Moodle Grader Report

To enter the "Grader report": In the course site, on the left menu click on "Grades".

General information

Each Moodle component that has a grade element (such as "assignment" or "quiz") will automatically appear in the "Grader report".

Grades can be updated for activities that have not been submitted through Moodle; for example, presentations and classroom activities.

It is possible to upload grades from an Excel file to the course site.

The examples in this guide will refer to an "assignment" component, but are identical to other components of the Grader report (quizzes, assignments in groups, etc.).

GRADEBOOK SETUP

Set weights for graded items:

1. Enter the Grader report (In the course site, on the left menu click on "Grades")
2. In the drop-down box, select **Gradebook setup**
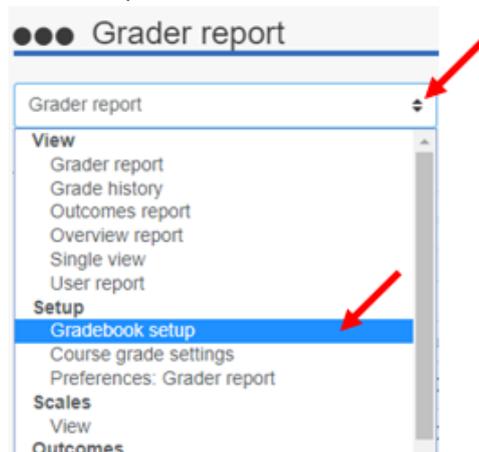
3. In the next window you will see a list of all the graded items on the course site.
4. To define the type of aggregation: In the first row of the table (the course name), click **Edit** and then **Edit Settings**

5. Under **Grade category** click **Show more**
6. In the **Aggregation** section, change the setting to **Weighted mean of grades** and save changes

7. A weight column will appear in the **Gradebook setup** table. The weight for each graded element can now be set. Note that the total weight is 1 or 100 (so, for example 20% should be defined as 0.2 or as 20)
8. Remember to **save changes** after setting weights (at the bottom of the page)
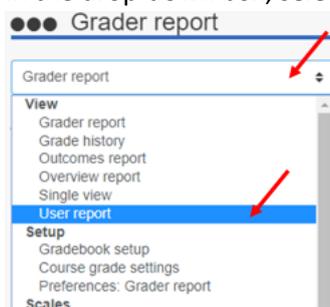
STUDENTS VIEW

What do students see?

Lecturers and teaching assistants view the grade reports for all students at once

Every student sees only his/her grades.

If there is a grade component that is not available to students, lecturers will see the column in hidden mode (marked with gray). Students will not see the column in the grade report.

To see how students see their grades in the Grader report:

1. Enter the Grader report (In the course site, on the left menu click on "Grades")
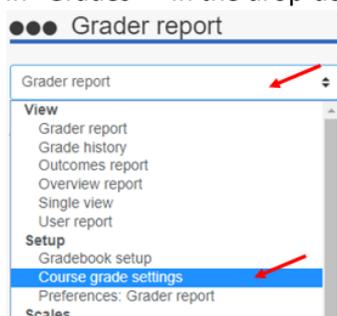2. In the drop-down box, select **User report**

3. On the next page, above the table on the right, select one arbitrary student at "View report as"
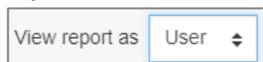
4. After selecting a student, you will see how that student sees his/her grades.

In order to define what is presented for students in the Grader report:

1. In "Grades" > in the drop-down box, select **Course grade settings**

2. On the next page, scroll down to **User report**
3. Here you can determine what is displayed in the student view by choosing "Hide"/"Show" for each option and saving changes