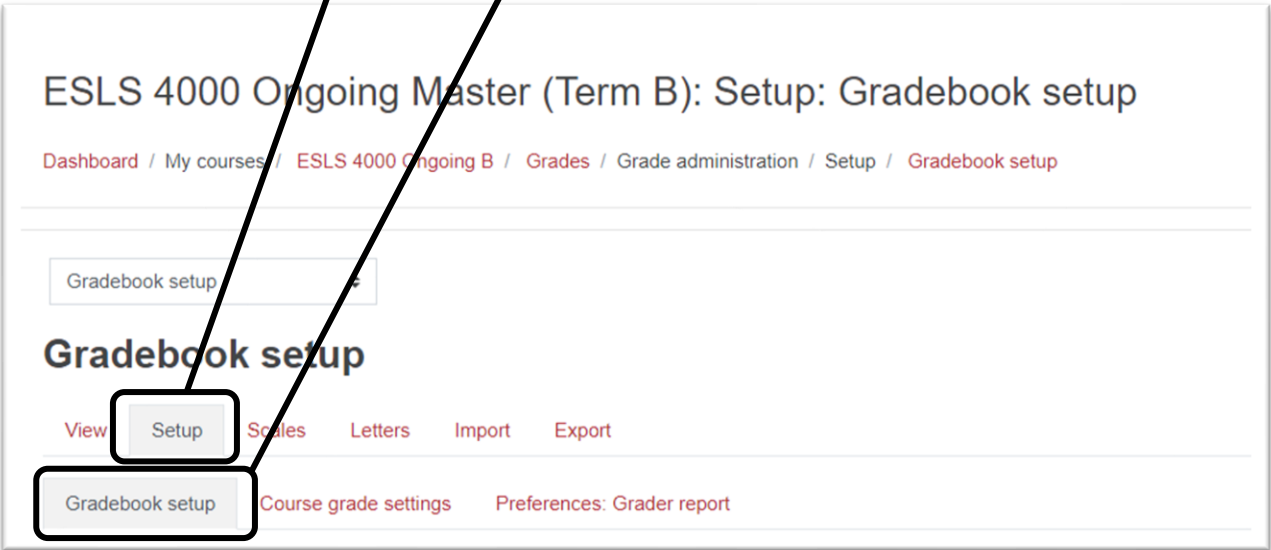


Instructions for ESL Intensive Gradebook Setup

This set of instructions is not meant to be exhaustive. It assumes some background knowledge of Moodle gradebook, and it is limited to initial gradebook setup.

Setting up Categories and Grade Items (Exams)

Within Gradebook, select **Setup** and **Gradebook setup**



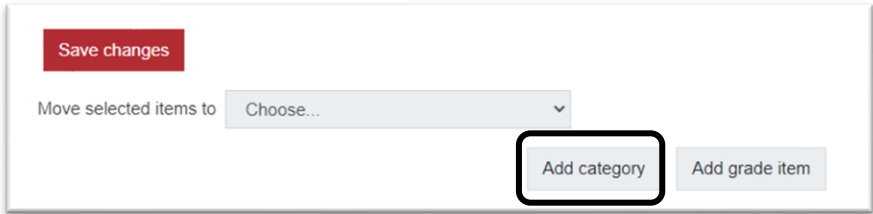
If there are already items in the gradebook, ignore them. They will be dealt with later.

Adding a Category

Please just read these instructions for now. You will be told when to start clicking. 😊

During the term, many individual assignments and quizzes will be placed within a single category.

To add a new category, click **Add category** at the bottom of the gradebook setup screen.



On the screen that opens, type the title of the category you are creating.

Next, click the red text that says **Show more...** (beneath "Grade category"). When the menu expands, select the checkbox next to **Exclude empty grades**, as seen in the following image.

The screenshot shows a form for creating a grade category. The form is titled "Grade category" and has several fields: "Category name" (containing "Listening - Term Work"), "Aggregation" (set to "Weighted mean of grades"), and "Drop the lowest" (set to "0"). A checkbox labeled "Exclude empty grades" is checked. Below the form, there are three expandable sections: "Category total" and "Parent category", both currently collapsed. A red "Show less..." link is visible below the "Category total" section. At the bottom of the form are "Save changes" and "Cancel" buttons. Annotations include a box around the "Category name" field, a box around the "Exclude empty grades" checkbox, and a box around the "Show less..." link with a callout stating: "After the text is clicked on, it changes to Show less...".

When this step is complete, the screen will look like the image above.

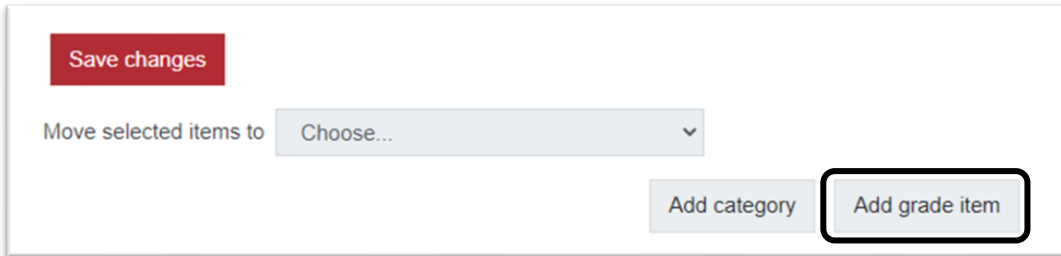
Click **Save Changes** to return to the Gradebook setup page.

Adding a Grade Item

Still just reading for now... 😊

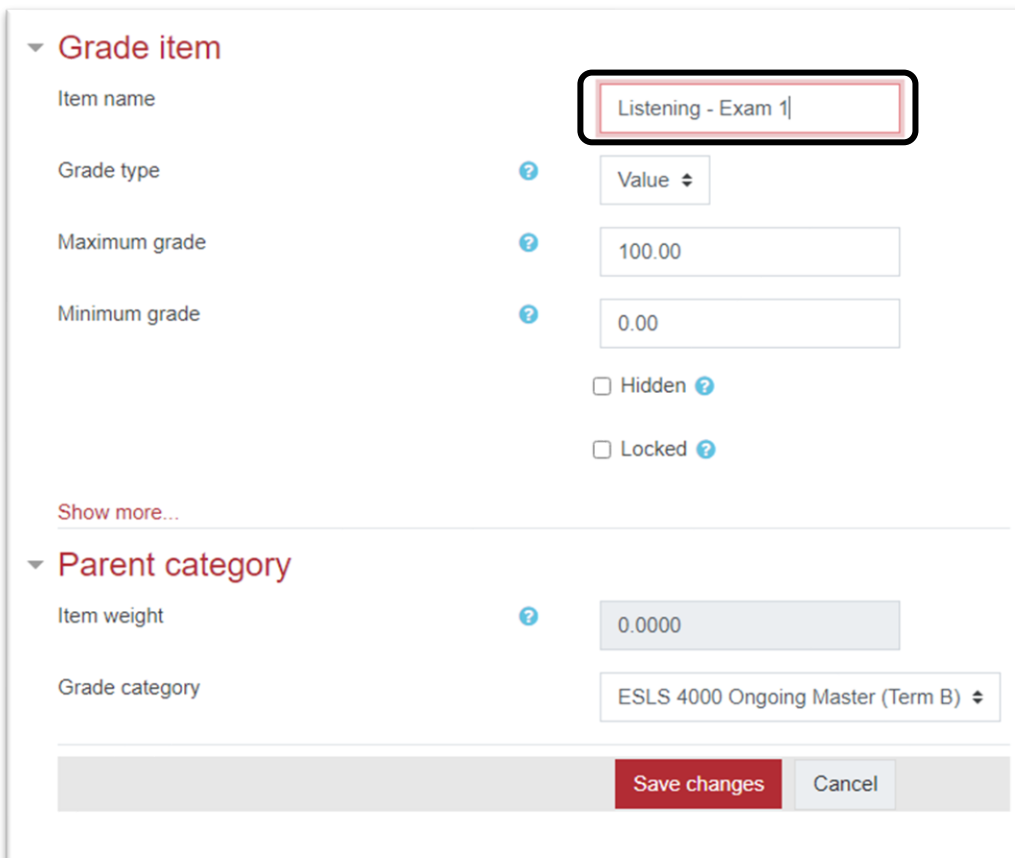
Adding a grade item allows the instructor to enter grades into Moodle that were generated outside of Moodle. This section describes how to prepare mid-term and final exam entries to the course gradebook. *Adding individual grade items for classroom assignments (i.e. work not done in Moodle) is described at the end of this document in the section called **Adding a Classroom Grade Item** on page 11.*

At the bottom of the gradebook setup screen, click **Add grade item**.



A screenshot of the Moodle gradebook setup screen. At the top left is a red button labeled "Save changes". Below it is a label "Move selected items to" followed by a dropdown menu showing "Choose...". To the right of the dropdown are two buttons: "Add category" and "Add grade item". The "Add grade item" button is highlighted with a black rectangular border.

On the page that opens, enter the name of the grade item (exam) in the box labelled **Item name**.



A screenshot of the Moodle "Add grade item" form. The form is divided into two sections: "Grade item" and "Parent category". In the "Grade item" section, the "Item name" field contains the text "Listening - Exam 1" and is highlighted with a black rectangular border. Other fields in this section include "Grade type" (set to "Value"), "Maximum grade" (set to "100.00"), "Minimum grade" (set to "0.00"), and checkboxes for "Hidden" and "Locked". A "Show more..." link is located below these fields. The "Parent category" section includes an "Item weight" field (set to "0.0000") and a "Grade category" dropdown menu (set to "ESLS 4000 Ongoing Master (Term B)"). At the bottom of the form are two buttons: "Save changes" (highlighted in red) and "Cancel".

Click **Save Changes** to return to the Gradebook setup page.

Actually Adding Categories and Grade Items (Major Exams) to the Gradebook (Finally!)

OK, now it's time to use what you have learned! Read the following paragraph and then get to work! 😊

Use the instructions above to enter all of the categories and grade items (exams) needed for the initial course setup. Moodle adds new categories and grade items at the bottom of the gradebook in the order in which they are entered. Although it will mean switching back and forth between adding categories and adding grade items, *following the order of the items as presented in the table below gives a properly-ordered result.* Ignore the weighting information in the table for now.

Text to Enter	Category or Grade Item	Weighting
Listening – Term Work	Category	25
Listening – Exam 1	Grade Item	10
Listening – Final Exam	Grade Item	10
Speaking – Term Work	Category	25
Speaking – Exam 1	Grade Item	10
Speaking – Final Exam	Grade Item	10
Participation	Category	10
Excluded From Grading	Category	0*

*Not a typo; this category is for items that are given zero grading weight in the course, such as certain practice activities.

Adding Weightings to Categories and Grade Items (Major Exams)

Ignoring any pre-existing items at the top of your gradebook, your gradebook should now look like this:

The screenshot shows a gradebook interface with the following items and their weightings:













Category/Item	Weighting
Listening - Term Work	0.0
Listening - Term Work total (Weighted mean of grades)	
Listening - Exam 1	0.0
Listening - Exam 1	0.0
Speaking - Term Work	0.0
Speaking - Term Work total (Weighted mean of grades)	
Speaking - Exam 1	0.0
Speaking - Final Exam	0.0
Participation	0.0
Participation total (Weighted mean of grades)	
Excluded From Grading	0.0
Excluded From Grading total (Weighted mean of grades)	
Course total (Weighted mean of grades. Include empty grades)	

At the bottom of the interface, there is a "Save changes" button, a "Move selected items to" dropdown menu (set to "Choose..."), and "Add category" and "Add grade item" buttons.

Four arrows on the right side of the interface point to the weighting input boxes for "Speaking - Term Work", "Speaking - Exam 1", "Speaking - Final Exam", and "Excluded From Grading".

The next step is to add weightings to the item that you just added to your gradebook. Use the table on the previous page to find the weightings of each category. Click into each box, enter the appropriate weighting, and then move to the next box. When you are finished making all changes, click on the **Save changes** button at the bottom of the page.

This is what this section of your gradebook should look like when you are finished:

 Listening - Term Work	25.0
 Listening - Term Work total Weighted mean of grades.	
 <input type="checkbox"/> Listening - Exam 1	10.0
 <input type="checkbox"/> Listening - Final Exam	10.0
 Speaking - Term Work	25.0
 Speaking - Term Work total Weighted mean of grades.	
 <input type="checkbox"/> Speaking - Exam 1	10.0
 <input type="checkbox"/> Speaking - Final Exam	10.0
 Participation	10.0
 Participation total Weighted mean of grades.	
 Excluded From Grading	0.0
 Excluded From Grading total Weighted mean of grades.	

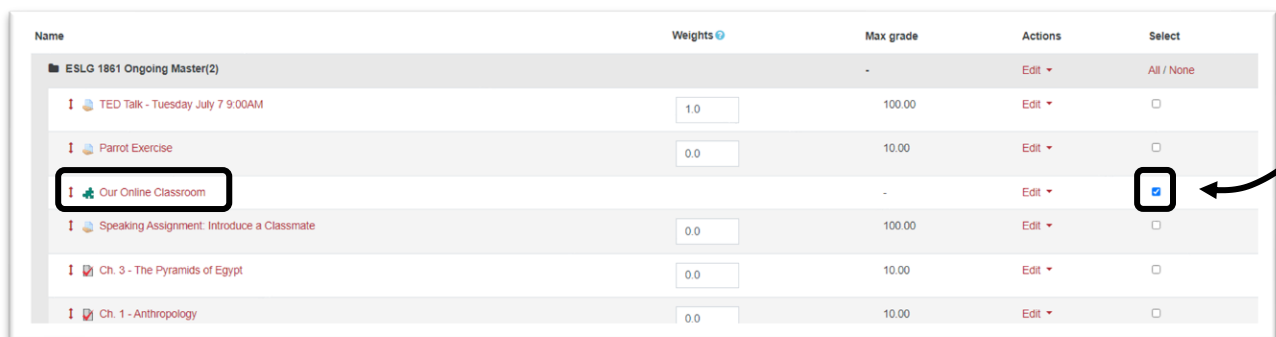
Reorganizing Existing Items within Gradebook

Now that there are categories in the gradebook, it is time to move existing gradebook items into those categories.

Choose a category to work on (e.g. Listening – Term Work) and then look for all of the items in the gradebook that are part of that category. When you find an item that fits in that category, click on the selection box in that item's row. After that, move the items you have selected into the category by choosing that category from the drop-down menu at the bottom of the page.

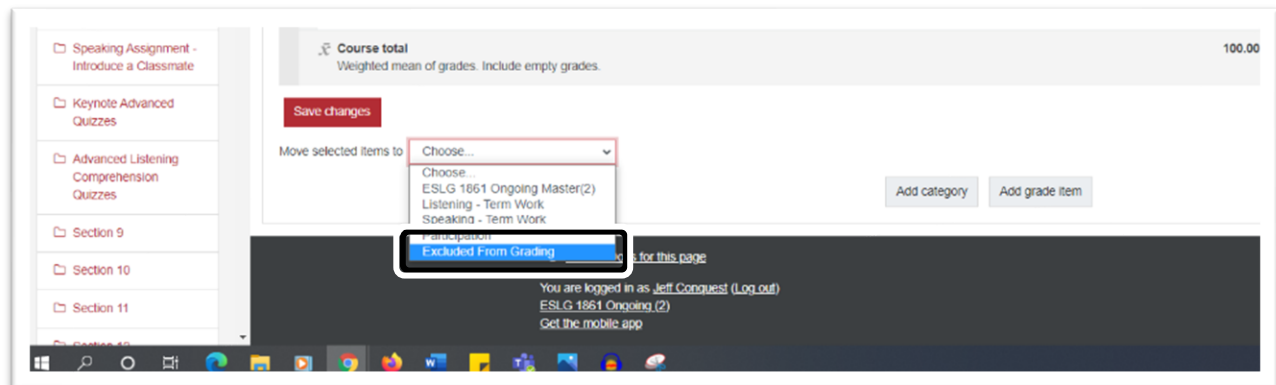
Helpful Example:

Our Online Classroom is the link to the BlackBoard Ultra online environment, and is not a graded item, so it should be moved to the **Excluded From Grading** category. Start by clicking in the selection box in that row.



Name	Weights	Max grade	Actions	Select
ESLG 1861 Ongoing Master(2)		-	Edit ▾	All / None
TED Talk - Tuesday July 7 9:00AM	1.0	100.00	Edit ▾	<input type="checkbox"/>
Parrot Exercise	0.0	10.00	Edit ▾	<input type="checkbox"/>
Our Online Classroom		-	Edit ▾	<input checked="" type="checkbox"/>
Speaking Assignment: Introduce a Classmate	0.0	100.00	Edit ▾	<input type="checkbox"/>
Ch. 3 - The Pyramids of Egypt	0.0	10.00	Edit ▾	<input type="checkbox"/>
Ch. 1 - Anthropology	0.0	10.00	Edit ▾	<input type="checkbox"/>

Now select **Excluded From Grading** from the **Move selected items to** drop-down menu located at the bottom of the page.



Course total: 100.00
Weighted mean of grades. Include empty grades.

Save changes

Move selected items to: Choose...
Choose...
ESLG 1861 Ongoing Master(2)
Listening - Term Work
Speaking - Term Work
Excluded From Grading

Add category Add grade item

You are logged in as Jeff Conquest (Log out)
ESLG 1861 Ongoing (2)
Get the mobile app

When you make your selection, you do not have to click **Save changes**.

If you make a mistake or change your mind about where an item goes, simply repeat the process to move the item to where you want it.

Repeat this process until all items are in their appropriate categories.

Setting Default Weightings for Existing Items within Gradebook

Looking at the quizzes and assignments in gradebook, many will have weightings of 0.0, although other items may have different weightings.

Set **1.0** as the default weighting by changing the weighting of all quizzes and assignments to 1.0, following the same process as earlier: change all of the weightings, and then click on **Save changes** at the bottom of the page.

Adjusting Weightings

Setting all weightings to 1.0 (previous step) will weight all items within a particular category equally, regardless of what the items are “out of.” If you want to emphasize or de-emphasize a particular item, you can adjust its weighting.

For example, since a unit quiz is weighted as 1.0, you may wish to weight a short vocabulary quiz as 0.5, to reflect its relatively minor importance.

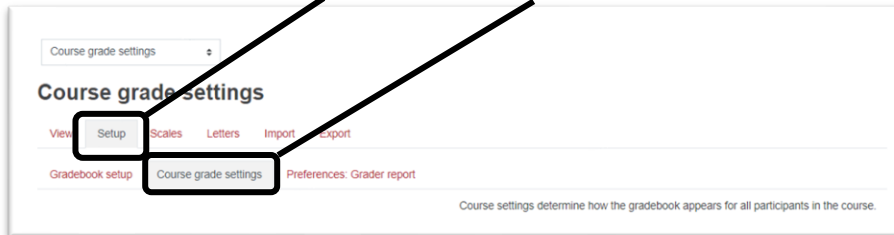
Alternatively, if your class has worked for three weeks on a research paper, you may wish to increase the weighting of that paper to reflect the amount of work involved. Changing the weighting to 2.0 would weight it twice as heavily as the items weighted at the default amount of 1.0.

Free Advice: Weightings are easy to change in Moodle, but not always to easy to explain to students. Before you adjust weightings, have a strategy for explaining what you’re doing, probably *before* grades are shared with students. A column has been added to the gradebook *User Report* (the view of gradebook that students see) to help with this explanation. This column is called **Calculated Weight**.

Setting up User Report (i.e. what students see)

At this point, the gradebook is ready for instructors to use it. Now it must be optimized for students to find and understand their grades. This can be done on one page within the Moodle gradebook settings.

Within Gradebook, select **Setup** and **Course grade settings**



Adjust the settings on this page to match the settings in the following image. The options that require changes are circled.

General settings

- Aggregation position: First
- Min and max grades used in calculation: Default (Min and max grades as specified in grade item settings)

Grade item settings

- Grade display type: Default (Real)
- Overall decimal points: Default (2)

Overview report

- Show rank: Default (Hide)
- Hide totals if they contain hidden items: Default (Show totals excluding hidden items)

User report

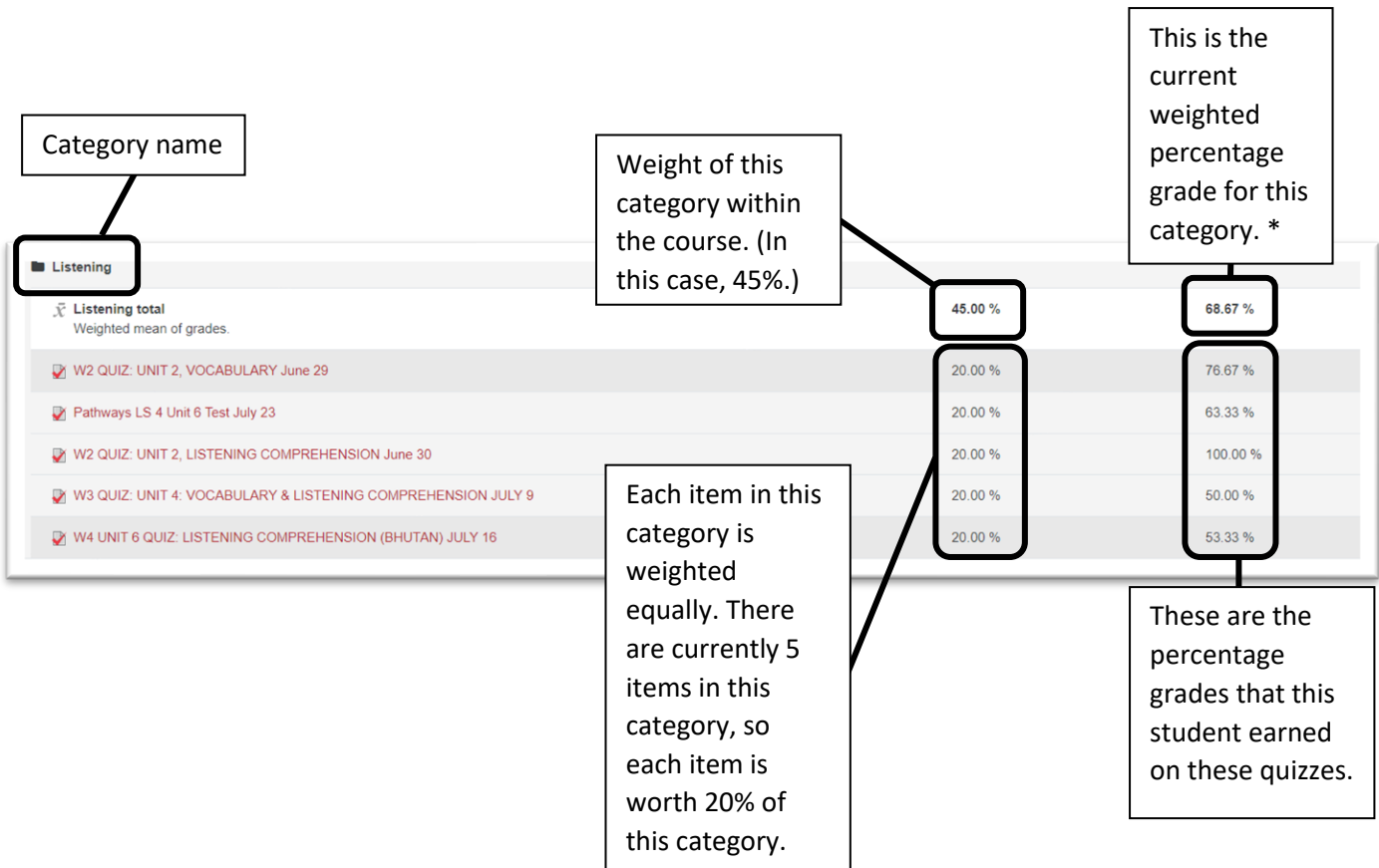
- Show rank: Default (Hide)
- Show percentage: Default (Show)
- Show grades: Hide
- Show feedback: Hide
- Show weightings: Default (Show)
- Show average: Default (Hide)
- Show letter grades: Default (Hide)
- Show contribution to course total: Hide
- Show ranges: Hide
- Range decimal points: 0
- Show hidden items: Do not show
- Hide totals if they contain hidden items: Default (Show totals excluding hidden items)

Save changes **Cancel**

These gradebook settings have been chosen to strike a balance between transparency and simplicity. All grades are shown as a percentage and the weighting of each grade within each category is also shown.

What Students See

This is a partial view of what students see in their gradebooks:



* If students try to verify their own grades and items in the category are not weighted equally, this is where they are most likely to run into problems with their calculations.

Adding a Classroom Grade Item

Adding a grade item is necessary if you want to enter work that was graded outside of Moodle into the Moodle gradebook. Follow the steps described above in the **Adding a Grade Item** section, but when you are on this screen (see below), you have to choose which of the larger categories you want the new grade item to appear in.

First, type the name of the quiz or assignment. Next, find the **Parent Category** section of the page. Beside the words **Grade category**, use the drop-down menu to choose which category Moodle should add your new item to.

When you're done, click **Save changes**.

Remember to set the weight of the new grade item on the main gradebook setup page.

The screenshot shows the Moodle 'Add grade item' form. The 'Grade item' section is expanded, showing the following fields:

- Item name: Presentation Mark
- Grade type: Value
- Maximum grade: 100.00
- Minimum grade: 0.00
- Hidden:
- Locked:

Below the 'Grade item' section, there is a 'Show more...' link. The 'Parent category' section is expanded, showing the following fields:

- Item weight: 0.0000
- Grade category: A dropdown menu is open, showing the following options: ESLG 1861 Ongoing Master(2), Excluded From Grading Participation, Speaking - Term Work (highlighted), Listening - Term Work, and ESLG 1861 Ongoing Master(2).