

Setting Up the Gradebook

Note: These instructions are for computations that use the default **Aggregation** method of **Weighted mean of grades**. If you are using any other method, you will have to make the change on the Aggregation method between steps 1 & 2.

1. From your main Moodle course page, click on **Gradebook setup**.
2. Click on **Add Grade Item**. (A grade item represents an individual class activity that you are assigning marks).
3. Give the grade item a name (i.e., Quiz1)
4. Set the *Maximum grade* you want to assign a student. (i.e., a quiz worth 40 marks, you will assign 40 as the maximum grade)
5. (**Optional:** Only for those wanting to change to grade display type – i.e., actual entered grades to letter grades) Click on **Show more...** This will expand your options. On the *Grade display type* field, choose *Letter*. (other options are available should you want to use another display type)
6. Click on **Save changes**.
7. Repeat this process for every marked activity you will be having for this class.
8. After all the grade items have been entered into the gradebook, on the *Weights* column, assign the individual grade items weight relative to the computation of the final mark. (i.e., a quiz worth 15% of the final mark is assigned a weight value of 15)
9. Click on **Save changes**.

Note: Any activity created in your Moodle course page, is automatically added into your gradebook as a grade item; you don't have to create a separate entry for it in the gradebook. Marks for these activities are entered through the course page for the activity, and is automatically transferred to your gradebook.

Entering Marks

This section is designed for entering marks of grade items created in your gradebook.

1. From your course page, click on **Grades**.
2. If not already ON, click on the **Turn editing on** button.
3. Once your editing mode is ON, entry boxes for each grade item and each student is displayed on your screen. You can start making your grade entries.
4. Once you are done, click on **Save changes**.
5. Click on the **Turn editing off** button.

Changing How Grades are Displayed

The default setting for displaying grades is that students see their grades as it was entered by the teacher. If you want to change this, you have two options available:

Option 1: Changing display type on grade item creation

This is found in the optional item #5 of the section, *Setting Up the Gradebook*.

Option 2:

In this example, the teacher wants to display all his/her entered grades as letters.

1. While in the Gradebook display, on the Administration block on the left side of your screen, click on **Setup**.
2. Click on **Course grade settings**.
3. Under the *Grade item settings*, change the Grade display type to Letter (or choose from the other options provided).
4. Click on **Save changes**.

Changing the Letter Scale

The default letter scale is as follows:

100.00 %	95.00 %	A+
94.99 %	90.00 %	A
89.99 %	85.00 %	A-
84.99 %	80.00 %	B+
79.99 %	75.00 %	B
74.99 %	70.00 %	B-
69.99 %	65.00 %	C+
64.99 %	60.00 %	C
59.99 %	55.00 %	C-
54.99 %	50.00 %	D+
49.99 %	45.00 %	D
44.99 %	0.00 %	F

1. If you want to modify this, click on **Letters**.
2. When the table above is displayed, click on **Edit grade letters**.
3. Click on the tick box for *Override site defaults*.
4. Enter only the lower value of the range you are using. (i.e., If A+ is 96%-100%, enter only 96)
5. After your changes have been entered, click on **Save changes**.