



# SETTING UP GRADEBOOK

DECEMBER 14, 2021

## Purpose

This job aid outlines the process to set up a job aid that is aligned with your course outline so students can have access to their marks at any point during the term.

## Background

The gradebook can help to provide students with feedback and guidance to keep on track in your course, whether blended, online, or face-to-face (*OSCQR – Standard #49 – OSCQR – SUNY Online Course Quality Review Rubric*, n.d.). An accessible and up-to-date gradebook gives students the ability to independently check their progress during the term. Further, if students have accessible, up-to-date gradebooks in all their courses it gives them a standardized student experience. Because of its importance to supporting student success, having a set up gradebook was included in ACC's Moodle Minimum Presence Standards.

For instructors, a set up gradebook makes it easy to view students grades in different and helpful ways (by student, by assessment, by course) and can support discussions with students, student success advisors, and administrators with up-to-date information.

## How To

### *Accessing the Gradebook*

To view the gradebook, on the main course page, in the Administration block, select the link "Gradebook Setup". If you are using the "Boost" theme, you can find it by opening the menu on the left-hand side by clicking the three lines at the top and then choosing "Grades".

### *Aggregation Types*

Aggregation methods are how Moodle goes from a set of grades to the total for a category.

**Natural** - Set the percentage it counts toward the grade.

**Simple Weighted Mean of Grades** - The sum of all the grades divided by the total possible grade.

**Lowest Grade** – the lowest grade in the category counts as the grade for the category.

**Highest Grade** – the highest grade in the category counts as the grade for the category.

### *Exclude Empty Grades*

This is an option for any category that you set up. This option allows you to choose whether empty grades (those who nothing has been entered) count towards students' overall grade or

not. Check this if you do not want empty grades to count towards their overall grade (note – you can add 0s after due dates).

### Setting up the Gradebook

Before adding any of the activities to your course, set up the structure of your gradebook for easy building.

#### 1. Set up Categories

Look to your course outline. For each of the lines in the “Assessment and Evaluation” table create category in your gradebook. To create a category, go to gradebook set up and at the bottom of the page click “Add Category.” Give the category the name of the assessment from your course outline. Repeat as necessary. For most of the categories you will leave the aggregation set to “Simple weighted mean of grades” but if you want to use one of the other aggregation methods you can. When you have created a category of your ‘assessments’ from your course outline create one more title ‘Not for Marks’, you can put any activities which automatically go in the gradebook into this category.

#### 2. Set category weights

Change the course aggregation type to natural. Click Edit, the edit settings to get to the category settings.



Sandbox (20.SP) L. Cliplef	-	Edit ▾	<input type="checkbox"/> All
Reflective Journals	-	Edit ▾	<input type="checkbox"/> Reflective Journals
<b>Reflective Journals total</b> Simple weighted mean of grades. Include empty grades.	100.00	Edit ▾	

Set aggregation to natural.

#### Grade category

Category name

Aggregation  

Exclude empty grades 

Include outcomes in aggregation 

Click the check boxes and set the weights to match your course outline. These weights must add to 100, if they do not, Moodle will correct them so that they do.

Sandbox (20.SP) L. Ciplef		-	Edit ▾	<input type="checkbox"/> All
<input checked="" type="checkbox"/>	Reflective Journals	15	-	Edit ▾ <input type="checkbox"/> Reflective Journals
<b>Reflective Journals total</b>		100.00	Edit ▾ Simple weighted mean of grades. Include empty grades.	
<input checked="" type="checkbox"/>	Module Quizzes	15	-	Edit ▾ <input type="checkbox"/> Module Quizzes
<b>Module Quizzes total</b>		100.00	Edit ▾ Simple weighted mean of grades. Include empty grades.	
<input checked="" type="checkbox"/>	Written Report	20	-	Edit ▾ <input type="checkbox"/> Written Report
<b>Written Report total</b>		100.00	Edit ▾ Simple weighted mean of grades. Include empty grades.	
<input checked="" type="checkbox"/>	Presentation	20	-	Edit ▾ <input type="checkbox"/> Presentation
<b>Presentation total</b>		100.00	Edit ▾ Simple weighted mean of grades. Include empty grades.	
<input checked="" type="checkbox"/>	Applied Project	30	-	Edit ▾ <input type="checkbox"/> Applied Project
<b>Applied Project total</b>		100.00	Edit ▾ Simple weighted mean of grades. Include empty grades.	

### 3. Add your activities

Now the structure of your gradebook is set up. As you add activities to your course, you can choose what category of the gradebook they will be in in the Activity Settings under grade.

▸ Timing

▾ Grade

Grade category

Grade to pass

Attempts allowed

## References

OSCQR – Standard #49 – OSCQR – SUNY Online Course Quality Review Rubric. (n.d.). Retrieved

December 14, 2021, from <https://oscqr.suny.edu/standard49/>