

# Moodle Docs

This notes describe the gradebook in Moodle 1.9 onwards. For documentation on the gradebook in Moodle prior to 1.9, see [Grades pre-1.9](#).

**<http://docs.moodle.org/en/Grades>**

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# I Grades

## Moodle 1.9

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### 1 Introduction

The concepts of *grades* and of *gradebook* have been completely revisited in Moodle 1.9. These words and modules were used in earlier version. There are important differences that user who are upgrading to 1.9 need to understand and this should also help new users.

The two central ideas of grading in Moodle 1.9 are:

1. **Grades** are scores attributed to participants in a Moodle course
2. The **gradebook** is a repository of these grades: modules push their grades to it, but the gradebook doesn't push anything back to the modules

The three building blocks of the Gradebook in Moodle 1.9 are

- The [grade category](#)

A grade category groups grade items together, and has settings for affecting these grade items

- The [grade item](#)

A grade item stores a grade for each course participant, and has settings for affecting these grades

- The grade -Student scores in a course

A grade has settings for affecting how it is displayed to the users, as well as [locking](#) and [hiding](#) functions.

As an overview: Grades can be [calculated](#), [aggregated](#) and [displayed](#) in a variety of ways, the many settings having been designed to suit the needs of a great variety of organisations.

Many activities in Moodle, such as [assignments](#), [forums](#) and [quizzes](#) may be given grades. Grades may have numerical values, or words/phrases from a [scale or rating system](#).

Grades can also be used as [outcomes](#) and as arbitrary text attributed to each participant in a course.

## 2 Grades pushed by modules

When activity modules produce grades, they use the [gradebook public API](#) to push (or send) their grades to the gradebook. These grades are then stored in database tables that are independent of the modules. The grades are still kept in the module database tables, and the gradebook will never access or modify these original grades.

The gradebook, however, provides administrators and teachers with tools for changing the ways in which grades are calculated, aggregated and displayed, as well as [means to change the grades manually](#) (a manual edit of a grade automatically locks the grade in the gradebook, so that the module which originally created the grade can no longer update that grade in the gradebook until the grade is unlocked).

## 3 Settings affecting grades

Being the smallest unit in the gradebook, the grade is affected by many settings at different levels. Here is a list of these levels, in hierarchical order:

- [Site-wide general settings](#)
- [Site-wide grade category settings](#)

- [Site-wide grade item settings](#)
- [Gradebook report settings](#)
- [Course settings](#)
- [Category settings](#)
- [Grade item settings](#)
- [Grade settings](#)

## 4 Outcomes

[Outcomes](#) are specific descriptions of what a student is expected to be able to do or understand at the completion of an activity or course. An activity might have more than one outcome, and each may have a grade against it (usually on a [scale](#)).

## 5 Gradebook reports

The gradebook includes a variety of reports, available via the grades link in each [course administration block](#):

- [Grader report](#) - The main teacher view of a course gradebook. The "[My report preferences](#)" tab in the grader report enables teachers to change how the grader report is displayed.
- [Outcomes report](#)
- [Overview report](#)
- [User report](#)

## 6 Grades organisation

Teachers may organise grades into [grade categories](#), [import](#) and/or [export](#) grades, and make [grade calculations](#).

Symbols to represent ranges of grades may be set as [grade letters](#).

Administrators may control the appearance of the gradebook site-wide by adjusting settings available via the grades link in the site administration block:

- [General grade settings](#)
- [Grade category settings](#)
- [Grade item settings](#)
- [Gradebook report settings](#)

## 7 See also

- Using Moodle [Gradebook forum](#)

## Video tutorials:

- [Basic Moodle Gradebook howto](#)
- [Gradebook reports](#)
- [How to use the grade item settings and grade letters at admin level](#)
- [Grade category settings](#)
- [How to set up the gradebook](#)
- [How to use outcomes in Moodle](#)
- [How to export grades from the gradebook](#)
- [How to use gradebook site settings and defaults](#)
- [How to set up calculations in the gradebook \(basic\)](#)
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# II Grader report

## Moodle 1.9

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### 1 Basics

The gradebook collects [items](#) that have been graded from the various parts of Moodle that are assessed, and allows you to view and change them as well as sort them out into [categories](#) and calculate totals in various ways. When you add an assessed item in a Moodle course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you.

The [grades](#) displayed are initially displayed as the raw marks from the assessments themselves, so will depend on how you set those up e.g. an essay out of 36 will appear as however many raw marks that student got, not a percentage (although this can be changed later, see below).

Note that various default options for the gradebook are set at system level by the administrator and can be marked as being overridable by you, or fixed. This means that the options will not always be set up the same way for every user when they see the grader report for the first time.

## 2 Display

### 2.1 Layout

Choose an action ...

Grader report [My report preferences](#)

Separate groups | All participants

Hide averages Hide groups Hide ranges Hide outcomes

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...159 (Next)

Gradebook tests

First name / Surname	Semester 1				Biology				2nd Semester		Course total		
	French Monarchy	Philosophy in France	French Kings and Queens	Ancient Gaul	Human Intelligence	Animal Intelligence	Betise humaine et animale	Human Intelligence	Category total	Category total			
Range	0-100	Idiotic-Clever	0-31	0-84	Idiotic-Clever	0-100	0-92	Idiotic-Clever	Idiotic-Clever	0-100	0-100	0-100	F-A
Patricia Johnson	97.0000	Stupid	16.00	74.00	Smart	81.55	67.00	Clever	Average	74.28	65.89	-	D
Krystelle Aifosne	96.0000	Smart	12.00	84.00	Clever	100.00	78.00	Average	Smart	69.93	75.93	10.44	F
Patricia Johnson	95.0000	Idiotic	31.00	76.00	Idiotic	45.24	92.00	Average	Idiotic	50.00	58.05	-	F
Merline Lanchantée	91.0000	Clever	9.40	44.00	-	52.38	-	-	-	-	68.43	-	D+
Paul Johnson	87.0000	Clever	11.00	38.00	Idiotic	22.62	71.00	Clever	Idiotic	59.06	60.83	-	D
François Labelle	87.0000	Clever	8.90	60.00	Clever	85.71	-	-	-	-	75.36	-	C
Patrick Johnson	84.0000	Clever	9.00	19.00	Clever	61.31	78.00	Clever	Clever	94.93	73.85	-	C
Paul Johnson	78.0000	Clever	7.00	49.00	Smart	66.67	73.00	Clever	Clever	93.12	72.07	-	C-
Roger Laffemme	76.0000	Stupid	7.00	30.00	Clever	67.86	-	-	-	-	47.86	-	F
Raymond Johnson	74.0000	Stupid	24.00	46.00	Idiotic	27.38	34.00	Idiotic	Clever	45.65	48.89	-	F
Overall average (Submissions)	62.1600 (25)	Average (59)	8.98 (65)	52.76 (25)	Average (22)	59.26 (25)	60.90 (21)	Average (20)	Average (20)	63.00 (21)	40.72 (65)	9.42 (2)	F (65)

Grader report in non-editing mode

Along the top are several rows: first the course, then the category, then the actual column (e.g. an essay or a category total). When you start off, every essay, quiz etc is in the **uncategorised** category, which is named after the course by default, but can be changed if needed.

You can add a row showing the range of possible scores by going to [My report preferences](#) and selecting **Show ranges**.

There are three ways that the categories can be displayed

- Grades only - without the category totals column
- Collapsed - Category total column only
- Full view - grades and the aggregates (the totals column for the category)

Each section has a small icon immediately to the right of its name. Clicking this will cycle through these display modes for that category. + goes to grades only view, o goes to full view and - goes to collapsed view.

### 2.1.1 Other layout options

The defaults for these options can be set at site level by going to Administration->Grades->[Report settings](#)->Grader report.

- You can add a row showing the range of possible scores by going to [My report preferences](#) and selecting **Show ranges**.


### 2.2 Highlighting rows and columns


When your gradebook starts to grow, it can be hard to keep track of which student and which assignment a cell refers to. Highlighting solves that.

- Clicking on empty space in the cell that contains the students name will toggle the highlighting of that entire row
- Clicking on empty space in the cell at the top of each column will toggle highlighting of the entire column

(Note: this requires Javascript to be enabled in your browser.)

### 2.3 Sorting by columns

You can sort by any column. Click the  symbol near the top of a column to sort by that column. This will change the symbol to a single downarrow. Clicking again will sort lowest-to-highest, changing the symbol to an uparrow. The arrows will toggle between these two states until you click on a different column.

The student name columns do not have the  symbol. Clicking on either the first or last name will cause the report to sort. Examples:





## 2.4 Highlighting scores that are either adequate or unacceptable in red and green

Turn editing on and click on the edit icon in the controls cell at the top of the column. You can then (maybe need to click 'show advanced') see the option to enter a 'grade to pass'. Once set, any grades falling above this will be highlighted in green and any below will be highlighted in red.

Note that the highlighting will not show if the Grader report is viewed in the editing mode.

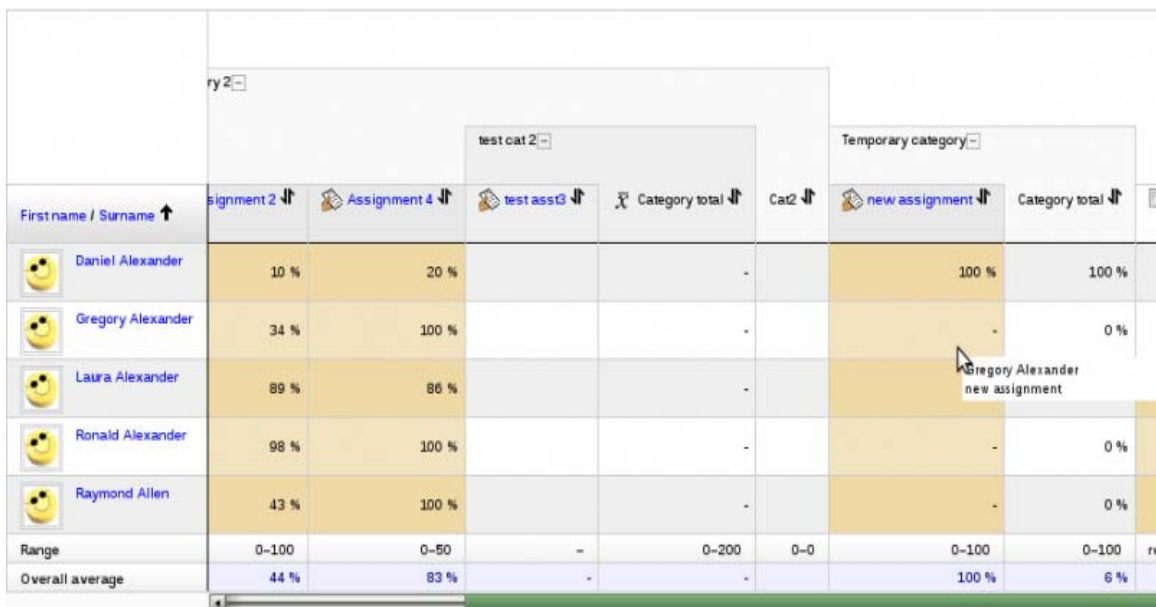
## 2.5 Categorising the grades

The 'Choose an action...' drop down on the upper left will let you switch to other views

**Edit categories and items** will allow you to set up your assessments in different categories e.g. 'classwork', 'homework' etc.

Each category will then have its own **Category total** column.

## 2.6 Horizontal scrollbar



First name / Surname ↑	Assignment 2 ↑	Assignment 4 ↑	test asst3 ↑	Category total ↑	Cat2 ↓	new assignment ↑	Category total ↑
Daniel Alexander	10 %	20 %		-		100 %	100 %
Gregory Alexander	34 %	100 %		-		-	0 %
Laura Alexander	89 %	86 %		-			
Ronald Alexander	98 %	100 %		-		-	0 %
Raymond Allen	43 %	100 %		-		-	0 %
Range	0-100	0-50	-	0-200	0-0	0-100	0-100
Overall average	44 %	83 %	-	-		100 %	6 %

Grader report with horizontal scrollbar

In Moodle 1.9.5 onwards, administrators may enable a static students column (in *Administration > Grades > Report settings > Grader report*) for teachers to scroll grades in the grader report using a horizontal scrollbar. (Note that this feature is not available for IE6 users or for users who have the screenreader setting in their profile set to Yes.)

## 2.7 Mouse-over tooltips

In Moodle 1.9.5 onwards, each grade cell in the table has a tooltip indicating the user and grade item to which the grade belongs.

## 3. Editing

Choose an action ...

Grader report My report preferences

Separate groups All participants

Hide show/hide icons Hide locks Hide Quick Feedback Hide calculations Hide averages Hide groups Hide ranges Hide outcomes

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...397 (Next)

Gradebook tests

Semester 1

First name / Surname	Ancient Gaul				Biology				Category total	Category total	2nd Semester Category total	Course total	
	French Monarchy	Philosophy in France	French Kings and Queens	Ancient Gaul	Human Intelligence	Animal Intelligence	Betise humaine et animale	Human Intelligence					
Controls	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	
Range	0.0000-100.0000	Idiotic-Clever	0.00-31.00	0.00-84.00	Idiotic-Clever	0.00-100.00	0.00-92.00	Idiotic-Clever	Idiotic-Clever	0.00-100.00	0.00-100.00	0.00-100.00	0.00-100.00
Krystelle Aifosne	96.0000 OK	Smart	12.00	84.00	Clever	100.00	78.00	Average	Smart	69.93	75.93	10.44	43.186
Simon Fatrien	65.0000 OK	Idiotic	11.00	22.00	Clever	63.10	24.00	Stupid	Smart	42.03	10.97		10.968
Nancy Johnson	41.0000 OK	Average	8.00	74.00	Stupid	56.55	46.00	Clever	Clever	83.33	51.34		51.337
Nancy Fatrien	23.0000 OK	Idiotic	30.00	64.00	Clever	89.10	84.00	Stupid	Stupid	47.10	50.99		50.994
Overall average (Submissions)	62.1600 (25)	Average (59)	8.98 (65)	52.76 (25)	Average (22)	59.26 (25)	60.90 (21)	Average (20)	Average (20)	63.00 (21)	40.72 (65)	9.42 (2)	39.992 (65)

Update

Grader report in editing mode

Note: Editing anything in the gradebook refers to editing the grades **only** and none of the available operations bear any relationship to editing the main course page i.e. the appearance of your course page cannot be influenced by anything you do in the gradebook. The "Turn editing on" button functions separately from the main course one, so editing can be on in the gradebook, but simultaneously off when you switch back to course view. This is because editing grades and editing the course page are separate capabilities. Roles such as 'non-editing teacher' may only have one or the other.

### 3.1 Altering the grades

You can click "Turn editing on" at the top right to show an edit icon next to each grade. Clicking on the icon will bring up the editing screen for that grade which will allow you to set the grade, its written feedback and a number of other attributes.

Alternatively, you can click on "[My report preferences](#)" and choose "Quick grading" and "Quick feedback" to make the report appear with editable boxes containing each grade, so you can change many at once. This capability can be a real time saver, but make sure to save at reasonable intervals lest a pageful of changes be lost. You can lose unsaved changes by bringing up a new page in the browser, such as a Moodle manual page. If you want a manual page or the like, be sure to bring it up in a new tab.

Quick feedback is switched off by default, but you can easily switch it on or off using the "Show Quick Feedback" link above the grader report, when editing is on. Alternatively you can switch it on and off in the page "[My report preferences](#)".

### 3.2 The significance of altering the grades in this screen

If you make changes here, they're highlighted in this screen going forward. The orange highlight represents a grade altered outside of its native assignment page.

### 3.3 Calculating totals

Rather than a simple average or sum, Moodle can perform very complex calculations to produce the totals for each category and for the whole course. e.g. you want to take an average of 3 items from one category, double it, then add it to the average of another category.

You can do this using calculations. Either turn on editing, then click **Show calculations**, or go to [My report preferences](#), choose **show calculations**, then save and turn editing on. You will then see a small calculator icon next to each total column which, when you click on it, will take you to the page [Edit grade calculation](#) where there are instructions.

To choose how the grades are aggregated for the totals within categories, you can turn editing on and click on the little editing icon for the category.

You can then choose to have means, medians, modes etc. You can also leave out empty grades and choose other settings.

### 3.4 Hiding columns or individual grades

Turning on editing then clicking the "Show show/hide icons" link will give you the familiar show/hide eye icon next to each grade and at the top of each column. For more information, read about [grade hiding](#).

### 3.5 Recalculating

If you change any part of an assessment e.g. alter the maximum grade for one of the questions in a quiz, you may find that the columns do not yet reflect the change you have made. Click **Turn editing on** twice to force the gradebook to re-check.

### 3.6 Changing the Order of Assignments within Categories

Assignments are listed across the top in the order they are created. The order is not affected by the date the assignment is due, the title of the assignment or the ID number.

There is one way you can change the order of display. Let's say you have an assignment that is in the middle someplace, but you want it on the end of the category. Edit the assignment to **uncategorized** and come back to the Grader report screen. You will see that the assignment has departed from the category and is Uncategorized. Then edit the assignment again, returning it to its original category. Return to the Grader Report screen. Now the assignment should be on the end of the category.

If you have two or more assignments in the wrong place, repeat the process, finishing with the assignment you want to be on the extreme end.

### 3.7 See also

- [Edit grade calculation](#)
- [Grade preferences](#)
- [Video showing the basic gradebook setup and use](#)
- [Video showing how to change the display of grades in the gradebook](#)
- [Video explaining the different gradebook reports](#)
- Using Moodle [What happens in the 1.9 gradebook when students are unenrolled from a course](#) forum discussion

# III Grader report preferences

## Moodle 1.9

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Location: The "My report preferences" tab in the grader report

Grader report My report preferences Change report defaults

**General** Show Advanced

Aggregation view Report default (Full view)

Quick Grading Report default (Yes)

Quick Feedback Report default (Yes)

Students per page

**Show/hide toggles**

Show calculations No

Show show/hide icons No

Show column averages No

Show groups No

Show locks No

Show user profile images Report default (Yes)

Show activity icons Report default (Yes)

Show ranges No

**Special rows** Show Advanced

Grades selected for column averages Report default (All grades)

Show number of grades in averages Report default (No)

Save changes Cancel

### Grade preferences

The grade preferences page enables teachers to set preferences for how the grader report is displayed.

## 1 General settings

### 1.1 Aggregation view

Options are:

- Report default (set by an administrator for all courses on the site)
- Full view - all grades and totals are displayed
- Aggregates only - only category and course totals are displayed
- Grades only

The aggregation view can also be controlled from the grader report using the -, + or 0 buttons next to the course title.

### 1.2 Quick grading

This will make the grader report appear with editable boxes for each grade, so you can change them quickly for many students.

### 1.3 Quick feedback

This does the same, but for the typed feedback.

### 1.4 Students per page

This sets the number of students displayed per page in the grader report. If left empty, the site default (set by an administrator) is used.

### 1.5 Aggregation position

To show the aggregation position setting (and other advanced settings) click the "Show advanced" button.

Options are:

- Report default (set by an administrator for all courses on the site)
- Inherit
- First - the course total column is the first column in the grader report
- Last - the course total column is the last column in the grader report

## 2 Change report defaults

At the top right of the grade preferences page, administrators are provided with a "Change report defaults" link to [Grader report settings](#). Grader report settings can also be accessed via *Administration > Grades > Report settings > Grader report*.

## 3 See also

- [Video showing how to change the display of grades in the gradebook](#)

# IV Outcomes report

## Moodle 1.9

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### 1 Overview

The outcomes report helps teachers monitor their students' progress using [Outcomes](#). It can be found at Course Homepage > Administration block > Grades > Choose an action > View > Outcomes report. It lists site-wide outcomes and custom outcomes used in the current course, their overall average (each outcome can be measured through many [grade items](#)), each item's average values and the number of "grades" given for each item.

## 2 Description

Outcomes					
Outcome name	Overall average	Site-wide	Activities	Average	Number of grades
intelligence	Average (3.26)	No	<a href="#">Intelligence</a>	Stupid (2.85)	48
			<a href="#">Human Intelligence</a>	Average (3.7)	20
			<a href="#">Human Intelligence</a>	Average (3.23)	22
empathy	Mildly aware (3.33)	Yes	<a href="#">Quizz evaluation</a>	Mildly aware (3.33)	6
honesty	Unscrupulous (0)	Yes	-	-	0
Betise	Idiotic (0)	No	-	-	0
Discipline	ugly (3.15)	Yes	<a href="#">Betise humaine et animale</a>	ugly (3.15)	20

 *Outcomes report with sample data*

The report is a table with 6 columns, explained below:

### 2.1 Outcome name

Simply the short name of the outcome used in this course.

### 2.2 Overall average

This shows two values representing the average scores given to students for each outcome used in this course (it doesn't show the site-wide averages)

### 2.3 Site-wide

Whether the outcome is a site-wide outcome or not.

### 2.4 Activities

This lists the activities that use this outcome in this course. A new row is created for each activity, and the activity name is linked to the activity's page.

### 2.5 Average

This shows the average score for each activity using the outcome in this course.



## 2.6 Number of Grades

The number of grades given to students for each activity using the outcome.

### 3 See also

- [Outcomes](#)
- [Video explaining the different gradebook reports](#)

# V Overview report

## Moodle 1.9

The overview report lists all the courses a student is enrolled in together with the total grade for each course.

Students can access their overview report from within any course by following the grades link in the course administration block, then selecting "Overview report" from the "Choose an action" dropdown menu at the top left of the page.

The overview report is not relevant for teachers or non-editing teachers. For new Moodle 1.9.5 installs the [view overview report](#) capability is not set for the default teacher and non-editing teacher roles. For administrators upgrading to Moodle 1.9.5, [Simplifying the gradebook by changing permissions](#) provides details of how to make this change for teachers and non-editing teachers.

# VI User report

## Moodle 1.9

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

1. A breakdown of the grades for each assessment (grade item) in the course.
2. The optional teacher-given feedback for each grade.
4. The overall grade for the course (called course total). This total is the same as that shown on the [overview report](#).

The user report may also include:

1. The position of each grade item in relation to the rest of the class (rank).
2. A percentage value relative to the minimum-maximum grade for each assessment.

**User report - Ronald Alexander**

View Categories and items Scales Letters Import Export Settings My preferences

Grader report User report

Select all or one user Ronald Alexander

Grade Item	Grade	Range	Percentage	Rank	Feedback
Testing Gradebook					
<b>Course total</b>	<b>C+ (78%)</b>	<b>F (0%)–A (100%)</b>	<b>78%</b>	<b>11/32</b>	
Semester 1					
<b>Category total</b>	<b>105% (359)</b>	<b>0% (0)–100% (343)</b>	<b>105%</b>	<b>1/32</b>	
S1 Assessments					
<b>Category total</b>	<b>63% (144)</b>	<b>0% (0)–100% (228)</b>	<b>63%</b>	<b>5/32</b>	
Assignment 1	A (80)	F (0)–A (80)	100%	1/32	
Intelligence displayed	mastermind (100%)	vegetable (0%)–mastermind (100%)	100%	1/32	
Multiple choice 1	A (10)	F (0)–A (10)	100%	1/32	
Database 2	A (20)	F (0)–A (20)	100%	1/32	
Homework 2	A (50)	F (0)–A (50)	100%	1/32	
Assignment 3	F (10)	F (0)–A (70)	14%	5/32	
End of term questionnaire	10 (100%)	0 (0%)–10 (100%)	100%	1/32	
Assignment 4	33 (100%)	0 (0%)–33 (100%)	100%	1/32	
my test item for gradebook	100 (100%)	0 (0%)–100 (100%)	100%	1/32	
S1 Homework					
<b>Category total</b>	<b>40 (100%)</b>	<b>0 (0%)–40 (100%)</b>	<b>100%</b>	<b>1/32</b>	
Database 1	-	0 (0%)–20 (100%)	-	-	

 User report in Moodle 1.9.5

Teachers can choose whether to show or hide rank and percentages (in Moodle 1.9.3 onwards) in the [Gradebook course settings](#).

Teachers and administrators 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 behaviour).

In Moodle 1.9.5 onwards, category nesting is shown with contrasting colours, which makes it a lot clearer, especially when lots of categories are in use. A range column has also been added.

### See also

- [Video explaining the different gradebook reports](#)

## VII Grade import

### Moodle 1.9

Grades may be imported as a CSV or XML file.

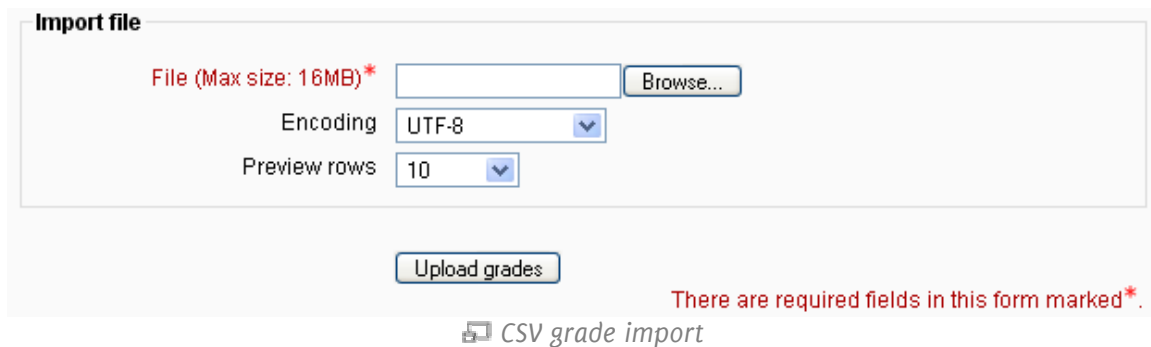
The import file format is the same as the corresponding export format.

Note: Grade import is equivalent to manual grading in the [grader report](#). Thus, if grades for a particular Moodle activity such as an assignment are imported, they can no longer be edited via the assignment submission page.

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## 1 Importing grades



The screenshot shows the 'Import file' form in Moodle. It includes a text input field for the file path, a 'Browse...' button, a dropdown menu for 'Encoding' set to 'UTF-8', and another dropdown menu for 'Preview rows' set to '10'. Below these fields is an 'Upload grades' button. A red error message at the bottom right states: 'There are required fields in this form marked\*'. Below the form is a link labeled 'CSV grade import' with a small icon.

To import grades into the gradebook:

1. Decide on an import format - CSV or XML file (see below) - then [export some grades](#) using the corresponding export format.
1. Edit the export file as appropriate and save it.
2. Tip: If you opened your exported file in Excel, don't add columns there because Moodle will reject the import if there are new columns that didn't exist in the exported file. If you need to add columns, do that in Moodle BEFORE you export your gradebook.
3. Select your chosen import format from the gradebook dropdown menu.
4. Browse and upload your previously saved file.
5. Set options as required.
6. Click the "Upload grades" button.
7. CSV import only: Preview the grade import and choose the column mapping then click the "Upload grades" button to complete the grade import.
  1. Tip: By default "Map from" is set to First Name, and "Map to" to userid. Change both dropdowns to: "Email Address" to "useremail", or to "Id Number" to "useridnumber" (assuming that your users have ID number fields filled in in their profiles)

You need two permissions to import grades: (1) general permission to import grades and (2) permission to import grades in a particular format. For example, to import CSV grades you need

moodle/grade:import ("Import grades") = Allow  
gradeimport/csv:view ("Import grades from CSV") = Allow

## 2 XML import

XML import requires the numerical grade, activity idnumber and user idnumber.

### 2.1 Remote file URL

The remote file URL field is for fetching data from a remote server, such as a student information system.

## 3 CSV import

CSV import is more flexible than XML import, as you may choose the column mapping.

### 3.1 Encoding

If you are unsure of the encoding of your CSV file, try selecting the second option in the encoding dropdown menu. If you've used Excel to produce the CSV file the second option WINDOWS-xxx encoding is probably the correct one. The grade import preview will tell you if you guessed the encoding correctly.

### 3.2 Verbose scales

Scales can be either specified as a raw id - eg. 0, 1, 2, 3, etc. or as a string, eg. "good", "bad", "not very bad". The later format is called "verbose".

## 4 See also

Using Moodle forum discussions:

- [Gradebook confusion](#)
- [Can external software insert data into the gradebook?](#)

# VIII Grade export

## Moodle 1.9

Grades can be exported to Excel spreadsheet, OpenDocument spreadsheet, plain text file or XML file.

*Grade export is NOT intended for students.*

### Contents Grade export

- 1 How to export grades
- 2 XML file export
- 3 Default grade export settings
- 4 Grade publishing
- 5 Tips and tricks
- 6 See also

#### 1 How to export grades

View

Visible groups

---

**Options**

Include feedback in export

Preview rows

Grade export display type

Grade export decimal points

---

**Grade items to be included**

An Upload File assignment

A Standard forum for general use

Course total

[Select all/none](#)

 Grade export

To export grades from the gradebook:

1. Choose an export format from the gradebook dropdown menu.
2. Set options as required.
3. If the course uses groups, select whether to export grades for all participants or for a particular group.
4. Select the grade items to be included. Note that ID numbers are required for all activities for XML file export. An ID number field can be found in the common module settings for each activity.
5. Click the submit button.
6. After previewing the data on the following page, click the download button.

## 2 XML file export

To export grades to XML file, you need to ensure that:

- Users have ID numbers (an optional field in the user profile)
- Activities have ID numbers (an optional field in the common module settings)

## 3 Default grade export settings

The grade export display type and grade export decimal points site-wide defaults may be set by an administrator in *Administration* > *Grades* > [Grade settings](#).

## 4 Grade publishing

**Publishing**

User key ?	<input type="text" value="Create a new user key"/>
Key manager	<a href="#">Key manager</a>
Key IP restriction ?	<input type="text" value="127.0.0.1"/>
Key valid until ?	<input type="text" value="26"/> <input type="text" value="February"/> <input type="text" value="2008"/> <input type="text" value="12"/> <input type="text" value="05"/> <input type="checkbox"/> Disable

  
*Grade publishing settings*

Grade publishing is a way of importing and exporting grades via a URL without being logged in to Moodle. Grade publishing is intended for administrators only, due to the security implications.

Grade publishing is disabled by default. It can be enabled by an administrator by checking the `gradepublishing` box in *Administration > Grades > [Grade settings](#)*. Users with grade publishing capabilities (normally administrators only) are then provided with grade export publishing settings.

## 5 Tips and tricks

- Export grades in a spreadsheet format. Then copy and paste that information into another file that has worksheet ("raw grades"). Create other worksheets which are custom reports which take their data from "raw grades". This works if graded activities are **not** moved around to different positions in the course. This allows you to create a standard printed report(s). For example a compact landscape report of all students and all grades for each activity, a report of just quizzes, another of lessons, another of assignments. A pivot table of students by scores, generated from a report worksheet, which gets its data from the raw data.
- Mailmerge exported grades into custom documents. For example, a document that is given to a department to file as a proof of training, with scores for every subject quiz.

## See also

- [Video showing how to export grades in Moodle 1.9](#)



# IX Grade items

## Moodle 1.9

### Contents Grade items

- 1 Introduction
- 2 Activity-based grade items
- 3 Grade outcome items
- 4 Manual grade items
- 5 See also

### 1 Introduction

The three building blocks of the Gradebook in Moodle 1.9 are

1. The [grade category](#)
1. The grade item
2. The [grade](#)

A grade item is a unit of measurement by which participants in a course are graded (i.e. 'marked'). As such, a grade item is a container for grades and a set of settings applied to these grades. The settings affect the calculation and display of the grades in the gradebook reports and [exports](#).

Grade items are represented by columns in the [grader report](#).

Grade items may refer to course activities (e.g. a quiz, an assignment etc.), [Outcomes](#) or even manual grades. Following is an overview of each type.

Within a category, a [grade](#) summary is also a grade item itself. Summary grade items for a category can show up in reports, and can be used in the calculation of the grade for the parent category.

## 2 Activity-based grade items

**Grade item** \* Hide Advanced

Item name An Upload File assignment

Item info\* ?

ID number\* ? 001

Grade type ? Value

Scale ?

Maximum grade ? 100.00

Minimum grade ? 0.00

Grade to pass\* ?

Multiplicator\* ?

Offset\* ?

Grade display type\* ?

Overall decimal points\* ?

Hidden ?

Hidden until\* ?       Disable

Locked ?

Lock after\* ?       Disable

 *Editing a grade item*

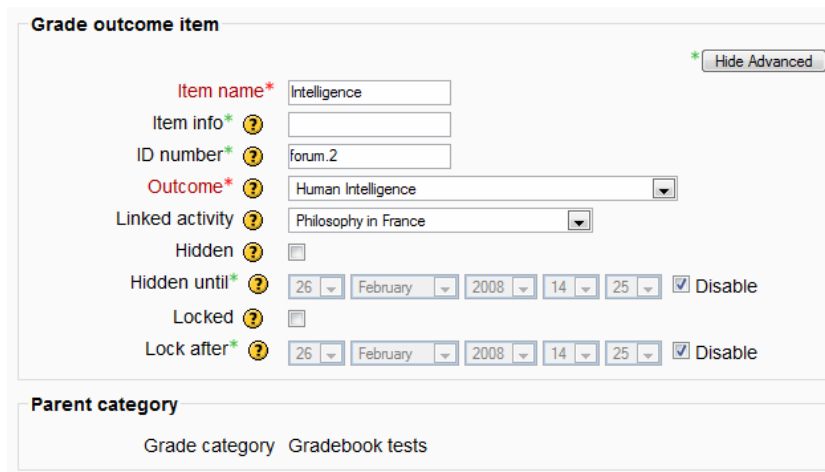
Modules that include a form of grading use the [Gradebook API](#) to generate a matching grade item, and to communicate their grades to the gradebook. The generated grade item can later be edited from within the gradebook interface (Course -> Grades -> Edit Categories and items -> Edit (hand icon) grade item), as seen in the screenshot to the right, but several of its settings will be 'frozen', only changeable from the activity module's interface. These are listed and explained below in the manual grade items section.

Here is a list of the settings that can be edited for an activity-based grade item:

- **Item info:** General information about the grade item. Optional.
- **Grade to pass:** Specify the minimum grade a student must achieve to be considered to have passed this item. This must be in real grades, not a percentage. Once this is done, grades will be highlighted in red for fail and green for pass in the gradebook. It doesn't work for scales, as it is yet to be fully implemented in Moodle 1.9. It is planned for use in [course completion](#) in Moodle 2.0.
- **Grade display type:** See the [Grade display type doc](#)

- **Overall decimal points:** This specifies the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.
- **Multiplicator:** Factor by which all grades for this grade item will be multiplied, with a maximum value of the maximum grade. For example, if the multiplicator is 2 and the maximum grade is 100, then all grades less than 50 are doubled, and all grades 50 and above are changed to 100.
- **Offset:** Number that will be added to every grade for this grade item, after the Multiplicator is applied. (Can be a negative number.)
- **Hidden:** Whether this grade item should be hidden from students.
- **Hidden until:** An optional date after which the grade item will no longer be hidden (i.e. a grades release date)
- **Locked:** Whether or not to lock this grade item. A locked grade item doesn't accept changes to its settings or grades from its related module.
- **Locked after:** A date after which the locking will be effective, usually after the grades release date.

### 3 Grade outcome items



The screenshot shows the 'Grade outcome item' configuration form in Moodle. The form includes the following fields and options:

- Item name\*:** Text input field containing 'Intelligence'.
- Item info\*:** Text input field (empty).
- ID number\*:** Text input field containing 'forum.2'.
- Outcome\*:** Dropdown menu showing 'Human Intelligence'.
- Linked activity\*:** Dropdown menu showing 'Philosophy in France'.
- Hidden:** Checkbox (unchecked).
- Hidden until\*:** Date selector with fields for day (26), month (February), year (2008), hour (14), and minute (25). A 'Disable' checkbox is checked.
- Locked:** Checkbox (unchecked).
- Lock after\*:** Date selector with fields for day (26), month (February), year (2008), hour (14), and minute (25). A 'Disable' checkbox is checked.

At the bottom, the 'Parent category' is set to 'Grade category' and 'Gradebook tests'. A 'Hide Advanced' button is visible in the top right corner.

 *Editing a grade outcome item*

These can either be generated by the creation of a new activity module (by selecting [Outcomes](#) in the module creation form), or manually created like manual grade items. A grade outcome item uses a course outcome as its grading type, so such an outcome must be made available at the course level before a grade outcome item can be manually created.

Grade outcome items can optionally be linked with an activity module. This is done automatically when a grade outcome item is generated by the creation of an activity module in which outcomes were selected. In this scenario, a grade category is also created and named after the activity module, and the grade item and grade outcome items are created as children of that category.

The settings of the grade outcome item edit form are identical to those of manual grade items, with the addition of two settings:

- **Outcome:** The course outcome represented by this item
- **Linked activity:** The optional activity module to which this item will be linked

#### 4 Manual grade items

The screenshot shows the 'Grade item' edit form in Moodle. It includes the following fields and options:

- Item name: Text input field.
- Item info\*: Text input field with a help icon.
- ID number\*: Text input field with a help icon.
- Grade type: Dropdown menu set to 'Value'.
- Scale: Dropdown menu set to 'Use no scale'.
- Maximum grade: Text input field with value '100.00'.
- Minimum grade: Text input field with value '0.00'.
- Grade to pass\*: Text input field with value '0.00'.
- Grade display type\*: Dropdown menu set to 'Default (Real)'.
- Overall decimal points\*: Dropdown menu set to 'Default (2)'.
- Hidden: Checkbox, currently unchecked.
- Hidden until\*: Date and time picker set to '26 February 2008 12:15' with a 'Disable' checkbox.
- Locked: Checkbox, currently unchecked.
- Lock after\*: Date and time picker set to '26 February 2008 12:15' with a 'Disable' checkbox.

A '\* Hide Advanced' button is located in the top right corner of the form.

Editing a manual grade item

These grade items are created manually through the "Edit Categories and Items" page. The "Add grade item" button is clicked, and the form appears. Several options are available here which are normally automatically filled out by the activity module creating an activity-based grade item:

- **Item name:** The display name of your grade item
- **ID Number:** An arbitrary string of characters used to refer to this grade item in Formulas. If set, it must be unique.
- **Grade type:** The type of grade: None (no grading possible), Value (a numerical value), Scale (an item in a list) or Text (arbitrary text).
- **Scale:** Which scale to use for grading: available only when the Scale grade type is selected.
- **Maximum grade:** The maximum grade that can be given (for scales: the number of items in the scale - 1)
- **Minimum grade:** The minimum grade that can be given (for scales: 0)

Conversely, two of the settings found in the form for activity-based grade items are absent from this form:

- Multiplier
- Offset

## 5 See also

- [Grade item settings](#) - for administrators

# X Grade categories

## Moodle 1.9

Grades can be organised into grade categories.


A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. Also, all grade items and categories belong to at least one, permanent category: [the course category](#).


## Contents Grade categories


- 1 Adding a grade category
- 2 Editing a grade category
- 3 Settings
  - 3.1 Aggregation
  - 3.2 Aggregate only non-empty grades
  - 3.3 Aggregate including sub-categories
  - 3.4 Include outcomes in aggregation
  - 3.5 Drop the lowest
  - 3.6 Keep the highest
  - 3.7 Parent Category - Item Weight
  - 3.8 Aggregation view
- 4 See also


**Grade category** \* Hide Advanced


Category name\*

Aggregation  Mean of grades

Aggregate only non-empty grades\* 

Aggregate including subcategories 


Keep the highest\*  None

Drop the lowest\*  None

**Parent category**

Grade category  Moodle Tests

**My report preferences** \* Hide Advanced

Aggregation view (Default: Full view)\*  Default

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

*Editing a grade category*

## 1 Adding a grade category

To add a grade category:

1. Select "Categories and items" from the gradebook dropdown menu.
2. Click the "Add category" button near the bottom of the page.
3. Give the grade category a meaningful name.
4. Select grade category settings as appropriate. Advanced settings may be made available by clicking the "Show advanced" button.
5. Click the "Save changes" button.

## 2 Editing a grade category

To edit a grade category:

1. Select "Categories and items" from the gradebook dropdown menu.
2. Click the edit icon opposite the grade category you wish to edit.
3. After editing the grade category, click the "Save changes" button.

## 3 Settings

If any of the following do not appear in your page, it may mean that they are set globally in your site. See [Forcing settings](#) for more information.

### 3.1 Aggregation

See [Category aggregation](#) for a detailed explanation.

### 3.2 Aggregate only non-empty grades

Non-existent grades are either treated as minimal grades or not included in the aggregation. For example, an assignment graded between 0 and 100 for which only half the students have been graded will either count the non-graded submissions as 0 (option switched off) or will ignore them (option switched on).

Important: An empty grade is simply a missing gradebook entry, and could mean different things. For example, it could be a participant who hasn't yet submitted an assignment, an assignment submission not yet graded by the teacher, or a grade that has been manually deleted by the gradebook administrator. Caution in interpreting these "empty grades" is thus advised.

### 3.3 Aggregate including sub-categories

The aggregation is usually done only with immediate children, it is also possible to aggregate grades in all subcategories excluding other aggregated grades.

### 3.4 Include outcomes in aggregation

Including outcomes in aggregation may not lead to the desired overall grade, so you have the option to include or leave them out.

### 3.5 Drop the lowest

If set, this option will drop the X lowest grades, X being the selected value for this option.

Note: You can only make use of either this option or the option below `Keep Highest`. If you have both set then only `Drop the lowest` will be usable under course categories

### 3.6 Keep the highest

If set, this option will only retain the X highest grades, X being the selected value for this option.

Note: If you have `Drop the lowest` set to anything other than null then this option will have no effect

### 3.7 Parent Category - Item Weight

If your course is set to use weighted mean of grades, you can assign a weight that the grade for this category will have inside the parent category. Within all of the subcategories of the parent category, the weight values do not need to add up to 100.

### 3.8 Aggregation view

Each category can be displayed in three ways: Full mode (aggregated column and grade item columns), the aggregated column only, or the grade items alone.



#### 4 See also

- [Grade items](#)
- [Edit categories and items](#)
- [Grade category settings](#) - for administrators
- [Video showing the effects of the grade category settings](#)
- Using Moodle [Grade categories and weights 1.8 to 1.9?](#) forum discussion

## XI Grade calculations

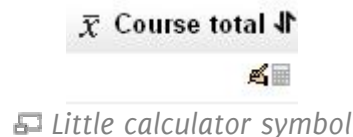
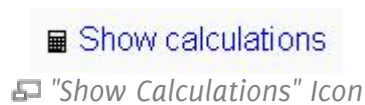
### Moodle 1.9

A grade calculation is a formula used to determine grades, based (optionally) on other grade items. Note that this is not the same as [Calculated question types](#).

#### Contents Grade calculations

- 1 Enabling calculations
- 2 Assigning ID numbers
- 3 Understanding calculation functions
- 4 Making your calculation
- 5 Calculations when user language is not English
- 6 See also

## 1 Enabling calculations



To enable calculations for you gradebook:

1. Login as teacher or other user with permission to edit grades.
2. Go to course.
3. Click on *Grades* in the Administration block.
4. Click the "Turn Editing On" button on the top right corner.
5. Click the "Show Calculations" icon on the middle top.
6. Click the little calculator symbol under Course Total column which will bring you to the calculations page.

## 2 Assigning ID numbers

ID numbers are similar to nicknames for each grade item. In a calculation, instead of referring back to a whole assignment name, we can substitute it for it's ID number which becomes a lot easier. Think of it as substituting 143 as X and then using X for various math problems.

ID numbers on the bottom of the page. Use simple to remember numbers or variables like 1, X, or Quiz1. Remember to click "Add id numbers"!

## 3 Understanding calculation functions

Click the yellow question mark next to the word "Calculation". This will bring a pop-up explaining the various functions that can be used in calculations and how to use them.

Every calculation must start with an equal sign (=). Following is a list of the functions supported by the calculation. The comma (,) character is used to

separate arguments within function brackets. The comma can also be used to separate different functions. (The separator character could be a semicolon (;) in other languages, see below).

- `average([[item1]], [[item2]]...)`: Returns the average of a sample
- `max([[item1]], [[item2]]...)`: Returns the maximum value in a list of arguments
- `min([[item1]], [[item2]]...)`: Returns the minimum value in a list of arguments
- `mod(dividend, divisor)`: Calculates the remainder of a division
- `pi()`: Returns the value of the number Pi
- `power(base, power)`: Raises a number to the power of another
- `round(number, count)`: Rounds a number to a predefined accuracy
- `sum([[item1]], [[item2]]...)`: Returns the sum of all arguments
- an asterisk (\*) gives the product of two items: `[[item1]]*[[item2]]`


A number of mathematical functions is also supported:

- `sin`
- `sinh`
- `arcsin`
- `asin`
- `arcsinh`
- `asinh`
- `cos`
- `cosh`
- `arccos`
- `acos`
- `arccosh`
- `acosh`
- `tan`
- `tanh`
- `arctan`
- `atan`
- `arctanh`
- `atanh`
- `sqrt`
- `abs`
- `ln`
- `log`
- `exp`

## 4 Making your calculation

Grade item

Item name

Calculation  `=sum([[item1]], [[item2]], [[item3]])`

 *Example calculation*

Back on the calculations page, start typing the various functions and the ID numbers chosen for your calculation.

- Start with an equal sign (=)
- Choose a function; Example: =sum()
- Plug in your ID numbers enclosed in 2 hard brackets; Example: =sum( [[item1]] [[item2]] [[item3]] )
- Separate each ID number with a comma; Example: =sum( [[item1]], [[item2]], [[item3]] )
- Click the "Save Changes" button.

## 5 Calculations when user language is not English

Calculation formulas use decimal and list separators as defined in each language pack.

**The decimal separator** (a symbol used to mark the boundary between the integral and the fractional parts of a decimal number)

is a **point (.)** in English

In **other languages** it may be a **comma (,)**.

**The list separator** (a symbol used to separate a list of ID numbers in square brackets)

is a **comma (,)** in English.

In **other languages** it may be a **semicolon (;)**.


## 6 See also

[Video on how to set up calculations in the gradebook \(basic\)](#)

[Video on how to set up calculations in the gradebook \(advanced\)](#)

# XII Scales

## Moodle 1.9

 Scales are a way of evaluating or rating a students' performance. Moodle offers a standard set of numeric scales. It is also possible to create custom scales which can be available on the site. For example, you can give the student a word or small phrase as a way of rating or giving a student feedback.

Scales may be used in [Forums](#), [Glossaries](#) and [Assignments](#) for rating and/or [grading](#) a student's activity.

### Contents Scales

- 1 Standard scales
  - 1.1 Numeric
  - 1.2 Included non numeric scales
- 2 Creating a new scale
  - 2.1 Creating course scales
  - 2.2 Creating a site scale
- 3 Using a scale
- 4 Editing a scale
- 5 Example scales
- 6 Values calculated as percentage scores
- 7 See also

### 1 Standard scales

Moodle includes 100 different numeric scales which can not be edited, and one non-numeric example.

#### 1.1 Numeric

Moodle includes numeric scales that range from a maximum of 100 to a minimum of 1. For example, selecting a scale of 10, will allow a rating on a scale between 10 and 1. Numeric scales can be calculated as a [grade](#).

## 1.2 Included non numeric scales

Included in the standard 1.9 Moodle install is a scale called "Separate and Connected ways of knowing". This has 3 elements: "Mostly Separate Knowing", "Separate and Connected", "Mostly Connected Knowing". These phrases relate to a theory about how people approach the world. In edit mode, the teacher or administrator can see the scale description which explains the use of this interesting rating system.

## 2. Creating a new scale

New scales can be created by teachers with editing rights or by administrators or by any user with the [manage scales role capability](#) (Moodle 1.7 onwards). Since 1.9 the scales can be edited in the Gradebook Menu Scales. The process is similar for making a new scale for either a course or site.

### 2.1 Creating course scales

6. Click on the Grades link in the course Administration block, then select Scales from the Edit section of the gradebook dropdown menu. (For versions of Moodle prior to 1.9, simply click on the Scales link in the course [Course administration block](#).)
1. On the Scales page click the "Add a new scale" button.
2. On the next page give your scale a name in the Name box (highlighted in red in the screenshot) that will identify it among other scales.



The screenshot shows the 'Scales' form in Moodle. It has three main input areas: 'Name' (a text box with a red border), 'Scale' (a dropdown menu with a green border), and 'Description' (a large text area with a blue border). A 'Save changes' button is located at the bottom of the form.

*Creating a new scale* 

*screen: Name, Scale,*

*Description areas*

3. In the Scale box (highlighted in green), create your scale. Each item in the scale should be separated by a comma. You can use as many options here as you require. You must order the comma separated elements in increasing order of value. **For example, an A,B,C,D scale must be entered as D,C,B,A.**
4. Write a detailed description in the Description box (highlighted in blue) for your scale. Your students will have access to the description, and you can use this to give them additional feedback. The more details you put in the description, the more students will understand what each scale item means.

## 2.2 Creating a site scale

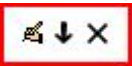
Creating scales that are available in every course is similar to creating one for a single course. The site administrator will find a Scales link in the site administration block under Grades. It will list the scales available on the site, except the standard numeric sales.

In older versions of Moodle, Administrators has to create a site-wide scales by "promoting" a scale created for a course. To achieve this, add a new scale in any course, then use the move down arrow to move the scale from custom scales to standard scales (i.e. site-wide).

## 3 Using a scale

First the teacher needs to assign a specific scale to the activity using a drop down menu in the activities setting. Then the teacher and/or students can rate an activity element (for example, a post in a forum) with the pre-defined scale.

## 4 Editing a scale

If a scale has not yet been used, you will see an edit, move, and delete icon in the edit column. 

Once a scale is used for an activity, it is no longer possible to move or delete it, and you can only edit the scale name and description.

## 5 Example scales

- *The Cool Scale* - Not cool, Not very cool, Fairly cool, Cool, Very cool, The coolest thing ever!
  - (Valued as 0/5pts, 1/5pt, 2/5pts, 3/5pts, 4/5pts, and 5/5pts respectively in **any normalized aggregation method**)
  - (Valued as 1, 2, 3, 4, 5, and 6 respectively in the **sum aggregation method**)
- *General Introductions (The Affirmative Scale)* - Welcome!, Glad to have you here!, Great post!
  - (Valued as 0/2pts, 1/2pt, and 2/2pts respectively in any **normalized** aggregation method)
  - (Valued as 1, 2, and 3 respectively in the **sum** aggregation method)
- If you would like two options in your scale (incomplete and complete) type "incomplete, complete" in the scale box.
  - (Valued as 0/1pts and 1/1pt respectively in any **normalized** aggregation method like weighted mean, mean, simple weighted mean, etc.)
  - (Valued as 1 and 2 respectively in the **sum** aggregation method)
- *Generic Social Forum* (This scale only worked prior to the averaging function) - Please clarify., I don't understand., Hmmm. Tell me more., Interesting, Very cool., Awesome!
  - (Valued as 0/6pts, 1/6pt, 2/6pts, 3/6pts, 4/6pts, 5/6pts, and 6/6pts respectively in any **normalized** aggregation method)
  - (Valued as 1, 2, 3, 4, 5, 6, and 7 respectively in the **sum** aggregation method)
- "Refer", pass, merit, distinction
  - (Valued as 0/2pts, 1/2pt, and 2/2pts respectively in any **normalized** aggregation method)
  - (Valued as 1, 2, and 3 respectively in the **sum** aggregation method)
- "Hesitant" Fail, Acceptable, Average, Excellent
  - (Valued as 0/3pts, 1/3pt, 2/3pts, and 3/3pts respectively in any **normalized** aggregation method)
  - (Valued as 1, 2, 3, and 4 respectively in the **sum** aggregation method)
- "Stars" \*---, \*\*---, \*\*\*--, \*\*\*\*-, \*\*\*\*\*
  - (Valued as 0/4pts, 1/4pt, 2/4pts, 3/4pts, and 4/4pts respectively in any **normalized** aggregation method)
  - (Valued as 1, 2, 3, 4, and 5 respectively in the **sum** aggregation method)



## 6 Values calculated as percentage scores

Moodle uses the last entry to determine the number of points in the scale for computing percentages. For example, if your scale is 0,5,6,7,8,9,10 then Moodle will use a 0-6 or 1-7 point scale depending on your chosen aggregation method.

- When using a **normalized** aggregation method, 0 will become 0/6, 5 will become 1/6, 6 will become 2/6, 7 will become 3/6, 8 will become 4/6, 9 will become 5/6, and 10 will become 6/6 for grade computation, respectively.
- When using the **sum** aggregation method, 0 will become 1, 5 will become 2, 6 will become 3, 7 will become 4, 8 will become 5, 9 will become 6, and 10 will become 7.

Either way, the numbers you enter for your scale are **NOT** calculated as entered, the system calculates the number of non-zero entries and then creates a scale from 0 to the total number of entries (n) with their values calculated as 0/n, 1/n, 2/n, 3/n....

**TIP:** If your scale is a custom non-value (not a number), Moodle's behavior in combining or averaging the scores into a percentage value is unpredictable. When an average or aggregate is important, then it is a good idea to stick with the standard 100% scale to compute an overall grade.

**Tip:** Some sites do not like the "0" (zero) in any normalized aggregation method. For examples see [LSU Scales](#).

## 7 See also

- [Outcomes](#)
- [Using Moodle book](#) Chapter 13: Grades and Scales
- Using Moodle [gradebook letter grade an item](#) forum discussion

# XIII Outcomes

## Moodle 1.9

Outcomes are specific descriptions of what a student is expected to be able to do or understand at the completion of an activity or course. An activity might have more than one outcome, and each may have a grade against it (usually on a [scale](#)). Other terms for Outcomes are *Competencies* and *Goals*. In simple terms an Outcome is like any other grade except that it can be applied to multiple activities. When the activity is marked, a mark should be given for the submission itself **and** for the outcome.

### Contents Outcomes

- 1 Enabling outcomes
- 2 Using outcomes
- 3 Outcomes used in course
- 4 Adding course-level outcomes
- 5 Adding standard outcomes
- 6 Import/export of outcomes
- 7 Removing selected outcomes for activities
- 8 See also

#### 1 Enabling outcomes

To use outcomes, the feature must be enabled by an administrator by checking the enableoutcomes box in the Site Administration block > Grades > [General settings](#).

#### 2 Using outcomes

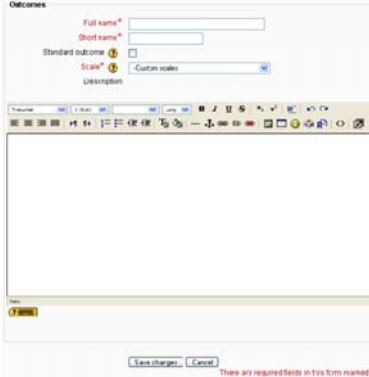
1. Choose or define some outcomes for your course (see below).
2. For each activity, choose which of these outcomes apply using the tickbox in the activity's settings page.
  1. When grading that activity, grade each student using the Outcome scales. Note: You can also edit the grades in the [Grader report](#) (useful for modules that don't feature inbuilt grading).
  2. Use the outcomes as part of the assessment for students, or look at the [Outcomes report](#) for some useful feedback on how students in the class in general are performing.

### 3 Outcomes used in course

Outcomes may be set at site and/or course level. To choose outcomes for use in your course:

1. Follow course administration block > outcomes link. (Alternatively, select outcomes from the gradebook view dropdown menu.)
2. Add outcomes from the standard available list (right side), and use the left-facing arrow button to add them to outcomes used list (left side). Multiple outcomes may be selected by holding down the Apple or Ctrl key whilst clicking on the individual outcomes.

### 4 Adding course-level outcomes



The screenshot shows the 'Outcomes' form in Moodle. It includes fields for 'Full name\*', 'Short name\*', 'Standard outcome' (with a dropdown menu), 'Scale\*' (with a dropdown menu for 'Custom scales'), and a 'Description' text area. At the bottom, there are 'Save changes' and 'Cancel' buttons. A red error message at the bottom right reads 'There are required fields in this form marked\*'. Below the screenshot is a small icon of a document and the text 'Adding an outcome'.

To add a course-level outcome:

1. Follow the outcomes link in the course administration block. (Alternatively, select outcomes from the gradebook view dropdown menu.)
2. Click the "Edit outcomes" tab in the middle of the page.
3. Click the "Add a new outcome" button.
4. Complete the form then click the "Save changes" button.

### 5 Adding standard outcomes

To add standard outcomes, which are available site-wide:

1. Login as an administrator.
2. Access *Site administration* > *Grades* > *Outcomes*.
3. Click the "Add a new outcome" button.
4. Complete the form then click the "Save changes" button.

## 6 Import/export of outcomes

Outcomes (and their associated scales) can be exported by clicking the "Export all outcomes" button. This will send a file (in .csv format) that can be read by Excel, OpenOffice.org or by any text editor.

It's possible to import outcomes (and associated scales) by submitting a csv file. The format of the file should be copied from the file obtained by the export function. Note that while importing:

- Existing outcomes and scale will be used if available (no overwriting is done by the script)
- The script will stop if it detects that the file contains invalid data.

## 7 Removing selected outcomes for activities

Previously selected outcomes are greyed out on the update activity page, however they can be removed via the gradebook on the categories and items page. They will appear in the list either below or above the activity they have been enabled in and will have the same icon as that activity. Note that if you have renamed the outcome since you assigned it to the activity, the original name will be displayed. Deleting the outcomes from this list will result in the outcomes being deselected on the update activity page.

## 8 See also

- [Outcomes report](#)
- [Moodle 1.9 Outcomes](#) PDF 1.94 MB
- [Development:Outcomes](#)
- [Development:Outcomes examples](#)
- [Video on how to use outcomes in Moodle](#)
- [Video on "Grade Category Settings" and "Outcomes"](#)
- Using Moodle [Outcomes in 1.9](#) forum discussion
- [General grade settings](#)

# XIV Grade letters

## Moodle 1.9

Grade letters, also called letter grades, are symbols used to represent a range of grades. For example "A" could be used to represent grades of 80% and above, "B" to represent grades between 70 and 80%, "C" to represent grades between 50 and 70%, and so on. Alternatively, you could have "Pass" for grades above 50% and "Fail" for grades below 50%.

### Contents

- 1 Displaying letter grades
- 2 Editing course-level grade letters
- 3 Setting grade letter site-level defaults
- 4 Forcing grade letter site-level defaults
- 5 Accuracy of grade calculations
- 6 See also

### 1 Displaying letter grades

To change particular [grade items](#), category and course summaries (called aggregations) in the [grader report](#) and [user reports](#) to display letter grades:

1. Follow the grades link in the course administration block.
2. Select "Categories and items" from the gradebook dropdown menu.
3. Click the edit icon for Category total or Course total.
4. From the Grade display type menu, select letter.
5. Click the "Save changes" button at the bottom of the page.

Repeat this for any other totals that you want displayed as letters.

Alternatively, to display ALL grades as letter grades:

1. Follow the grades link in the course administration block.
2. Select "Course settings" from the gradebook dropdown menu.
3. From the Grade display type menu, select letter.
4. Click the "Save changes" button.

## 2 Editing course-level grade letters

**Grade Letters**

Override site defaults

Grade Letter 1 A

Letter grade boundary 1 93 %

Grade Letter 2 A-

Letter grade boundary 2 90 %

Grade Letter 3 B+

Letter grade boundary 3 87 %

Grade Letter 4 B

Letter grade boundary 4 83 %

Grade Letter 5 B-

Letter grade boundary 5 80 %

Editing grade letters

Grade letters are set initially at site level. To use different grade letters in a particular course:

1. Follow the grades link in the course administration block.
2. Select Letters from the from the gradebook dropdown menu.
3. Click the edit tab in the middle of the page.
4. Check the override site defaults box.
5. Change grade letters and/or boundaries as required. (You may wish to use words, for example Below Pass, Pass, Merit, Distinction, rather than letters.)
6. Scroll to the bottom of the page and click the "Save changes" button.

Highest	Lowest	Letter
100.00 %	50.00 %	Pass
49.99 %	0.00 %	Fail

Pass/fail grade letters

### 3 Setting grade letter site-level defaults

To set grade letter site defaults:

1. Login as an administrator.
2. Access *Site administration* > *Grades* > *Letters*.
3. Change grade letters and/or boundaries as required.
4. Scroll to the bottom of the page and click the "Save changes" button.

### 4 Forcing grade letter site-level defaults

To force grade letter site-level defaults in all courses i.e. remove the ability for teachers to override site defaults and edit grade letters in their courses:

1. Login as an administrator.
2. Access *Administration* > *Users* > *Permissions* > *Define roles*
7. Edit the role of teacher and change the capability [moodle/grade:manageletters](#) from Allow to Not set.
3. Scroll to the bottom of the page and click the "Save changes" button.

### 5 Accuracy of grade calculations

Grade calculations are made with an accuracy of 5 decimal places and grade letters assigned accordingly. The overall decimal points setting (in the system [grade item settings](#) and for individual [grade items](#)) is for display purposes only and is not used when assigning grade letters.

### 6 See also

- [Video demonstrating how to use gradebook site settings and defaults](#)
- [Tutorial on Grade Item Setting and Grade Letters](#)

# XV Gradebook Course settings Moodle 1.9

Course settings determine how the gradebook appears for all participants in the course.

To change the course settings:

1. Choose "Course settings" from the gradebook dropdown menu.
2. Change the settings as required.
3. Click the "Save changes" button.

Note: Individual teachers may override the aggregation position setting for their own grader report view via their "[My report preferences](#)" tab.

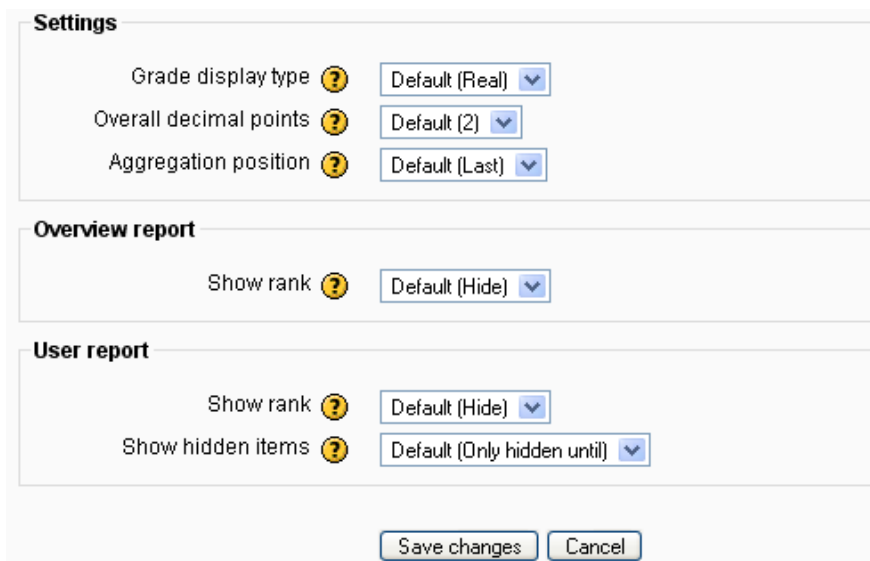
## Show rank

The show rank setting determines whether the position of a grade item in relation to the rest of the class is shown.

## Show percentage

The show percentage setting (in Moodle 1.9.3 onwards) determines whether the percentage value of each grade item is shown.

## Default course settings



The screenshot shows the 'Settings' form for a Moodle gradebook course. It is organized into three sections: 'Settings', 'Overview report', and 'User report'. Each section contains several settings, each with a help icon (question mark) and a dropdown menu. The 'Settings' section includes 'Grade display type' (Default (Real)), 'Overall decimal points' (Default (2)), and 'Aggregation position' (Default (Last)). The 'Overview report' section includes 'Show rank' (Default (Hide)). The 'User report' section includes 'Show rank' (Default (Hide)) and 'Show hidden items' (Default (Only hidden until)). At the bottom of the form are two buttons: 'Save changes' and 'Cancel'.

Section	Setting	Value
Settings	Grade display type	Default (Real)
	Overall decimal points	Default (2)
	Aggregation position	Default (Last)
Overview report	Show rank	Default (Hide)
User report	Show rank	Default (Hide)
	Show hidden items	Default (Only hidden until)

 Gradebook course settings



The default course settings are set by an administrator in the following locations:

- Grade display type and overall decimal points - *Administration* > *Grades* > [Grade item settings](#)
- Default aggregation position - *Administration* > *Grades* > [General settings](#)
- Overview report setting - *Administration* > *Grades* > [Report settings](#) > *Overview report*
- User report settings - *Administration* > *Grades* > [Report settings](#) > *User report*

## XVI Grades FAQ

Moodle 1.9

### General

#### How can I change how grades are displayed?

Grades may be displayed as as actual grades, as percentages (in reference to the minimum and maximum grades) or as letters.

The default grade display type for the site is set by an administrator in *Administration* > *Grades* > [Grade item settings](#). However, this may be changed at course level.

To change how grades are displayed for particular [grade items](#), or category and course summaries (called aggregations):

1. Follow the grades link in the course administration block.
2. Select "Categories and items" from the gradebook dropdown menu.
3. Click the edit icon for the grade item, category total or course total.
4. From the Grade display type menu, select real (for actual grades), percentage or letter.
5. Click the "Save changes" button at the bottom of the page.

Alternatively, to change how grades are displayed for the whole course:

1. Follow the grades link in the course administration block.
2. Select "Course settings" from the gradebook dropdown menu.
3. From the Grade display type menu, select real (for actual grades), percentage or letter.
4. Click the "Save changes" button.

### **How can I hide entered grades until a specified date?**

To set a "Hidden until" date:

1. Access the course gradebook via the grades link in the course administration block.
2. Select "Categories and items" from the gradebook dropdown menu.
3. Click on the edit icon opposite the activity for which a "Hidden until" date is to be set.
4. On the edit grade item page, ensure that advanced settings are displayed. (Click the "Show advanced" button if not.)
5. Enable the "Hidden until" setting by unchecking the disable checkbox, then set a date.
6. Click the "Save changes" button.

### **Is it possible to show the teachers/administrators' grades in the grader report?**

Yes, at the site level you can define which roles will appear in the grader report. This can be found in [Administration > Grades > General settings](#). Also read [this discussion](#) for some more ideas.

### **Why can't I change a grade within an assignment after changing it in the gradebook?**

When you edit a grade directly in the gradebook, an "overridden" flag is set, meaning that the grade can no longer be changed from within the assignment.

However, the flag can be removed by turning editing on in the [grader report](#), then clicking the [edit grade](#) icon, unchecking the overridden box and saving the changes.

## How do I get groups to show up in the grader report?

For groups to show up in the grader report, group mode should be set to visible or separate groups in the [course settings](#). This will result in a groups dropdown menu being displayed, enabling a teacher to view the grades of all participants, or only the grades for a selected group.

## The quiz grades keep disappearing from the student view, even after I un-hide them!

Check your quiz settings. Under the **Review options** heading, in the **Later, while the quiz is still open** and/or the **After the quiz is closed** columns, you probably have Scores un-checked. Each time a student completes a quiz, these settings are consulted and the scores will be hidden from *all* students. If your students don't all take the quiz at the same time, it can look like quiz scores reset themselves to 'hidden' randomly, even after you un-hide them.

## How can I make the gradebook simpler for teachers?

See [Simplifying the gradebook by changing permissions](#).

## Reports

### How do I create my own custom gradebook reports?

Here is a [tutorial](#) explaining all the main steps involved.

## Aggregation

### I can't find where to change the aggregation type for my gradebook categories!

Each category has an aggregation type, which can be changed through that category's "edit" page. To access that page, you must use one of 2 ways:

1. In the grader report, turn "Editing" on, then click the little "hand" icon next to the category whose aggregation you want to change
2. In the "Edit categories and Items" page (accessible through the "choose an action" menu, top left), you see a tree view of the categories and items in your gradebook. The top category is the course category. Each category also has a "hand" icon, which leads to the category edit page

## How can I grade some of my activities without the results affecting my students' course total?

5. Create two [Grade categories](#), one for your "activities still being graded," and one for your "released" activities.
1. Ensure that "Aggregate including subcategories" (an advanced option) is unchecked for your top level course grade category.
  1. Where is this? In gradebook (grader report), in the upper right corner, click the "Turn Editing On" button.
  2. Click the edit icon next to the "course category" (usually your course name, just above the quiz names and below all the clickable links that were revealed when you turned editing on)
  3. Then make sure you have the "Show Advanced" option turned on.
2. Edit the "activities still being graded" category's "course total" item. (This is one of the categories you created above.)
  1. Where is this? Look for the edit icon under "category total" that is below this category's name
3. Set the "grade type" to "none".
4. Tick the "Hidden" checkbox.
5. Save your changes.
6. Move all your activities being graded in the "activities still being graded" category.
7. Move all your activities already graded in the "released" category.

Note: I rewrote this a bit, to help people find where things are. However, this method didn't seem to work for me on Moodle 1.9.

## My student completed only one activity out of 5, but his course total shows 100%. How do I show a more "progressive" course total?

### Step-by-Step Explanation

7. From the view menu in the gradebook, select "Categories and items" [Image:http://docs.moodle.org/en/images en/6/65/Gradebook Tutorial Categories and items menu.gif](http://docs.moodle.org/en/images_en/6/65/Gradebook_Tutorial_Categories_and_items_menu.gif)
1. At the top line there is a folder icon and an edit icon on the right, click the edit icon
2. You'll then see the title "Grade category," the 3rd item is "Aggregate only non-empty grades."
3. Uncheck this.
4. Save.

## Another Explanation

By default, only non-empty grades are aggregated, the others are ignored. However, you can change this setting as well as others that affect the course total, by turning "Editing" on in the grader report, and clicking the "Edit" icon next to the course category (the very top row of the grader report).

You can untick the box "Aggregate only non-empty grades" if you want to show a more "progressive" score for each student. Their empty grades will count as a 0 and will be counted in the course mean/total.

If you prefer to show a sum of points, rather than a percentage, you can change the course category's aggregation method to "Sum of grades".

### How can I display the average grade for my course categories (not grade categories)?

In Moodle 1.9 there is no way to aggregate course totals within each category. The gradebook is course-centered, and there is currently no User Interface for showing grades within an entire course category at once.

### How can I setup weighted assignments?

See [Using "Weighted Mean of Grades" to weight categories containing assignments](#).

## Categories

### How many depths of categories/subcategories can I create?

There is no programmatic limit, but there are practical limits. Very deeply nested structures are difficult to manage. 3 levels of categories should be sufficient for most situations. Note that there is always at least one level of categories, since the Course category always encompasses all other categories and grade items, can cannot be deleted.

### I can't find setting X in the grade category edit page! Where is it?

If a setting documented on the [Grade categories](#) page does not appear on your edit page, it may mean that it is set globally in your site. See [Forcing settings](#) for more information.

## Outcomes

**I have just upgraded to Moodle 1.9, and I want to set up an outcome item for my course. What are the steps required?**

8. Administration > Grades > General settings > [Enable outcomes](#)
9. [Create a scale](#)
10. Create a course outcome (read the [outcomes documentation](#) for instructions). Assign to it the scale you just created.
1. Assign the outcome to your course
2. Enter the "Grades" section of your course, from the course administration block
3. In the Actions menu (top left), select Edit -> Categories and Items
4. Click "Add outcome item"
11. Follow the instructions of the [outcome items documentation](#) to create the outcome item

You can now give your students a rating on the outcome dimension you just created. If you created a standard outcome, you will be able to use it in other courses and follow your students' performance across these courses.

**How can I remove an outcome from an activity?**

An outcome can be removed from an activity by deleting it on the gradebook edit categories and items page. This results in the outcomes being deselected on the update activity page.

## Modules

**The activity module (Module name) doesn't support grading. How can I give my students a grade anyway?**

You can create a [grade item](#) manually in the gradebook. You will have to grade your students through the [Grader report](#) interface (in editing mode).

**I just graded some of my students using the (Module name) interface, but the results aren't showing up in the grader report. What's going on?**

Here are some of the possible reasons:

5. The corresponding [grade item](#) is [locked](#), or its parent [category](#) is [locked](#).

6. The module code is not using the [gradebook API](#) correctly

**I just created a new assignment with the "Grade" setting set to "No grade", but it still appears in the gradebook**

The reason is that the gradebook is now the place where both numerical and textual types of feedback are recorded for all activity modules. The word "Grading" in assignment relates only to numerical grades, but the ability to give text feedback remains, and must be recorded in the gradebook. This is why a grade item is created for it. You can hide the grade item if you do not want it to appear in the user reports.

## **Weights and extra credits**

**How do weighted grades influence the category or course total?**

A weight (also called coefficient) only has meaning in reference to other weights. If you only have one grade item, changing its weight will not have any effect. However, if you have two grade items, each with a different weight, the "heavier" item will have more influence on the total grade than the "lighter" one.

You can set the weights to any positive numerical value you choose. Usually, at least one of the weights will be 1 and serve as the baseline for other weights. If another item has a weight of 2, its grades will be multiplied by 2 compared with the grades of the first grade item, before being averaged. The denominator used for averaging is the sum of all the weights.

An example follows:

item 1 weight: 1  
item 2 weight: 3  
item 3 weight: 0.5

item 1 grade: 40/100  
item 2 grade: 60/100  
item 3 grade: 20/100

Calculation:

$$\begin{aligned} \text{total} &= ((40 * 1) + (60 * 3) + (20 * 0.5)) / (1 + 3 + 0.5) \\ &= (40 + 180 + 10) / (4.5) \end{aligned}$$

$$\begin{aligned} &= 230 / 4.5 \\ &= 51.11 \end{aligned}$$

The total for this category will then be 51.11 out of 100

### **Do I have to put a value in each "weight" input box?**

No. If you do not put a value, it will default to 1. If all items are set to 1 then they all have equal weight. If you set a weight to 0, the item's grades will not count at all in the category or course average.

### **Do all the weights have to add up to 100 or some similar value?**

No, the numbers you put as weights are completely arbitrary. They must be positive numbers, and can add up to anything you want. Note however that the following four sets of weights are identical in value:

(1 1.75 3)  
(4 7 12)  
(8 14 24)  
(400 700 1200)

### **What is the difference between Weight and Extra Credit?**

Weight is only available with "Weighted mean of grades". For the "Simple weighted mean of grades", the weight is taken from the grade item's maximum grade. A weight is used to give a grade item more or less importance in the computation of the category total or average, compared with the other items of the same category.

Extra credit replaces grade item weight if the aggregation method is "Mean of grades (with extra credits)" or "Sum of grades". The effect of extra credit is different for both methods, hence some confusion:

- Mean of grades (with extra credits): A value of 0 does nothing. Any other value is used to multiply the grade and add it to the total after the computation of the mean. This grade is not used in the computation of the mean, however, only added afterwards. Additionally, this cannot bring the category total over its maximum grade unless grades over 100% are enabled by the site administrator (since 1.9.5). This grade item is not counted either in the denominator used to compute the category mean.



- Sum of grades: Extra credit is a checkbox, not a number. Normally, with Sum of Grades, the category's maximum grade is the sum of the maximum grades of all its grade items. If one of them is set as "Extra Credit", however, its maximum grade is not added to the category's maximum grade, but its grades will be. This way it is possible to achieve maximum grade (or grades over maximum if enabled by the site administrator) in the category without getting the maximum grade in all the grade items.

### How do I create an assignment for which students can receive a grade higher than the maximum?

In Moodle 1.9.5 onwards, a new unlimited grades setting in *Administration > Grades > General settings* enables administrators to allow teachers to enter grades over 100% directly in the gradebook.

In earlier versions of 1.9, it is possible for a student to get less than the maximum grade in some grade items, while still getting the maximum grade in the category or course total. The Extra Credit feature is used for this purpose, as described above.

### See also

- [Gradebook 1.9 Tutorial](#)
- [Gradebook Scenarios/Use Cases \[1\]](#)
- Using Moodle [Gradebook forum](#)

*Using Moodle forum discussions:*

- [Can I aggregate only non hidden items?](#)
- [1.8.5 to 1.9.5 - gradebook faqs](#)
- [Excluding practice quizzes from gradebook](#)