Managing and using the Moodle Gradebook

Faculty

Contents

Questions, errors, or omissions?

Email: ctl@cnc.bc.ca

In Person: 2-908 (900 Block next to main Campus)

Website: cnc.bc.ca → Services → Centre for Teaching and Learning

Conventions

When you see...	You should...
Bolded words	Click the bolded item.
Italicized words	Refer to other resources.
[Square Brackets]	Press the [key] on your keyboard.
<u>Underlined words</u>	Set the underlined field to the value indicated.

Terminology/Icons

Term	Definition
	Warning.
	More information.
	Path/Screen.
Gradebook item	An assignment, quiz, etc. that is graded in the Moodle Gradebook.
Section	A section is the area in a Moodle Shell where related material and assignments on a single topic or unit are grouped.

1. How to give feedback and grade student submissions

This will allow you to add comments (which can be saved and re-used), draw freehand, use shapes, highlight text, and add stamps.

Course Page

1. Expand the section the assignment is in.
2. Click the assignment name to open the assignment details.
3. Click **Grade**.
4. Use the search function in the top right corner to navigate between student assignment.

Course: Faculty Support Documentation Course
Assignment: Bird Assignment ⚙
View all submissions

Student's Picture and Information

◀ Change user ▼ ▶
1 of 1 ▼ Reset table preferences

5. Provide a <u>grade out of</u> (total available points) in the panel on the right.
6. Enter <u>Feedback comments</u> and/or upload <u>feedback file(s).</u>
7. Review and update <u>Attempt settings</u> as needed.
8. Click **Save and show next.**

1.1 Grading Tools

Below is a list of the tools you can choose from when grading in Moodle.

Icon	Function	How to use
◀ Page 1 of 1 ▶	Page selector	Use arrows to move between pages in the submission.
	Search comments	Click the icon → type keywords into the textbox to find.
	Expand or collapse all comments	Click the icon.
	Rotate the document	Click the button.
	Comment colour selector	Click the icon → Select a comment colour.
	Add a comment	Click the icon → Click and drag on the page to draw the comment box → Type the comment.
	Page grab	Click the icon → Click the page to move it around.
	Item grab	Click the icon → click items (comments, highlights etc.) → move or delete.
	Free draw	Click the icon → Use your mouse to mark the page.
	Drawing tools	Click the icon → Click and drag to draw.
	Highlighter	Click the icon → Click and drag to highlight.
	Pen colour selector	Click the icon → Select a colour from the list.
	Stamp Selector	Click the icon → Select the stamp you want from the list → Click the page where it should be.

2. How to bulk download assignments
    1. Expand the section the assignment is in.
    2. Click the assignment name to open the assignment details.
    3. Click **View all submissions**.
    4. Click **Download all submissions**.
        a. A ZIP folder will be downloaded. The ZIP folder will contain one folder per student and each folder will contain the student's assignments.

3. How to exclude students from Gradebook items

Course Page

1. Click **Grades**.
2. Click the pencil next to the item you want to exempt the student from.

3. Add a checkmark in the <u>Exclude</u> box next to the student(s) you want to be excluded.
4. Click **Save**.

When you return to the grader report Excluded will appear in place of the item grade.

Version History

Version	Date	Description
1.1	August 1, 2023	Plain Language Review
1.0	July 4, 2023	New Documentation