

Gradebook—Adding Manual Grade Items

Adding Manual Grade Items

When an activity is added on the front page of the course through the “add an activity or resource “ link, if there are points associated with it, Moodle automatically creates a grade column in the gradebook. Also, when you grade the activity through the front page, the grades are transferred into the gradebook. However, sometimes there might be an addition to the gradebook, such as points for participation or attendance, you would like to add.

Login to Moodle and navigate to the course.

Click on Course Management.



Course Settings

Manage your entire course

Under Course Settings, choose Gradebook Setup.

[Edit course settings](#)

[Gradebook setup](#)

Scroll to the bottom of the Gradebook table and choose Add Grade Item.

Add grade item

Item name—give the grade item a name.

Item info.—this setting provides space for entering information about the item. This information is not displayed anywhere else.

Decide on the grade type:

Value—a numerical value with a maximum and a minimum

Scale—an item in a list

Text—feedback only

Only value and scale grade types may be aggregated.

If you choose Scale, the Scale drop down menu will become available. You can choose a scale that has been previously created.

If you choose Value, the Maximum and Minimum grade options will open and you can set the maximum number of points this item is worth.

Grade item

Item name	<input type="text"/>
Show less...	
Item info	<input type="text"/>
ID number	<input type="text"/>
Grade type	Value ▾
Scale	Use no scale
Maximum grade	<input type="text" value="100.00"/>
Minimum grade	<input type="text" value="0.00"/>

Grade to pass—determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

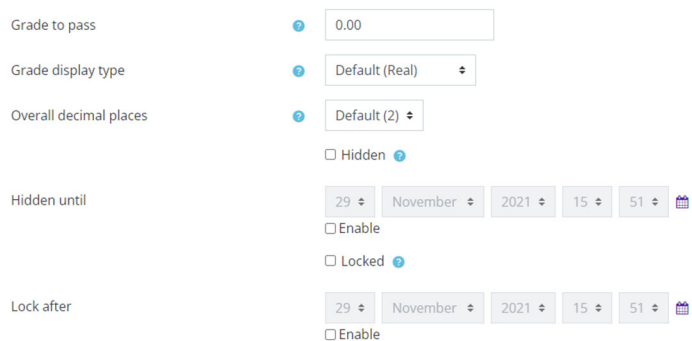
Grade display type—determines how grades are displayed in the grader and user reports.

- Real—actual grades.
- Percentage
- Letter—letters or words are used to represent a range of grades.

Overall decimal points—determines the number of points to display for each grade.

Hidden—if selected, grades are hidden from students. A hidden until date may be set if desired, to release grades after grading is complete.

Locked—if selected, grades can no longer be automatically updated by the related activity.



Grade to pass: 0.00

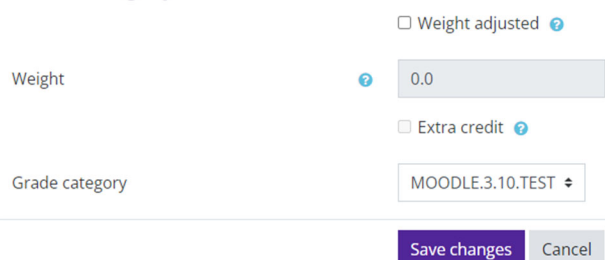
Grade display type: Default (Real)

Overall decimal places: Default (2)

Hidden until: 29 November 2021 15:51

Lock after: 29 November 2021 15:51

Parent category



Weight adjusted:

Weight: 0.0

Extra credit:

Grade category: MOODLE.3.10.TEST

Save changes Cancel

Weighted adjusted—Uncheck this to reset a grade item weight to its automatically calculated value. Checking this will prevent the weight being automatically adjusted.

Weight—a value used to determine the relative value of multiple grade items in a category or course.

Grade Category—if you created categories in your gradebook, you can choose the category in which you want your new grade item to appear.

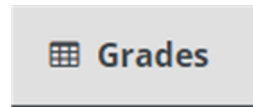
Save changes. The grade item will now show in your grader report.



↑ <input type="checkbox"/> Participation	<input type="checkbox"/> 7.246	100.00
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To enter grades for a manual grade item:

1. From the front page of the course, click on Grades.
2. Use the Grader report drop down menu and select Single View.



A screenshot of the Moodle Grader report interface. The main heading is "Grader report" with a sub-heading "All participants:2/2". Below this are two alphabetical filters for "First name" and "Last name", both set to "All". A table lists participants: Jennifer Long (long@nsula.edu) and Darth Vader (none@nsula.edu). The table has columns for "First name / Last name", "Email address", "Chapter 01 Assignment", and "Q & A Forum". At the bottom, it shows "Overall average" for both participants as 0.00 (2). On the right, a "Grader report" dropdown menu is open, showing options like "View", "Grader report", "Grade history", "Outcomes report", "Overview report", "Single view" (highlighted), "User report", "Setup", "Gradebook setup", "Course grade settings", "Preferences: Grader report", "Scales", "View", "Outcomes", "Outcomes used in course", "Edit outcomes", "Import outcomes", "Letters", and "View".

3. Under Select grade item, use the drop down menu and select the grade item you created.

A screenshot of the "Grade user or grade item" interface. It shows a "Single view" dropdown menu. Below the menu, there is a "Items per page" dropdown set to "100". A large list of grade items is displayed, including "Chapter 01 Assignment", "Q & A Forum Testing rating", "redShelf Testing", "Test SCORM", "Testing Rubric", "Chapter 1 Discussion whole forum", "Making an Exam", "Category total", "New Quiz for testing", "Testing Forums and Grading whole forum", "Chapter 1 Quiz", "Chapter 2 Quiz", "Mid-Term Exam", "Chapter 3 Quiz", "Chapter 4 Quiz", "Final Exam", "BIO rating", and "Chapter 1 Quiz". The "Chapter 1 Quiz" item is highlighted in blue. At the bottom, a status bar shows "You are logged in as Jennifer.Stanfield (Log out)" and "North Participation".

4. Type in the grade.
5. Save changes.

A screenshot of a single grade entry row for "Darth Vader". The row shows a pencil icon, the user's name "Darth Vader", a score range "0.00 - 100.00", and an empty input box for entering the grade. The row is highlighted in light grey.