

# Working with the Moodle Gradebook

Why not set up your Moodle Gradebook so that it accurately reflects the assessment elements in your unit. This will enable the export of all the unit grades and course total into an easy-to-read Excel format at the end of the study period ready for input to SAMIS.

**i** For example, there are five assessment elements in a unit, the grades of which need to be weighted as follows:

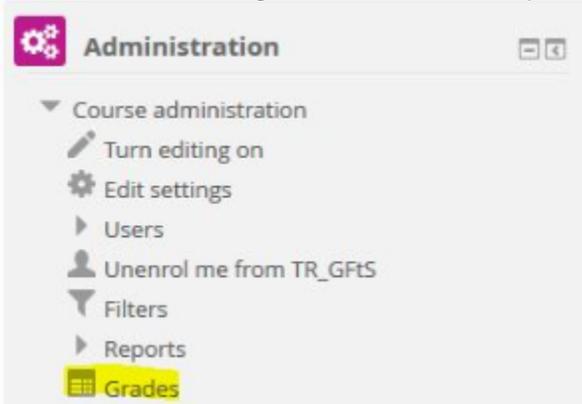
- Three assignments which constitute 75% of the course total. Each assignment to be equally weighted within the 75%.
- Two quizzes which constitute 25% of the course total, equally weighted.

By default, all five items will appear in the Grader report in the same overall unit category and their grades will be aggregated by a Simple Weighted Mean of Grades. This may not calculate the grades as expected.

To weight these assessments will require the creation of two separate categories weighted 75% and 25% and the relocation of the items into the relevant categories.

## To see the current grades aggregation:

- Click on **Grades** in the Settings block to view the Grader Report.



- When the report is open, from the Settings Block or the dropdown menu at the top of the page, click on **Gradebook setup**

Gradebook setup ▾

## Gradebook setup

Name	Max grade	Actions
EE10172 Energy systems and the environment	-	Edit ▾
Peer Weighting Form	100.00	Edit ▾
Course total Simple weighted mean of grades.	100.00	Edit ▾

Save changes

Add category

Add grade item

- A course total will show the current grades aggregation. The default is 'Simple weighted mean of grades'.

## To create a new category:

- Click on **Add a category** (at the bottom of the page).

- Enter the required fields and select the aggregation required from the drop down list. (Note: the category name will be displayed to students in their individual grade reports so it would be advisable to include the weighting in the category name by way of explanation e.g. 'Assignments – 75% of total').

▼ Grade category

Category name\*

Aggregation  Simple weighted mean of grades 

[Show more...](#)

▼ Category total

Grade type  Value 

Scale  Use no scale 

Maximum grade 

Minimum grade 

Hidden 

Locked 

Weight adjusted 

Weight 

[Show more...](#)

Save changes

Cancel

- **Save changes** at the bottom of the page.

**To move items into a new category:**

- Select the downward arrow in the column on the right.
- Choose the category where the items need to be moved.
- Repeat both these steps for the second category.
- **Save changes**

**To weight categories:**

- In the **Aggregation** column (for the overall unit category) select **Weighted mean of grades** from the dropdown list for the entire course.
- A new column labelled **Weight** will appear, add the weightings for each category (0.75 and 0.25) and **Save changes**.

**To view and export the grades:**

- To return to the **Grader report**: use the dropdown list at the top of the page

Grader report 

## Gradebook setup

Name

 Utilising Technology

  EditPDF

  A brief tour of the quiz

- Make sure you **Turn editing off**.

- To view how students will see their assessment grades: click on **View: User report** from the dropdown list (at the top of the page) or from the Settings block.

**To check an individual student's grade report:**

- Click on **Grades** in the Setting block to go to the Grader report.
- Select **User Report** from the dropdown list at the top of the page.
- Choose your student's name (or choose all users) from the 'Select all or one user' dropdown list at the right of the page.



To export the unit grades, feedback and course totals: see the FAQ 'Exporting assignment grades and feedback' ([link](#))