## 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 need to add additional items to the gradebook, such as points for participation or attendance.

Log in to Moodle and navigate to the course.
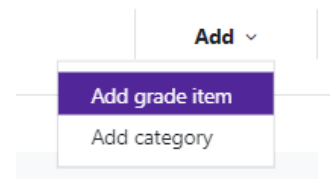
Click on Course Management.
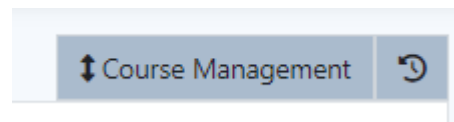
Under Gradebook, choose Gradebook Setup.

At the top right of the Gradebook table, choose Add and then Add Grade Item.

Item name—give the grade item a name.

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 for this item.

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.

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

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

☐ Hidden ❓

☐ Locked ❓

☐ Weight adjusted ❓

Grade category   Moodle.Workshop.Class ⬍

Show more...

Cancel   Save

Once you have changed all of the settings needed, click Save. The grade item will now show in your grader report.

☐ ↕ ✎ MANUAL ITEM
Participation   ☐ 4.941   %   100.00   •••
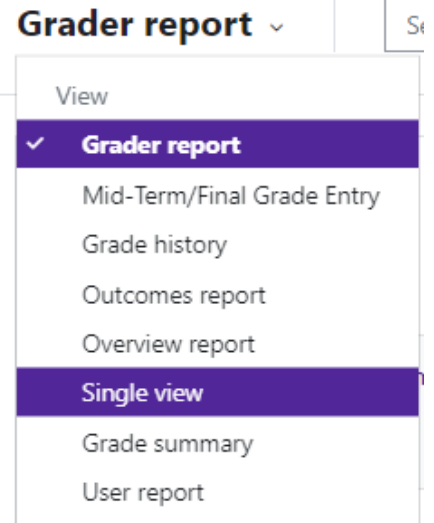
To enter grades for a manual grade item:

1. From the front page of the course, click on Grades.

Moodle.Workshop.Class

Course   Settings   Participants   **Grades**   Reports   More ⌄

2. Use the Grader report drop down menu and select Single View.

Grader report ⌄

View
✓   **Grader report**
Mid-Term/Final Grade Entry
Grade history
Outcomes report
Overview report
Single view
Grade summary
User report

3. Change the "View By" from Users to Grade Items.

VIEW BY   Users   **Grade items**

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

Select a grade item ⌄

Search items

Creating a Rubric Assignment
Forum #2 rating
Quiz to Rule them all
Exam to Show Results
Forum #1 whole forum
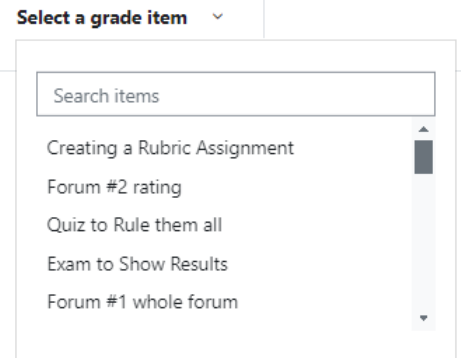
Note: Make sure Edit Mode is turned On.

4. Type in the grade.

5. Save changes.

DV   Darth Vader   …   [   ]   0.00 – 100.0   [   ]   ☐