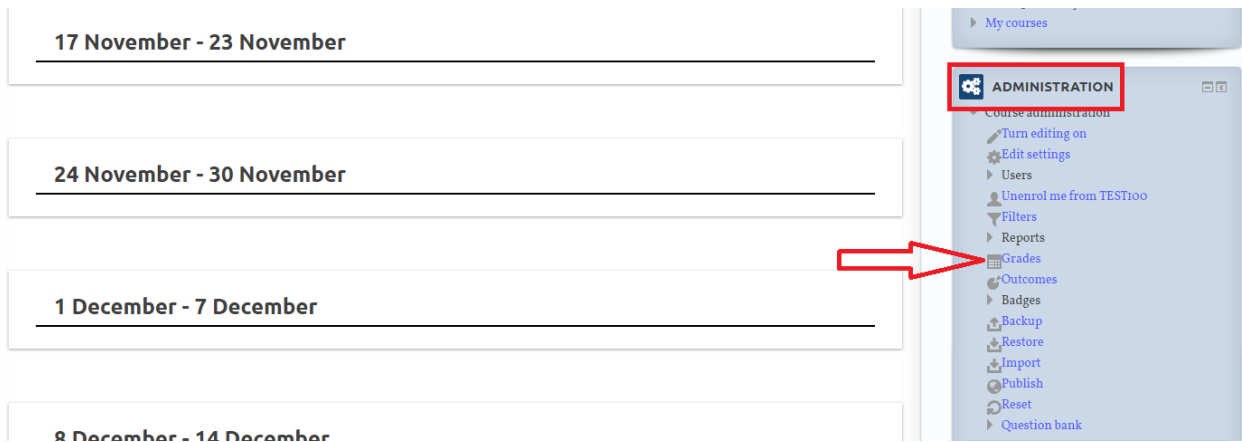


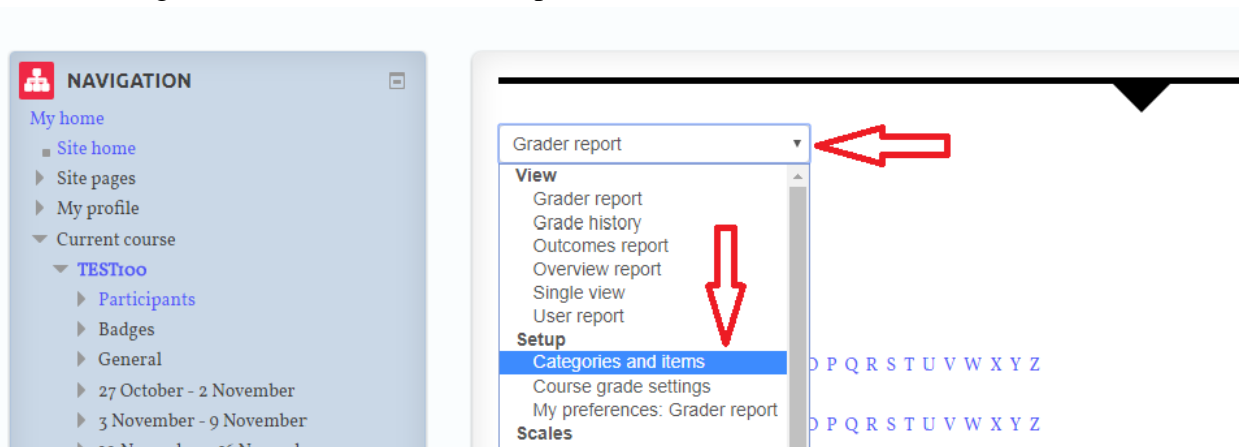
Moodle Grading Tutorial

The grader report collects items that have been graded from the various parts of Moodle that are assessed. 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.

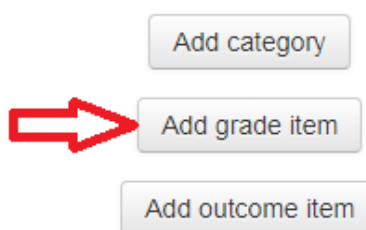
1. Click on Grades under the Administration Menu:



2. Choose Categories and Items from the drop down menu:



3. Click on "Add grade Item":



4. You will be redirected to a Form where you can add your Grade Item, for example: Test 1 / Test 2 / Final...

Click on “Show more...” to expand your options.

Give a name for your item, for example: **Test 1**.

Change the **Grade display type** from **Default (Real)** to **Percentage**

Click Save Changes:

Grade item

Item name

Item info

ID number

Grade type

Scale

Maximum grade

Minimum grade

Grade to pass

Grade display type

Overall decimal points

Hidden

Hidden until Enable

Locked

Lock after Enable

Weight adjusted

Weight

[Show less...](#)

Save changes

5. Repeat the same procedure to create all your course items, for example: **Test 1**, **Test 2** and **Final**.

You will have this result:

Categories and items

Categories and items

Your weights have been adjusted to total 100.

| Name | Weights ? | Max grade | Actions |
|--|---------------------------------|-----------|----------------------|
| TESTING | | - | Edit |
| <input checked="" type="checkbox"/> Test 1 | <input type="checkbox"/> 33.333 | 100.00 | Edit |
| <input checked="" type="checkbox"/> Test 2 | <input type="checkbox"/> 33.333 | 100.00 | Edit |
| <input checked="" type="checkbox"/> Final | <input type="checkbox"/> 33.333 | 100.00 | Edit |
| Course total | | 300.00 | Edit |

[Save changes](#)

6. You can change the Weight of every Test, for example: Test 1 is **20%**, Test 2 is **30%** and the Final is **50%** of the Total Grade.

Check all the **Checkboxes** under the Weights column and modify the weights.

Click on **Save Changes**:

Categories and items

Categories and items

| Name | Weights ? | Max grade | Actions |
|--|--|-----------|----------------------|
| TESTING | | - | Edit |
| <input checked="" type="checkbox"/> Test 1 | <input checked="" type="checkbox"/> 20.0 | 100.00 | Edit |
| <input checked="" type="checkbox"/> Test 2 | <input checked="" type="checkbox"/> 30.0 | 100.00 | Edit |
| <input checked="" type="checkbox"/> Final | <input checked="" type="checkbox"/> 50.0 | 100.00 | Edit |
| Course total | | 300.00 | Edit |

[Save changes](#)

7. Now go to the drop down list and choose “Grader Report”

The screenshot shows a dropdown menu titled 'Categories and Items' with a 'View' section. The 'Grader report' option is highlighted. Below the menu, a table is visible with the following data:

| Weights | Max grade | Actions |
|--|-----------|---------|
| - | - | Edit |
| <input checked="" type="checkbox"/> 20.0 | 100.00 | Edit |
| <input checked="" type="checkbox"/> 30.0 | 100.00 | Edit |
| <input checked="" type="checkbox"/> 50.0 | 100.00 | Edit |
| | 300.00 | Edit |

8. Insert for every student his/her grade then click on **Save Changes**:

The screenshot shows the 'Grader report' page for 'All participants: 2/2'. It includes search filters for 'First name' and 'Surname'. A table titled 'TESTING' displays student grades for 'Test 1', 'Test 2', and 'Final'. The 'Save changes' button is highlighted with a red arrow.

| Surname | First name | ID number | Test 1 | Test 2 | Final |
|-----------------|--------------|--------------|--------|--------|-------|
| | | Controls | | | |
| | Abdoo Abboud | a0910363 | 65 | 75 | 80 |
| | Abdou Abboud | abdou.abboud | 70 | 60 | 75 |
| Overall average | | | - | - | - |

9. The Process is done. Every Student will see his/her grade as follow:

User report

User report - Abdoo Abboud

| Grade item | Calculated weight | Grade | Range | Percentage | Feedback | Contribution to course total |
|----------------|-------------------|---------|-------|------------|----------|------------------------------|
| TESTING | | | | | | |
| ☑ Test 1 | 25.00 % | 65.00 % | 0-100 | 65.00 % | | 16.25 % |
| ☑ Test 2 | 25.00 % | 73.00 % | 0-100 | 73.00 % | | 18.25 % |
| ☑ Final | 50.00 % | 90.00 % | 0-100 | 90.00 % | | 45.00 % |
| Σ Course total | - | 238.50 | 0-300 | 79.50 % | | - |

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