Moodle Gradebook

Teachers can access the gradebook in Moodle in their Administration block, listed simply as “Grades.” This section of Moodle has the following features: basic gradebook functions, single student grades view, sorting by name or score, grade statistics, grade weighting and categorization, changing letter grade ranges, dropping lowest scores, excluding individuals from grading on particular assignments, hiding grades from student view, and the ability to grade using groups.

Before Opening Gradebook

Set up your assignments:

- The most important thing to remember is that putting assignments in Gradebook works **best if all the assignments are already on the course page.**
- You cannot add anything to Gradebook unless it is an assignment on the course page. On the other hand, assignments are added to Gradebook automatically after they are created.
- You are likely to lose assignments if you manipulate each assignment in Gradebook immediately after creating it, rather than creating them all at once and then working on them in Gradebook.
- This doesn’t mean you can’t add assignments later in the term, but that when you start a course, you should try doing things in a serial fashion.

Using Groups:

- To split a large class into groups, set up “Groups” on the course page, which is a link in the administration block. **When naming groups, don’t use spaces.**
- Once you have done that, you may wish to set the course default to “Groups” if every assignment will use groups. **For more information on Groups, see Moodle Groups documentation.**
- If you have “Groups” set up, when you view the grades, there will be a dropdown box next to the download options, to select which group you would like to see or if you want to see all of the grades. This can be useful for comparing grades between groups, or just cutting down on the amount of information on the page when the class is large.