



Short instruction

Direct grading in a Moodle course

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Stand: 06/2016

1 General information

Entering grades in a Moodle course is also possible outside of the typical grading activities “Quiz” and “Assignment”. Crucial for the process is the grading type necessary for the entered marks. In order to calculate the resulting total grade Moodle only accepts marks in percentages and points instead of the usual decimals.

Yet, the entered percentages can be displayed to the students as decimals.

2 Inscribing the grades

In order to create a new **grading aspect**, click on "**Administration - Course administration - Gradebook setup**".

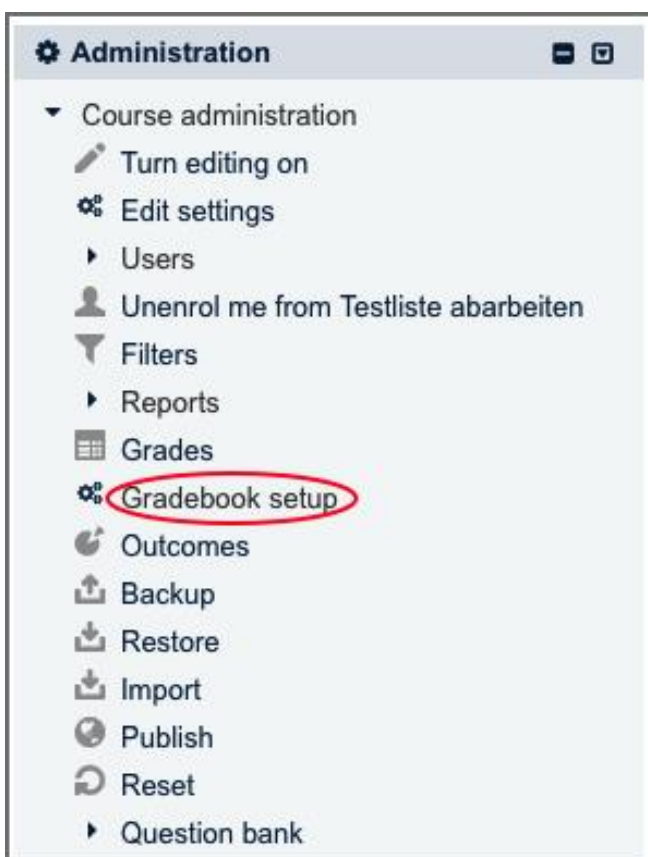


Image 1: Gradebook setup

On the following site activities in your course with a grading option are shown. Click on the button „Add grade item“ below the list.

Gradebook setup

Name	Max grade	Actions
Test Annemarie	-	Edit
Grade	100.00	Edit
Test	100.00	Edit
Aufgabe 1	100.00	Edit
Test2	10.00	Edit
Multiple Choice	10.00	Edit
Test 12	10.00	Edit
Aufgabe 1	100.00	Edit
Lektion1	100.00	Edit
A1	3.00	Edit
A-Hochladen	100.00	Edit
Course total Simple weighted mean of grades.	100.00	Edit

Save changes

Add category Add grade item Add outcome item

Image 2: Add grade item

In the settings of the grade item it is recommended to change the **Grade type** to “Value” and remain with the **Grade display type** “Default (Real)”.

Grade item

Item name

Item info*

ID number*

Grade type

Scale

Maximum grade

Minimum grade

Grade to pass*

Grade display type*

Overall decimal points*

Hidden

Hidden until* Enable

Locked

Lock after* Enable

Weight adjusted

Weight

Show less...

Save changes Cancel

Image 3: Settings for the grade item

The **conversion from percentages to decimal grades** can be found in “**Grade administration - Letters**” and can be adjusted for the entire course if necessary.



Image 4: Letters

In order to edit the conversion, please tick off the **Override site defaults** and enter the personalised rate.

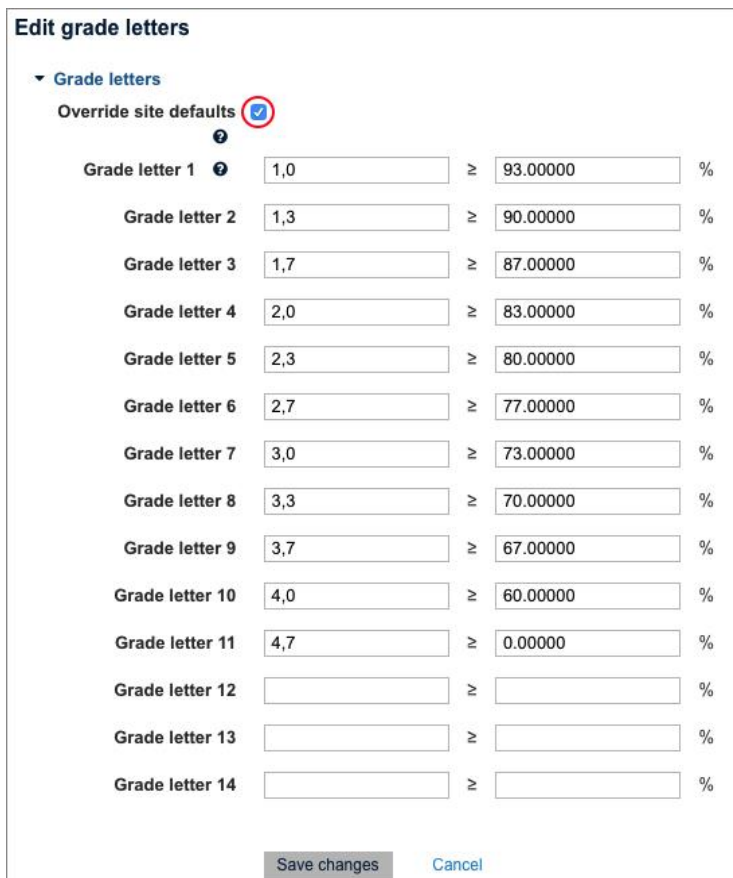


Image 5: Edit conversion

You can now start [entering the grades](#).

Please click on "**Grade administration – Grader report**" for a list of all participants containing columns for grading.

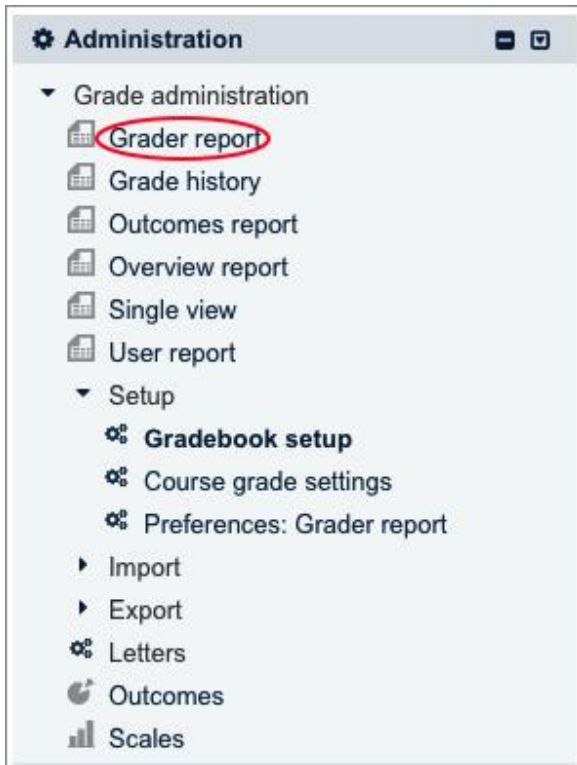


Image 6: Grader report

You can click on the pencil-shaped symbol on the right of the newly created grade item and enter the grades in percentages on the following page. After refreshing the page the percentages will be converted to decimals.

Surname	First name	matriculation-id	Email address	Grade	Test	Aufgabe 1	Test2	Mul
	Aalmann Albert		matthias.baume@mytum.de	-	-	-	-	-
	Aalmann Albert		albert.aalmann@tum.de	-	-	-	-	-
	Baume Matthias		matthias.baume@tum.de	-	-	-	-	-
	Paikar-Megaiz Angila		paikar@tum.de	-	-	-	-	-
Overall average				-	-	-	-	-

Image 7: Entering the grades

You have also the possibility to [adjust the display](#) for the students in the "**Course grade settings**".

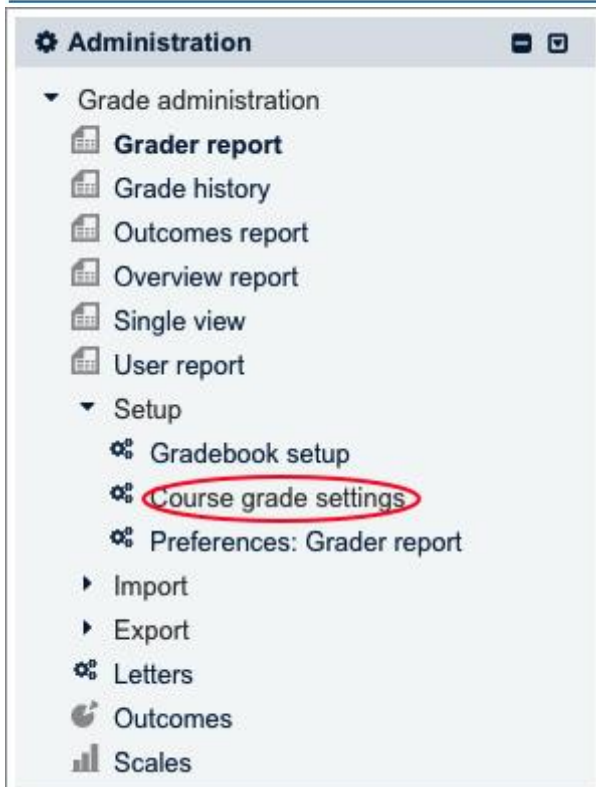


Image 8: Course grade settings

At first, check whether the **Grade display type** in the category **Grade item settings** is set to “Default (Real)”.

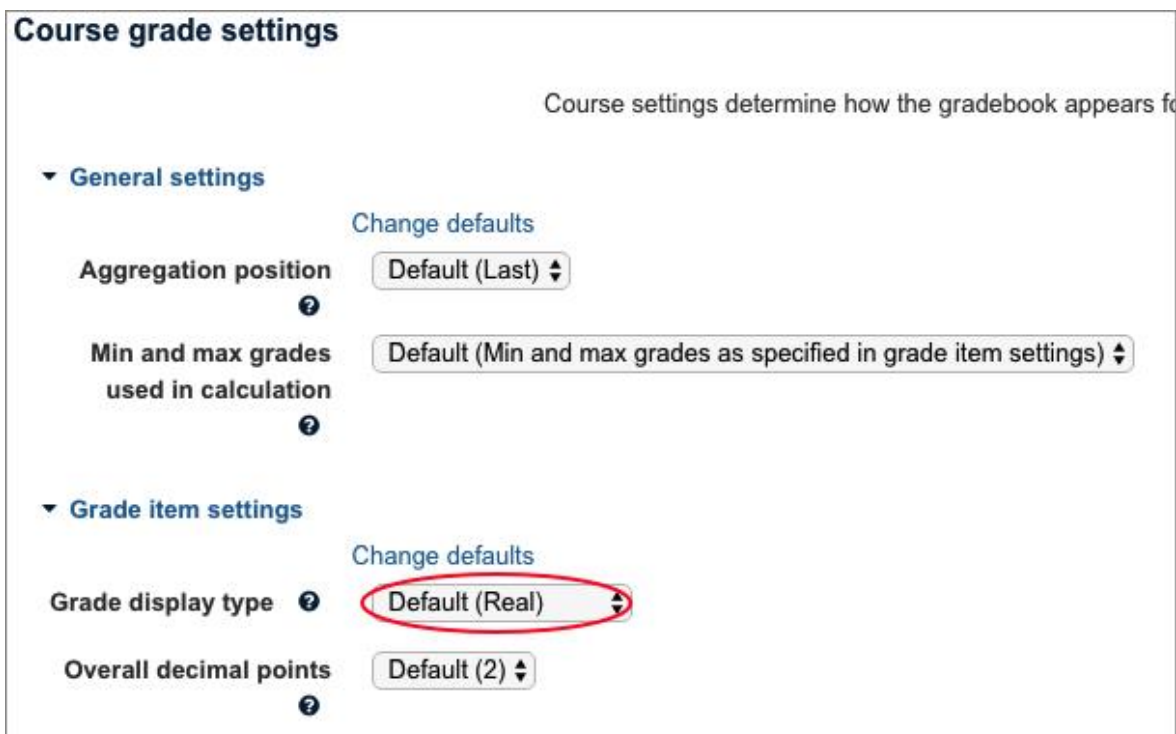


Image 9: Grade display type

In the category **user report** hide all elements except **Show grades** and **Show feedback**. With these settings the students only see the actual grades and feedback.

▼ User report

Change defaults

Show rank ⓘ Default (Hide) ▾

Show percentage ⓘ Default (Hide) ▾

Show grades Default (Show) ▾

Show feedback Default (Show) ▾

Show weightings Hide

Show average ⓘ Default (Hide) ▾

Show letter grades Hide

Show contribution to course total ⓘ

Show ranges Default (Show) ▾

Range decimal points 0 ▾

Show hidden items ⓘ Default (Only hidden until) ▾

Hide totals if they contain hidden items ⓘ Default (Hide) ▾

Image 10: Grades and feedback

You can also [export or import](#) grades in a Moodle course:

With the function "**Grade administration - Export**" you can export the grading list as Excel file and fill the column with the according percentages. Please don't forget to include the percentage readings in the export and to fill in the grades as percentages.

With the function "**Grade administration - Import - Paste from spreadsheet**" the list can be copied into Moodle by copy and paste.

Important for the import: For the aspect "**Identify user by**", please use the e-mail-address for the mapping between your spreadsheet and the existing grading table.

The aspect "**Grade item mappings**" defines the elements, which should be imported into the grader report.

Please consider to select the same type of grade (points, percentages) in your import spreadsheet which you have defined in the grader report.