.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Homework	<input type="text" value="40.00"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/>

← 1

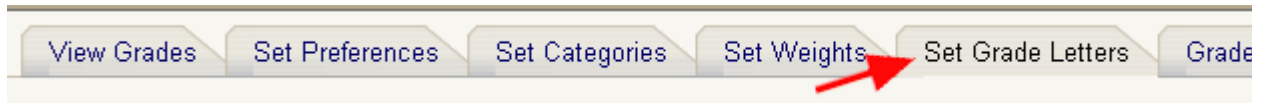
4 → The total weight is equal to 100

Category weightings will make each category contribute X percent to the weighted total; where X is the weight that you assign to the category. This is regardless of how many points that particular category may have.

For instance you could have 4 categories with weights set to 25 each. Let's say that each category has total points 5, 100, 20, and 400. Now even though the points for each category is drastically different each category will contribute 25% to the weighted total. To elaborate further let's say a student has 3, 88, 19, and 350 points in each category (respectively). Their weighted total would be calculated as follows. $(3/5)*0.25 + (88/100)*0.25 + (19/20)*0.25 + (350/400)*0.25 = .15 + .22 + .2375 + .21875 = .82625$ or 82.625%

7 Setting Grade Letters

To assign number values to grade letters, click the "Set Grade Letters" link.




This will show you a list of the letter grades and their current percent values. To change percent values, type in new numbers and click save changes.

Set Grade Letters i		
Grade Letter	Low	High
A	93	100
A-	90	92.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	67	69.99
D	60	66.99
F	0	59.99

You can also change the grade letters to anything you like. For instance you can delete all the letter grades and replace them with a simple Credit/No Credit scale:

Set Grade Letters i		
Grade Letter	Low	High
C	72.00	100.00
NC	0.00	71.99

Or a completely different scale:


Set Grade Letters 

Grade Letter	Low	High
Excellen	90.00	100.00
Good	80.00	89.99
Fair	70.00	79.99
Poor	60.00	69.99
Fail	0.00	59.99

8 Viewing Grades


Clicking the Grades link will show you the current state of your gradebook. In this case, we see the three general categories, the points each student has earned so far and their weighted score for each category.

The course totals are also shown (2), along with the student's current letter grade.

All grades by category 									
Student Sort by Lastname Sort by Firstname	Assignment Stats(15.00%)			Homework Stats(40.00%)			Test Stats(40.00%)		
	points(100)	Percent	weighted % contribution	points(100)	Percent	weighted % contribution	points(0)	Percent	w c
Cleaves, Danny	-	0%	0%	-	0%	0%	0	%	
demo, demo	100	100%	15%	100	100%	40%	0	%	
demo2, demo2	85	85%	12.75%	85	85%	34%	0	%	
demo3, demo3	95	95%	14.25%	70	70%	28%	0	%	

Students can be sorted by name, or by high or low total scores (click the up/down arrows). The "stats" link will open a pop-up window with your current course statistics.

Clicking on a category title will show you what is in that category, the points, etc. and the totals for that category. Clicking on a student's name will show you just that student's grades. For instance, this view shows only the grades of '[Demo Student](#)'.

All grades by category 									
Student Show All Students	Assignment Stats(15.00%)			Homework Stats(40.00%)			Test Stats(40.00%)		
	points(100)	Percent	weighted % contribution	points(100)	Percent	weighted % contribution	points(0)	Percent	
demo, demo	100	100%	15%	100	100%	40%	0	%	

9 Grade Exceptions

A feature many faculty have been requesting in a gradebook is a way to exclude certain students from being graded on certain assignments. The [Grade Exceptions](#) screen enables this process. To excuse a student from being graded for an assignment, first select the student's name on the left, then select the assignment's name in the center, and click the "Exclude from Grading" button (1).

The screenshot shows the "Grade Exceptions" interface with three columns:

- Included in Grading:** A list of students including Danny Cleaves, demo2 demo2, demo3 demo3, demo4 demo4, demo5 demo5, demo6 demo6, demo7 demo7, demo8 demo8, demo10 demo10, demo11 demo11, demo12 demo12, demo15 demo15, demo demo, Demo Student, and Demo Teacher.
- Grade Items:** A list of assignments including First Assignment (0), In-Class Assignment (0), Practice Quiz (0), and Test 1 (0).
- Excluded from Grading:** An empty list.

At the bottom, there are two buttons: "Exclude from Grading" and "Include in Grading". A red arrow labeled "1" points to the "Exclude from Grading" button.

You can select multiple students by holding down the control key when you click their names. In this example, demo2 and demo5 are going to be excused from "First Assignment" when the button is clicked:

Grade Exceptions ⓘ

Included in Grading	Grade Items	Excluded from Grading
<div style="border: 1px solid #ccc; height: 200px; overflow: hidden; margin-bottom: 5px;">Danny Cleaves demo3 demo3 demo4 demo4 demo6 demo6 demo7 demo7 demo8 demo8 demo10 demo10 demo11 demo11 demo12 demo12 demo15 demo15 demo demo Demo Student Demo Teacher</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Exclude from Grading</div>	<div style="border: 1px solid #ccc; height: 200px; overflow: hidden; margin-bottom: 5px;">First Assignment (2) In-Class Assignment (0) Practice Quiz (0) Test 1 (0)</div>	<div style="border: 1px solid #ccc; height: 200px; overflow: hidden; margin-bottom: 5px;">demo2 demo2 demo5 demo5</div> <div style="border: 1px solid #ccc; padding: 2px; text-align: center;">Include in Grading</div>

Now the grades for that assignment will not be counted in determining their grades for the course. If you later decide you do want to have them graded on that assignment, just click their name or names and click the "Include in Grading" button.

10 Showing weighted totals

To show the weighted percent, go to your your "Set Preferences" tab, and choose Yes for "Display Weighted Grades:", then click "Save Preferences".

This will show both your weighted grades and the raw points. If you want to just show the weighted grades, choose No, in the "Display Points:" drop down on the Preferences page.

11 Examples

Goal: *I would like to show students their grades to date without including scores for future quizzes/assignments. Is this possible? If so, how do I set it up?*

1. Make a new category called "Hidden", hide the category, (in the Set Categories tab, click the "hide" checkbox next to the category's name and put the activities you don't want to show up in the calculations, into the Hidden category.
2. When you want the students to see activities, then move them from the Hidden category into a different, visible category.

Goal: *I have 4 assignments that I want my students to pick one of to do and be graded on. Is there an easier way to exclude students from the remaining three assignments other than entering each one into the [grade exceptions](#) for that particular assignment?*

If the assignments all have the same point value, then you can put them all in one category, and in the "Set Weights" tab, put 3 into the "Drop X Lowest" box next to the category's name. If there are 4 assignments of equal point value, this will only count the one graded assignment in the student's grade calculation.

Goal: *I want to talk to a student about their grades without showing them the grades of other students in the course, how can I do this?*

Click on the student's name in the gradebook. This will show just the grades of that student.

Goal: *I want two assignments with different point values to have the same weight in the final grade.*

You can set the weight of an assignment (or any other graded [activity](#)) by putting it in a category and assigning a weight to the category.

So if you want the 100 point assignment and the 50 point assignment to have the same effect on the final grade, put the one in a category, and weight that category to %50, and put the other in a different category and weight that category %50.

If you use weighting, in your preferences, turn off show percents and turn on show weighted percent, this will show the students the weighted grades (they sometimes get confused by the difference between raw percent and weighted percent).