

Moodle Setup Grades

The grades of all students and all activities are listed in **Grader report** which is shown by clicking **Grades** in the side menu :

Fundamental Base (EXPM000, 2020 Spring): View: Preferences: Grader report

Dashboard / My courses / Fun Base (2020S) / Grade administration / Grader report Turn editing on

Grader report

View Setup Scales Letters Import Export

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

All participants: 4/4

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

		Fundamental Base (EXPM000... -		
Surname	First name	Email address	Attendance	
T	William Chan	test4.moodle@hkac.edu	79.17	0.00
T	Amy Ip	test3.moodle@hkac.edu	100.00	85.00
T	Victor Ko	test2.moodle@hkac.edu	83.33	80.00
T	Ivy Tang	test1.moodle@hkac.edu	100.00	90.00
Overall average		Overall average	90.63	63.75

Please note that Moodle averages the weights of each activity by default :

Dashboard / My courses / Fun Base (2020S) / Grade administration / Setup / Gradebook setup

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Fundamental Base (EXPM000, 2020 Spring)		-	Edit
Attendance	16.667	100.00	Edit
日本電影觀後感	16.667	100.00	Edit
動漫談	16.667	100.00	Edit
Quiz - GIFT Sample	16.667	100.00	Edit
朝日評論	16.667	100.00	Edit
Quiz - Image & Video	16.667	100.00	Edit
Course total		600.00	Edit

Moodle Setup Grades

The actual weight of this course would be :

Attendance	10%
Assignment	30%
Quiz	30%
Examination	30%

In order to setup the weights and item in Moodle as above, first, categories of **Assignment** and **Quiz** have to be added. Following is an example to add **Assignment** :

1 Add category Add grade item

2 Assignment

3 Save changes Cancel

There are required fields in this form marked **!** .

Moodle Setup Grades

The related items have to be placed under **Assignment** :

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Fundamental Base (EXPM000, 2020 Spring)	-	-	Edit ▾	All / None
Attendance	16.667	100.00	Edit ▾	<input type="checkbox"/>
日本電影觀後感	16.667	100.00	Edit ▾	<input checked="" type="checkbox"/>
動漫談	16.667	100.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz - GIFT Sample	16.667	100.00	Edit ▾	<input type="checkbox"/>
朝日評論	16.667	100.00	Edit ▾	<input checked="" type="checkbox"/>
Quiz - Image & Video	16.667	100.00	Edit ▾	<input type="checkbox"/>
Assignment	0.0	-	Edit ▾	All / None
Assignment total		0.00	Edit ▾	
Course total		600.00	Edit ▾	

Save changes

Move selected items to Choose... **5 - Select Assignment**

- Choose...
- Fundamental Base (EXPM000, 2020 Spring) item
- Assignment

Gradebook setup Course grade settings Preferences: Grader report

Your weights have been adjusted to total 100. ×

Name	Weights ?	Max grade	Actions	Select
Fundamental Base (EXPM000, 2020 Spring)	-	-	Edit ▾	All / None
Attendance	16.667	100.00	Edit ▾	<input type="checkbox"/>
Quiz - GIFT Sample	16.667	100.00	Edit ▾	<input type="checkbox"/>
Quiz - Image & Video	16.667	100.00	Edit ▾	<input type="checkbox"/>
Assignment	50.0	-	Edit ▾	All / None
日本電影觀後感	33.333	100.00	Edit ▾	<input type="checkbox"/>
動漫談	33.333	100.00	Edit ▾	<input type="checkbox"/>
朝日評論	33.333	100.00	Edit ▾	<input type="checkbox"/>
Assignment total		300.00	Edit ▾	
Course total		600.00	Edit ▾	

Notice the change

Moodle Setup Grades

Quiz is done in the same way :

Gradebook setup Course grade settings Preferences: Grader report

Your weights have been adjusted to total 100. ×

Name	Weights ?	Max grade	Actions	Select
📁 Fundamental Base (EXPM000, 2020 Spring)		-	Edit ▾	All / None
↑ 📄 Attendance	<input type="checkbox"/> 16.667	100.00	Edit ▾	<input type="checkbox"/>
↑ 📁 Assignment	<input type="checkbox"/> 50.0	-	Edit ▾	All / None
↑ 📄 日本電影觀後感	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
↑ 📄 動漫談	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
↑ 📄 朝日評論	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
Σ Assignment total		300.00	Edit ▾	
↑ 📁 Quiz	<input type="checkbox"/> 33.333	-	Edit ▾	All / None
↑ 📄 Quiz - GIFT Sample	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
↑ 📄 Quiz - Image & Video	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
Σ Quiz total		200.00	Edit ▾	
Σ Course total		600.00	Edit ▾	

The Examination would be paper-based but the grades have to be entered into Moodle. Therefore, grade item **Examination** has to be added :

↑ 📄 Quiz - GIFT Sample 50.0 100.00 Edit ▾

↑ 📄 Quiz - Image & Video 50.0 100.00 Edit ▾

Σ Quiz total 200.00 Edit ▾

Σ Course total 600.00 Edit ▾

Save changes

Move selected items to Choose... ▾

Add category **6**

Moodle Setup Grades

▼ Collapse all

▼ Grade item

Item name **7**

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Show more...

▼ Parent category

Weight adjusted

Weight

Extra credit

Grade category

8

Result :

Name	Weights	Max grade	Actions	Select
Fundamental Base (EXPM000, 2020 Spring)	-	-	Edit	All / None
Attendance	14.286	100.00	Edit	<input type="checkbox"/>
Assignment	42.857	-	Edit	All / None
日本電影觀後感	33.333	100.00	Edit	<input type="checkbox"/>
動漫談	33.333	100.00	Edit	<input type="checkbox"/>
朝日評論	33.333	100.00	Edit	<input type="checkbox"/>
Assignment total		300.00	Edit	
Quiz	28.571	-	Edit	All / None
Quiz - GIFT Sample	50.0	100.00	Edit	<input type="checkbox"/>
Quiz - Image & Video	50.0	100.00	Edit	<input type="checkbox"/>
Quiz total		200.00	Edit	
Examination	14.286	100.00	Edit	<input type="checkbox"/>
Course total		700.00	Edit	

Moodle Setup Grades

Until this stage can the weights be adjusted :

9 - click the checkbox then modify the figure

Name	Weights	Max grade	Actions	Select
Fundamental Base (EXPM000, 2020 Spring)			Edit ▾	All / None
Attendance	<input checked="" type="checkbox"/> 10	100.00	Edit ▾	<input type="checkbox"/>
Assignment	<input checked="" type="checkbox"/> 30	-	Edit ▾	All / None
日本電影觀後感	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
動漫談	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
朝日評論	<input type="checkbox"/> 33.333	100.00	Edit ▾	<input type="checkbox"/>
Assignment total		300.00	Edit ▾	
Quiz	<input checked="" type="checkbox"/> 30	-	Edit ▾	All / None
Quiz - GIFT Sample	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
Quiz - Image & Video	<input type="checkbox"/> 50.0	100.00	Edit ▾	<input type="checkbox"/>
Quiz total		200.00	Edit ▾	
Examination	<input checked="" type="checkbox"/> 30	100.00	Edit ▾	<input type="checkbox"/>
Course total		700.00	Edit ▾	

Save changes **10**

To enter the grades of **Examination** :

Grader report

View Setup Scales Letters Import Export

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

All participants: 4/4

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

		Fundamental Base (EXPM0... -				
		Assignment -			11 - click the pencil icon	
Surname	First name	日本電影觀後感	動漫談	朝日評論	Examination	Course total
T	William Chan	0.00	80.00	80.00	-	351.03
T	Amy Ip	85.00	60.00	70.00	-	368.67
T	Victor Ko	80.00	90.00	75.00	-	374.94
T	Ivy Tang	90.00	95.00	85.00	-	422.34
		63.75	81.25	77.50	-	379.24

Moodle Setup Grades

Grade item: Examination

View Setup Scales Letters Import Export

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

Category total Course total

Select grade item... Select user...

13 Save

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
William Chan	0.00 - 100.00	<input type="text" value="75"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amy Ip	0.00 - 100.00	<input type="text" value="80"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Victor Ko	0.00 - 100.00	<input type="text" value="85"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ivy Tang	0.00 - 100.00	<input type="text" value="90"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

12 - Enter the grades

Grades are changed accordingly :

Grader report

View Setup Scales Letters Import Export

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

All participants: 4/4

First name

Surname

Fundamental Base (EXPM0... -						
Assignment -						
Surname	First name	日本電影觀後感	動漫談	朝日評論	Examination	Course total
William Chan		0.00	80.00	80.00	<input type="text" value="75.00"/>	<input type="text" value="481.46"/>
Amy Ip		85.00	60.00	70.00	<input type="text" value="80.00"/>	<input type="text" value="521.90"/>
Victor Ko		80.00	90.00	75.00	<input type="text" value="85.00"/>	<input type="text" value="552.95"/>
Ivy Tang		90.00	95.00	85.00	<input type="text" value="90.00"/>	<input type="text" value="596.91"/>
Overall average		63.75	81.25	77.50	<input type="text" value="82.50"/>	<input type="text" value="538.30"/>

Moodle Setup Grades

Grade percentages and letters can be obtained by exporting to spreadsheet :

Export to Excel spreadsheet

View Setup Scales Letters Import **Export 14**

OpenDocument spreadsheet Plain text file **Excel spreadsheet 15** .xls file

▼ **Grade items to be included** ▼ Collapse all

- Attendance
- 日本電影觀後感
- 動漫談
- 朝日評論
- Category total
- Quiz - GIFT Sample
- Quiz - Image & Video
- Category total
- Examination
- Course total

[Select all/none](#)

▼ **Export format options**

Include feedback in export

Exclude suspended users ?

Grade export display types Real Percentage Letter **16**

Grade export decimal points

Download 17

The exported Excel file :

	A	B	G	J	M	P	S	V	Y	AB	AE	AH	AI	AJ
1	First name	Surname	Attendance (Real)	Assignment: 日本電影觀後感 (Real)	Assignment: 動漫談 (Real)	Assignment: 朝日評論 (Real)	Assignment total (Real)	Quiz: Quiz - GIFT Sample (Real)	Quiz: Quiz - Image & Video (Real)	Quiz total (Real)	Examination (Real)	Course total (Real)	Course total (Percentage)	Course total (Letter)
2	William	Chan	79	0	80	80	160	84	65	149	75	531	69 %	D+
3	Amy	Ip	100	85	60	70	215	67	60	127	80	522	75 %	C
4	Victor	Ko	83	80	90	75	245	73	65	138	85	553	79 %	C+
5	Ivy	Tang	100	90	95	85	270	82	60	142	90	597	85 %	B
6														

Moodle Setup Grades

Grade letters can be adjusted here :

Grade letters

[View](#) [Setup](#) [Scales](#) **[Letters](#)** [Import](#) [Export](#)

[View](#) [Edit](#)

[Edit grade letters](#)

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.00 %	83.00 %	B