Getting Started with the Gradebook in Moodle 3.5

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Office of Academic Technology
Lake Forest College

Start with the Syllabus:

1. Set up the gradebook by entering the major categories from your syllabus.
2. Log into Moodle, navigate to your course, select "gradebook setup."
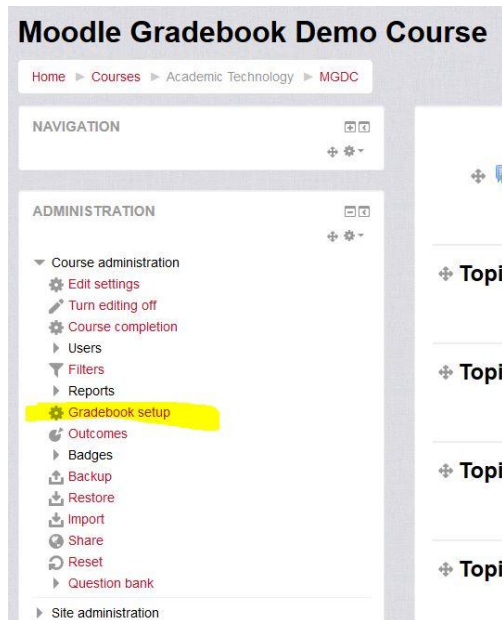
3. Click the button labeled "Add Category." Here you will add things like homework, presentations, quizzes and exams. Categories are not for specific assignments.
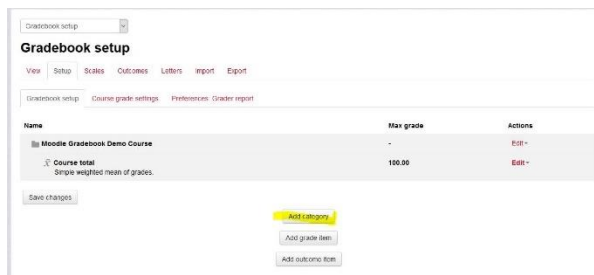
Grade category

Category name *	Homework
Aggregation ?	Simple weighted mean of grades
Exclude empty grades * ?	☑
Include outcomes in aggregation * ?	☐
Drop the lowest * ?	0

Show less...

Category total

Category total name *	
Item info * ?	
ID number * ?	
Grade type ?	Value
Scale ?	Use no scale
Maximum grade ?	100
Minimum grade ?	0
Grade to pass * ?	0

Grade display type * ?	Default (Real)
Overall decimal points * ?	Default (2)
Hidden ?	☐
Hidden until *	21 January 2019 08 55 ☐ Enable
Locked ?	☐
Lock after *	21 January 2019 08 55 ☐ Enable
Weight adjusted ?	☑
Weight ?	20

Show less...

Save changes   Cancel

4. Now that one category has been added to the gradebook, add the remaining categories. You can always add or delete categories at any time. Your gradebook should look something like this:

Optional: Moodle Outcomes

An outcome item is in most respects the same thing as a grade item. The main difference between the two is that the purpose of a outcome item is to rate students on a particular outcome/competency/goal, whereas grade items are used for grading students, usually with the intention of aggregating the results as a measure of the student's performance in the course activities.

Moodle Outcomes are specific descriptions of what a student has demonstrated and understood at the completion of an activity or course. Each Moodle outcome is rated by a scale. Other terms for outcomes are "Competencies or Goals".

In simple terms outcomes are similar to sub components of a grade. A grade is an assessment of overall performance that may include tests, participation, attendance and projects. Outcomes assess specific levels of knowledge through a series of statements. Thus an overall grade can be given for a course, along with statements about specific competencies in the form of outcomes.

In order to apply Outcomes, you need to create the outcomes.

1. Add a course-level outcome. Click on "Outcomes" in the Course Administration block to the left.
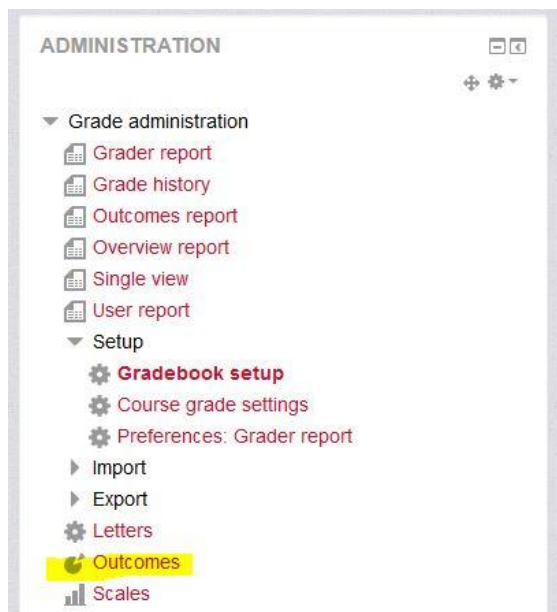
2. Click on "Edit outcomes," then select "Add a new outcome." You can skip to Step 5 if you are not using a Custom Scale.

3. First, you may choose to add your own custom scale. You can add any items to your scale separated by commas.

Add an outcome

View   Setup   Scales   Outcomes   Letters   Import   Export

Outcomes used in course   Edit outcomes   Import outcomes
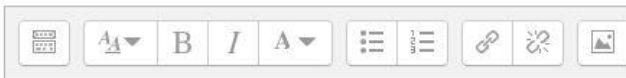
▾ Outcomes

Full name *

Short name *

Standard outcome ⑦   ☐

Scale * ⑦   --Standard scales ⌄   Add a new scale

Description   [editor toolbar]

▾ Scale

Name *   Moodle Gradebook Development ⊙

Standard scale ⑦   ☐

Scale * ⑦   Advanced User, Meets Expectations, Partial Mastery, Little or no Understanding

Description   [editor toolbar]

Save changes   Cancel

4. Here is how your custom scale appears. Click on the "Outcomes" tab to proceed to the next step.

Course scales

View   Setup   Scales   Outcomes   Letters   Import   Export

Custom scales

Scale	Used	Edit
Moodle Gradebook Development Advanced User, Meets Expectations, Partial Mastery, Little or no Understanding	No	⚙ ✕

Standard scales

Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	Yes	⚙
Satisfactory Not satisfactory, Satisfactory, Outstanding	Yes	⚙
Homework 25%	Yes	⚙
125 Point Scale 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125	Yes	⚙
Default competence scale Not yet competent, Competent	No	⚙ ✕

5. From the Outcome tab choose the sub-tab "Edit Outcomes, ", select "Add a new Outcome." Then, enter a **Full name** and a **Short name** for the outcome, and select or create a **Scale** to be associated with it. Add any necessary **Description**, and click **Save changes**.

Add an outcome

View   Setup   Scales   Outcomes   Letters   Import   Export

Outcomes used in course   Edit outcomes   Import outcomes

Outcomes

Full name *   Moodle Gradebook Expertise

Short name *   MGE

Standard outcome ⑦   ☐

Scale * ⑦   --Custom scales   Add a new scale

--Custom scales
Moodle Gradebook Development
--Standard scales
Separate and Connected ways of knowing
Satisfactory
Homework
125 Point Scale
Default competence scale

Description

Save changes   Cancel

6. Add the Outcome to your Gradebook by adding a new Category. However, since our assessment is a qualitative scale, we will not include it in the aggregation of grades for the course. You do not have to adjust any settings in Category total or Parent category. Save your changes.

7. Now when you view your Gradebook you can see that the outcome has been added as a category and as an item to be graded, but has no quantitative value so it does not impact your course aggregation.

Name	Weights ⑦	Max grade
📁 **Moodle Gradebook Demo Course**		-
◈ 📁 **Homework**		-
$\bar{x}$ **Homework total** Simple weighted mean of grades.		100
◈ 📁 **Presentations**		-
$\bar{x}$ **Presentations total** Simple weighted mean of grades.		100
◈ 📁 **Quizzes**		-
$\bar{x}$ **Quizzes total** Simple weighted mean of grades.		100
◈ 📁 **Exams**		-
$\bar{x}$ **Exams total** Simple weighted mean of grades.		100
◈ 📁 **Moodle Gradebook Competence**		-
Σ **Moodle Gradebook Competence total** Include empty grades.		0.00
$\bar{x}$ **Course total** Simple weighted mean of grades.		100.00

A Long Word about Calculating Grades:

The simplest way to calculate grades is to let Moodle handle calculations. Moodle has built-in calculations (called aggregations) to compute the score for the entire course (and sub-totals if you need them). Moodle can aggregate grades as *Natural* (which has replaced *Sum of grades*), *Mean of grades & Weighted Mean of grades*, and *Custom weights* (where weights are applied to individual items or categories as a percentage of the total grade).

Aggregation Methods
To configure how grades are calculated, choose a calculation method by editing *Category Settings*. Common aggregation methods are described below.

Mean of Grades
What it does:
- Calculates the average of all grade items in the category (the sum of all grades divided by the number of grade items).
- If items in the category have point values different from the category's Max Grade, grades will be adjusted proportionately.
- Does not allow grade items to be marked as Extra Credit.
- Allows categories to use *Drop the lowest*.
When to use it:
- To find the average percentage of multiple items.

Weighted Mean and Simple Weighted Mean
What it does:
- The difference from Weighted Mean Simple Weighted Mean is that with Simple Weighted Mean the weight of each item is simply its Maximum grade.
- Each graded item is assigned a value (Weight) used to determine its relative importance in the overall calculation. Items with higher values will count more toward the final average. The weight does not need to be the same as the possible points for an item. If an item has a weight of "0," it will not be calculated in the total.
- If items in the category have point values different from the category's Max Grade, grades will be adjusted proportionately.
- Weighted Mean does not allow grade items to be marked as Extra Credit. However, you can use Simple Weighted Mean as a way to add Extra Credit.
- Allows categories to use *Drop the lowest*.
When to use it:
- To work with items or categories that are each worth a different percentage of the final grade. If using this method to compute the course total, we suggest weights add up to 100.

Natural
What it does:
- Finds the sum of points for all items in the category.
- Allows grade items to be marked as Extra Credit.
- Allows categories to use *Drop the lowest* when specific criteria are met.

When to use it:
- To see the total number of points a student has earned out of the total points possible. It is also possible to change a category total to display a percentage of points earned instead of the real numerical points

Additional Options
Additional options appear on the *Gradebook Setup* page depending on the aggregation methods you select. Three important options are described below.

Weight
What it does:
- Appears only when the Custom Weights or Natural aggregation is used. This field sets the numerical weight of an item relative to other items in the same category. Items with a weight of "0" are not calculated in the category total.
When to use it:
- To work with items or categories that are each worth a different percentage of the final grade. If using this method to compute the course total, we suggest weights add up to 100.
- **Note:** When using the Natural aggregation method, the gradebook will automatically update weights to indicate a grade item's relative value compared to other items in the category. Weights can be adjusted by selecting the *Weights* checkbox for the item on the *Gradebook Setup* page, or navigating to the item's *Settings* page.

Extra Credit
What it does:
- This option is only available when Natural is used as the aggregation method. (You could also add Extra Credit items to be graded using Simple Weighted Mean of Grades)
- Items marked as extra credit are not included in the category's Max Grade. Instead, extra credit items are added to the category total after the initial calculation.
- Weights can be adjusted for extra credit items.
- It is possible for a student to receive a category total that is higher than the Max Grade.
When to use it:
- To enter bonus points that will be added on top of a student's category total.

Max Grade
What it does:

- Sets the maximum possible points that can be awarded in a category (the points required to receive 100%).
  When to use it:
- With Natural aggregation, Max Grade is calculated automatically as the sum of all grade items that are not marked as extra credit.
- With Mean of Grades and Custom Weights, if items in the category have point values different from the Max Grade, the category will adjust grades proportionately.
- **Note:** Letter grade display uses the percentage value of a category's Max Grade to calculate the numeric to letter conversion.

Grading with a Rubric:

If you want alternative methods for evaluating student work, some Moodle activities support grading with rubrics and non-numeric scales. This section will explore implementing a Rubric.

Rubrics are useful when you want to assess student work using multiple criteria. In *Assignment* activities, you can use advanced grading options to configure a rubric and criteria, and then when grading, the rubric will calculate an overall score.

Rubrics are advanced grading forms that are useful for ensuring consistent grading practices, especially when grading as a team. *Rubrics* consist of a set of criteria and an evaluation scale with levels corresponding to point values. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the worst/best possible score. Moodle lets you create a new grading form or make a copy of any *rubric* you already have in any of your Moodle courses.

1. The first step in using or creating a Rubric in Moodle is to add the Assignment that will use the Rubric. To do this, return to the main course page and turn on the editing.
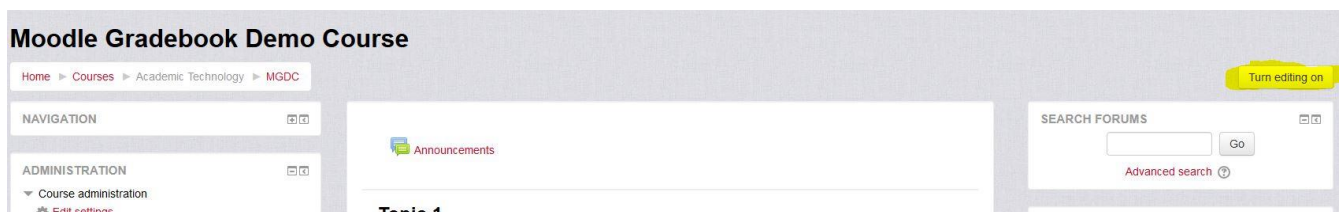
2. Select "Add an activity or resource." Choose "Assignment." Then, click the "Add" button at bottom of the box.

3. Follow the prompt to add an assignment name.

📄 Adding a new Assignment to Topic 1 ⊙

▼ General

Assignment name *   Presentation 1

Description

Display description on course page ⊙

Additional files ⊙

Files

You can drag and drop files here to add them.

4. Skip down the configuration box to "Submission types" and deselect File Submissions (Unless you are also having students turn in the slides for their presentations).

Submission types

Submission types ☐ File submissions ⑦ ☐ Online text ⑦

Maximum number of uploaded files ⑦   20 ⌄

Maximum submission size ⑦   20MB ⌄

Accepted file types ⑦   [   ]   Choose

No selection

Word limit ⑦   [   ] ☐ Enable

5. Now skip down to "Grade" and for "Grading method" choose "Rubric." Next to "Grade category" select "Presentations" (this is a category you set up in the first section of this guide).

6. Scroll to bottom pf configuration box and select the "Save and return to course" button.

7. You will see the assignment added to the main course page.

8. Click on the assignment associated with the Rubric from your course page (shown in Step 7 above). On the next screen choose the "Advanced grading" option to the left side of the screen.

9. Select "Define new grading form from scratch."

10. Give your new Rubric a name and description. Click on "Add criterion." Note that once you have created this form, you can select it for other assignments where it meets your assessment criteria.

Enter your criterion:

Rubric	Volume	Presenter is easy to hear. **10 points** ✕	Audience is able to hear as a whole, but there are times when volume is not quite adequate. **5 points** ✕	Presenter is difficult to hear. **0 points** ✕	Add level
	Rate of Speaking	Rates of speech are appropriate. **10 points** ✕	Speaker may at times seem like s/he is rushing or exaggerating pauses. **5 points** ✕	The rates of speaking are too slow or too fast **0 points** ✕	Add level
	Mannerisms	[ ] 0 points ✕	*Click to edit level* **1 points** ✕	*Click to edit level* **2 points** ✕	Add level
	Engagement	*Click to edit level* **0 points** ✕	*Click to edit level* **1 points** ✕	*Click to edit level* **2 points** ✕	Add level
	Organization	*Click to edit level* **0 points** ✕	*Click to edit level* **1 points** ✕	*Click to edit level* **2 points** ✕	Add level
	Content	*Click to edit level*	*Click to edit level*	*Click to edit level*	

Select Rubric options then click "Save rubric and make it ready.

Rubric options

Sort order for levels: Ascending by number of points ⌄

☑ Calculate grade based on the rubric having a minimum score of 0 ⑦
☑ Allow users to preview rubric (otherwise it will only be displayed after grading)
☑ Display rubric description during evaluation
☑ Display rubric description to those being graded
☑ Display points for each level during evaluation
☑ Display points for each level to those being graded
☑ Allow grader to add text remarks for each criterion
☑ Show remarks to those being graded

[Save rubric and make it ready]   [Save as draft]   [Cancel]

11. On the screen that follows you can elect to publish your template and other faculty users of Moodle will be able to use it.

Publish the form as a new template
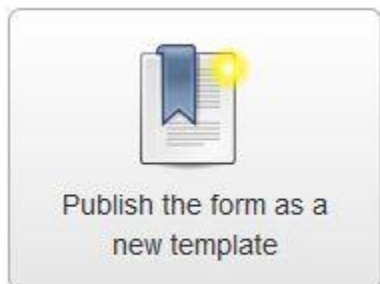
Confirm

You are going to save a copy of the grading form 'Presentation Assessment Form' as a new public template. Other users at your site will be able to create new grading forms in their activities from that template.

Continue   Cancel

Add Assignments to Moodle:

The *Assignment* activity lets instructors communicate tasks, collect work, set due dates, and provide feedback and grades.

Students may submit digital files (such as word-processed documents, spreadsheets, images, or audio and video clips), or type text directly into a text submission box. *Assignment* activities can also be used to describe and grade work students will complete offline, such as art work, performances, or classroom presentations.

When reviewing assignment submissions, instructors can leave feedback comments or upload files such as marked-up student submissions, documents with comments, or spoken audio feedback. Assignments can be graded using points, a custom scale, or a rubric or grading guide. Grades entered on the Assignment grading page are added to the Moodle Gradebook.

Before adding an assignment in Moodle, be informed that this tool has an abundance of options. Here is a compilation of these options and what they mean.

Assignment Options

General

- **Assignment name** (required)
  This name displays as a link on your course page. Use something unique that clearly identifies this assignment from other course activities. We also recommend keeping the name short.

- **Description** (optional)
  Enter a summary of the assignment and instructions. You can also *Display description on course page.* Select this option to display the description underneath the assignment link on your course page. (This works best if the description is very concise).

- **Additional files**
  Drag and drop files into the upload field to append the file to the assignment *Description*.

Availability

Select **Enable** checkboxes to set a date and time for:

- **Allow submissions from**
  Determines when students can begin to submit to the assignment.

- **Due date**
  Determines when the assignment will be due. The due date will show in the course *Calendar* and within *the Activities* Block*.*

- **Cut-off date**
  Determine when the assignment will no longer accept submissions. (You can manually grant extensions to specific students if they need to submit beyond the cut-off date.)

Submission Types

- **Submission types**
  With *Online text*, students can enter text directly into an editor. If *File submissions* are enabled, students can upload one or more files.
  Note: To create an offline assignment where students will submit or perform work outside Moodle, leave both *Online text* and *File submissions* unchecked. You can still provide a description, set due dates and have the activity show in the course *Calendar* and *Gradebook*.

- **Maximum number of uploaded files**
  If file submissions are enabled, each student will be able to upload up to the set number of files for their submission.

- **Maximum submission size**
  If file submissions are enabled, each upload cannot exceed this file size per upload. (If a student can upload multiple files, and uploads files at different times, the total can exceed the set size.)

Feedback Types

- **Feedback comments**
  If enabled, graders can provide written feedback for each submission. These comments are from the grader to the student.

- **Feedback files**
  If enabled, graders can upload files containing feedback when marking assignments. For example, you can upload marked up student submissions, documents with comments, or spoken audio feedback.

- **Offline grading worksheet**
  If enabled, graders can download a spreadsheet to enter grades without having to be logged in to Moodle. This can be useful if you anticipate grading while disconnected from the Internet. For more, see Offline Grading for Moodle Assignment Submissions.

- **Comment inline**
  If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline or to edit the original text.

Submission Settings

- **Require students click submit button**
  If enabled, students will have to click a *Submit button* to declare their submission as final. Requiring the Submit button allows students to keep a draft version of the submission on the system.
  Note: If this setting is changed from *No* to *Yes* after students have made submissions, the submissions will be regarded as final.

- **Require that students accept the submission statement**
  If enabled, students will be shown a statement that declares they are submitting their own original work and they will have to accept the statement before their submission is processed.

- **Attempts reopened**
  If set to *Manually*, the student's submission can be reopened by a teacher. If set to *Automatically until pass*, the student's submission is automatically reopened until the student achieves a passing grade (defined under *Grade*).

- **Maximum attempts**
  The maximum number of submission attempts that can be made by a student. After this number of attempts has been made, the student's submission will not be able to be reopened.

Group Submission Settings

- **Students submit in groups**
  If enabled, students submit work together in groups rather than individually. For example, a group of students can submit one file that contains the joint work of the group.

- **Require all group members submit**
  If enabled, all students in a group must individually click the **Submit** button in order to acknowledge that they are signing off on their group's joint submission.
  Note: This option is available only if both *Students submit in groups* and *Require students click submit button* are enabled.

- **Grouping for student groups**
  If *Students submit in groups* is enabled, this option shows which *Grouping* has been selected in the c*ommon module settings* (see below).

Notifications

- **Notify graders about submissions**
  If enabled, instructors and TAs will receive an email alert whenever a student makes a submission. (This may not be manageable in a class with a large number of students.)

- **Notify graders about late submissions**
  If enabled, instructors and TAs will receive an email alert whenever a submission is made after the due date.

- **Default setting for "Notify students"**
  If enabled, the default setting for notifying students when grades are released will be set in the assignment grading interface. This can be changed manually during grading

- **Note**: Students always receive an email confirmation when a submission is successfully made.

Grade

- **Grade**
  Select the *Grade Type*:
  None - The assignment will be ungraded and worth no points.
  Point - Grade out of a simple number of maximum points. Enter the maximum possible score for the assignment in the *Maximum points* field.
  Scale - Select a preset or custom *Scale* from the Scale drop-down.

- **Grading method**
Choose S*imple direct grading, Rubric* or *Grading guide* to grade the assignment

- **Grade category**
Select a *Category* in your gradebook under which you would like the assignment grade to be placed.

- **Blind grading**
If enabled, instructors and TAs will not see student names when grading submissions.

- **Use grading workflow**
When enabled, grading an assignment goes through a series of workflow stages: *Not graded, In grading, Grading completed, In review, Ready for release,* and *Released*

- **Use grading allocation**
When both *Use grading workflow* and *Use grading allocation* are enabled, instructors can assign specific graders to grade specific students.

Common Module Settings

- **Visibility to students**
Set whether or not an assignment is visible to students. By default, new assignments are set to *Show*. (This is comparable to using the Hide/show icon for the activity on your course page.)

- **ID number**
Setting an ID number identifies the activity for grade calculation purposes.

- **Group mode, Grouping**
These options let you restrict the assignment to particular groups of students you have already created in Moodle

Restrict Access

Use *Restrict Access* settings with care and check for conflicts with other settings you may have made for the activity. Settings may prevent students from accessing restricted content, including grades and due dates.

To add restrictions on accessing the activity, click **Add restriction**... The *Add restriction* window will open, containing the following options:

- **Date**. Prevent access until (or from) a specified date and time.

- **Grade**. Require students to achieve a specified grade.

- **User profile**. Control access based on fields within the student's profile.

- **Restriction set**. Add a set of nested restrictions to apply complex logic.

    If you have groups in your course, you will see the following additional options:

- **Group**. Allow or prevent access only students who belong to a specified group, or all groups.

- **Grouping**. Allow or prevent access only students who belong to a group within a specified grouping.

Here is an example of adding an assignment that students will submit through Moodle:

1. On your course page, click **Turn editing on** (top right). Editing icons and links will appear.
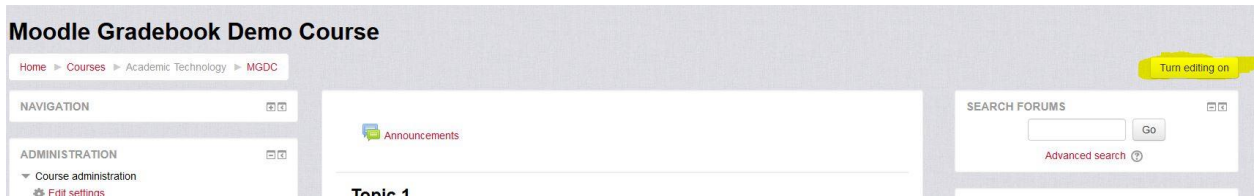
2. Locate the *Section* where you want to add the assignment. (If you are using the collapsed topics format, open the *Section*.) At the bottom-right of the *Section*, click **+ Add an activity or resource.** The *Activity Chooser* will open. In the *Activity Chooser,* select **Assignment** and click **Add**. The *Adding a new Assignment* page will open.
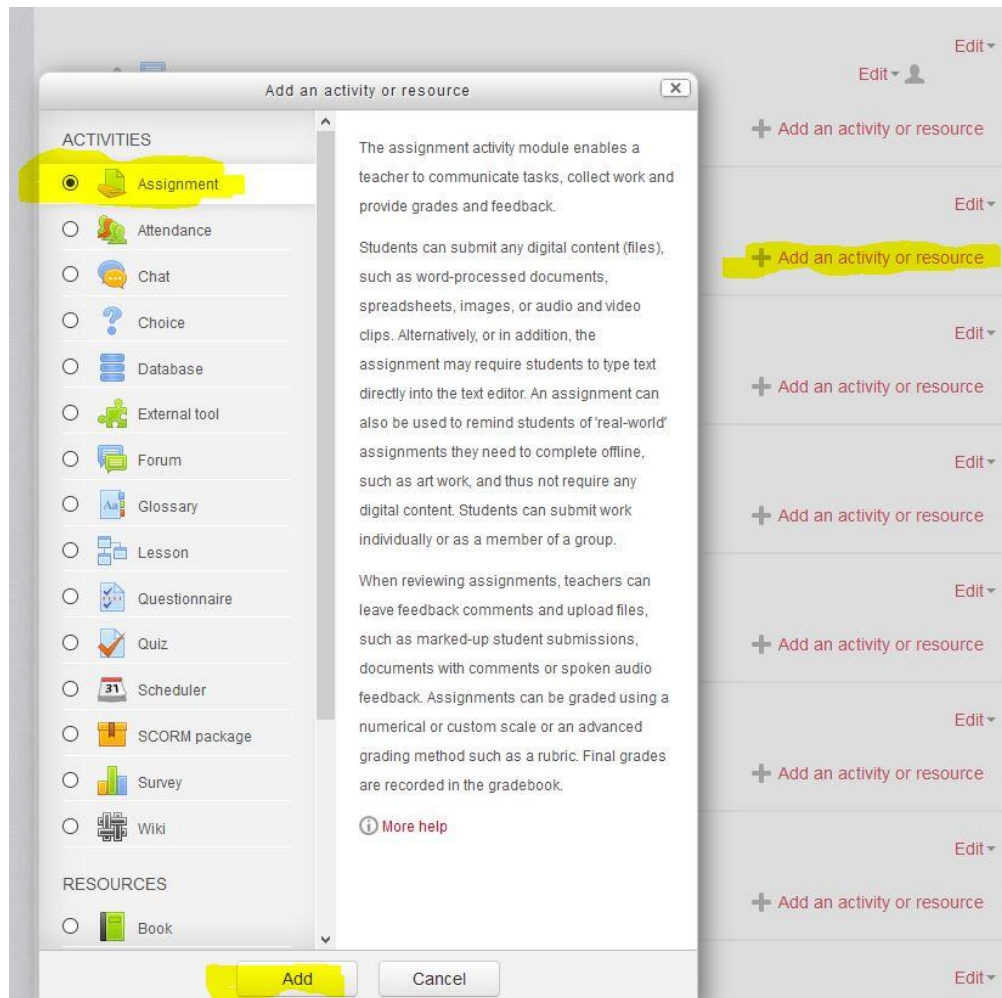
3. Configure the assignment options. The page opens with *General*, *Availability* and *Submission* type settings in view. Click **topic headings** to make additional settings for submission types, grading, groups, etc., or click **Expand all** (top right) to view all possible settings.

Choose options for this assignment:

Availability

Allow submissions from ⑦	21	January	2019	00	00	🗓 ☐ Enable
Due date ⑦	28	January	2019	00	00	🗓 ☐ Enable
Cut-off date ⑦	21	January	2019	15	39	🗓 ☐ Enable
Remind me to grade by ⑦	21	January	2019	15	39	🗓 ☐ Enable
Always show description ⑦	☑				

Submission types

Submission types ☑ File submissions ⑦ ☐ Online text ⑦

Maximum number of uploaded files ⑦   20

Maximum submission size ⑦   20MB

Accepted file types ⑦   [ ]   Choose

No selection

Word limit ⑦   [ ] Enable

Feedback types

Feedback types ☑ Feedback comments ⑦ ☑ Annotate PDF ⑦ ☑ Feedback files ⑦ ☐ Offline grading worksheet ⑦

Comment inline ⑦   No

Submission settings

Require students to click the submit button ⑦   Yes

Require that students accept the submission statement ⑦   No

Attempts reopened ⑦   Never

Maximum attempts ⑦   Unlimited

Notifications

Notify graders about submissions ⓘ	No
Notify graders about late submissions ⓘ	Yes
Default setting for "Notify students" ⓘ	Yes

Grade

Grade ⓘ	Type	Point
	Scale	125 Point Scale
	Maximum grade	100
Grading method ⓘ	Simple direct grading	
Grade category ⓘ	Homework	
Grade to pass ⓘ		
Blind marking ⓘ	No	
Use marking workflow ⓘ	No	
Use marking allocation ⓘ	No	

4. Once you have finished configuring options for your assignment, click **Save and return to course** to return to your main course page, or **Save and display** to view the assignment page.

Now we see that the new assignment has been added to the course page.

Here is what the students see when they click on the assignment:

Homework Week 1

Write a three-page paper discussing the merits of Active Classrooms.

Refer to chapters 1 and 2 from your text, "A Guide to Teaching in the Active Learning Classroom: History, Research, and Practice" by Paul Baepler (Author), J. D. Walker (Author), D. Christopher Brooks (Author), Kem Saichaie (Author), Christina I. Petersen (Author), Bradley A. Cohen (Foreword)

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Add submission

You have not made a submission yet

Once students have submitted their work, here is what you see when you click on the assignment:

Homework Week 1

Write a three-page paper discussing the merits of Active Classrooms.

Refer to chapters 1 and 2 from your text, "A Guide to Teaching in the Active Learning Classroom: History, Research, and Practice" by Paul Baepler (Author), J. D. Walker (Author), D. Christopher Brooks (Author), Kem Saichaie (Author), Christina I. Petersen (Author), Bradley A. Cohen (Foreword)

Grading summary

Participants	3
Drafts	0
Submitted	3
Needs grading	3
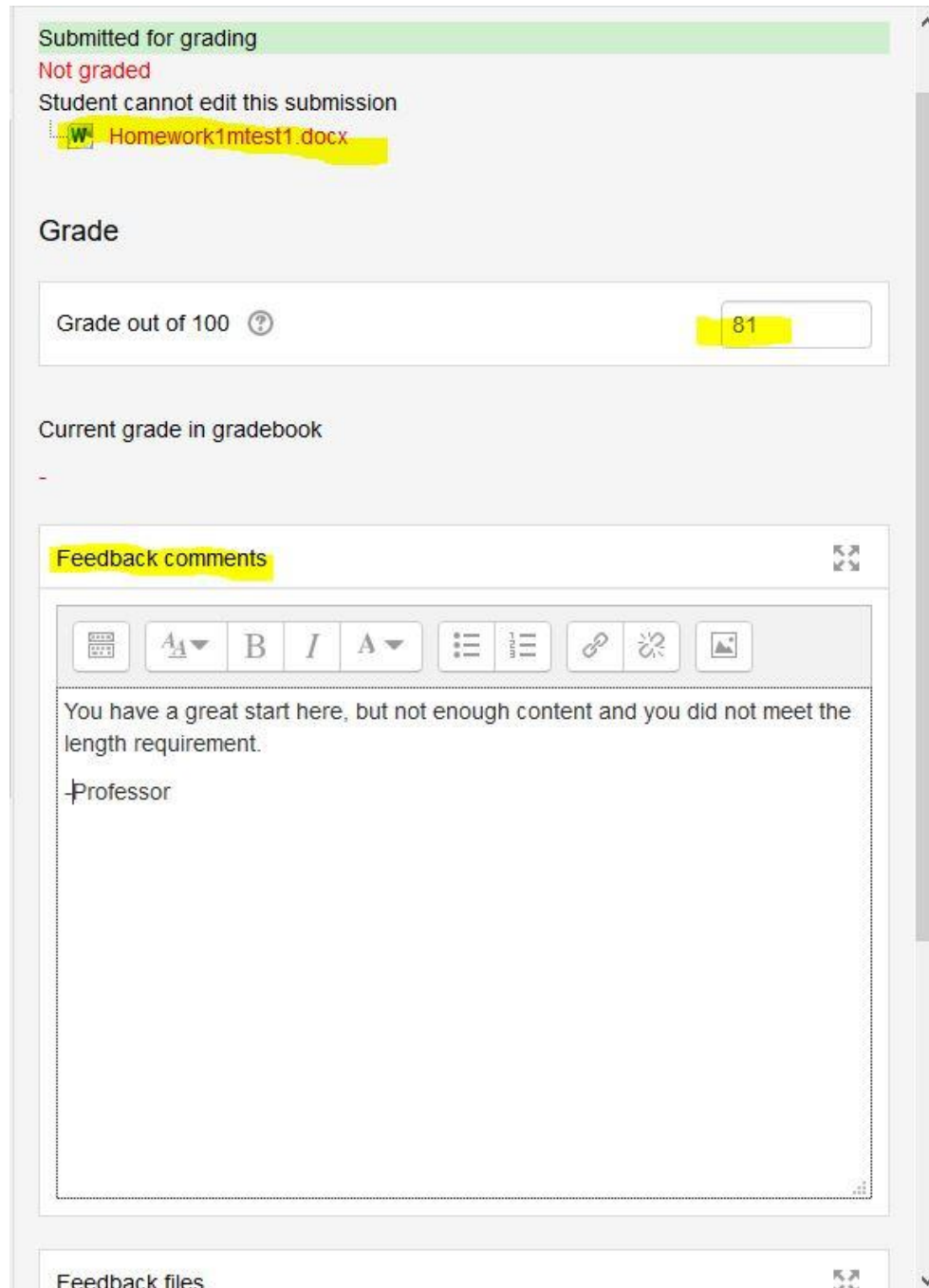
View all submissions   Grade

Grade Assignments:

When we revisit our gradebook, we see now that there are specific assignments under some of the categories established in the first part of this guide.

1. Click on "Homework Week 1" and then click the red "Grade" button.

2. In this case a Word document was submitted. Open the document and grade it. Assign the grade in Moodle. You can Leave feedback comments in Moodle. You can leave more detailed grading by marking up the Word Document, saving it and uploading it in this window for the student to receive. Click the "Save changes" button when you are finished grading this student's assignment.

Submitted for grading
Not graded
Student cannot edit this submission
W Homework1mtest1.docx

Grade

Grade out of 100 ⑦   81

Current grade in gradebook

-

Feedback comments

You have a great start here, but not enough content and you did not meet the length requirement.

-Professor

Feedback files

3. Now, we will look at grading the same assignment from a different student who submitted their work as a PDF. Because we selected the option of Annotate PDF as one of the Assignment feedback options, the paper automatically shows up in the PDF annotation pane. You can still use the other feedback options as well.

4. Here we have an example of annotating the PDF with sticky notes strategically placed, as well as other feedback entries.

5. Now, look at the Grader Report. We see that the grades we entered for Homework Assignment 1 are showing up.

Grader report

| View | Setup | Scales | Outcomes | Letters | Import | Export |

| Grader report | Grade history | Outcomes report | Overview report | Single view | User report |

All participants: 3/3

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Moodle Gradebook Demo ...	
			Homework	
Surname ▲ First name		Email address	Homework Week 1	Homework total
Moodle Test1		mtest1@lakeforest.edu	81.00	81
Moodle Test2		mtest2@lakeforest.edu	75.00	75
Moodle Test3		mtest3@lakeforest.edu	92.00	92

Grading Assignments with a Rubric:

1. On your course page, click the **link** to the assignment. At the bottom of the page, a preview of the *Grading form* is displayed. (Students will also see the preview here, unless you uncheck the option to *Show guide definition to students* in the settings for the Grading form.)

2. On the *Assignment* page click **Grade**. A submission was not required in this assignment which is why we are not selecting **View all submissions**.

3. **When using a *Rubric***
   For each *Criterion:*

   ○ Click the **level** that you think best describes the student's performance. Once selected, levels are highlighted in bright green.

   ○ To give written feedback (if the rubric includes a comment box for each criteria) enter comments in the text box at right.
   Note: If the rubric is edited later, the currently selected level is highlighted in green and the previously selected level is highlighted in red.

   ○ Scores will be automatically generated based on the level clicked for each criterion.

   ○ When you are done grading click **Save changes** or, to grade the next student's submission, click **Save and show next.**

4. Going back to the Grader Report, we can see that the Rubrics have been scored for each of the students who presented.

Grader report

Grader report   Grade history   Outcomes report   Overview report   Single view   User report

All participants: 3/3

First name   **All**   A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname   **All**   A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Moodle Gradebook Demo ... 🗖				
			Homework🗖		**Presentations**🗖		
Surname ▲ First name		Email address	📄 Homework Week 1 ⇕ ✏	𝑥̄ Homework total ⇕ ✏	📄 Presentation 1 ⇕ ✏	𝑥̄ Presentations total ⇕ ✏	
Moodle Test1	🔲 ✏	mtest1@lakeforest.edu	81.00	81	75.00	75	
Moodle Test2	🔲 ✏	mtest2@lakeforest.edu	75.00	75	31.25	31	
Moodle Test3	🔲 ✏	mtest3@lakeforest.edu	92.00	92	87.50	88	

Gradebook User Report:

The user report shows the currently logged in Student's grades in the current course. It includes:

A breakdown of the grades for each assessment (grade item) in the course.

The calculated weight of each grade item. It is set to show by default but may be hidden in the Course grade settings.

The optional teacher-given feedback for each grade.

The overall grade for the course (called course total).

Faculty may use the "Select all or one user" dropdown menu at the top right of the page to view individual user reports. When all users are selected, the report can be printed, and only one student should appear on each page (browser-dependent behavior).

A teacher may use the "View report as" dropdown menu at the top right of the page to view individual user reports as a user (i.e. student) sees them. This is useful in the case of grade items or totals being set as hidden.

User report - Moodle Test1

Overview report | User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
📁 Moodle Gradebook Demo Course						
📁 Homework						
📄 Homework Week 1	100.00 %	81.00	0–100	81.00 %	You have a great start here, but not enough content and you did not meet the length requirement. -Professor	40.50 %
$\bar{x}$ Homework total Simple weighted mean of grades.	50.00 %	81	0–100	81 %		-
📁 Presentations						
📄 Presentation 1	100.00 %	75.00	0–100	75.00 %		37.50 %
$\bar{x}$ Presentations total Simple weighted mean of grades.	50.00 %	75	0–100	75 %		-
📁 Quizzes						
$\bar{x}$ Quizzes total Simple weighted mean of grades.	0.00 % (Empty)	-	0–100	-		-
📁 Exams						
$\bar{x}$ Exams total Simple weighted mean of grades.	0.00 % (Empty)	-	0–100	-		-