Adding Manual Grade Items

When an activity is added on the front page of the course through the “add an activity or resource” link, if there are points associated with it, Moodle automatically creates a grade column in the gradebook. Also, when you grade the activity through the front page, the grades are transferred into the gradebook. However, sometimes there might be an addition to the gradebook, such as points for participation or attendance, you would like to add.

Login to Moodle and navigate to your course.
Under the Administration block, click on Gradebook setup.

Use the Gradebook setup drop down menu and select Gradebook setup.

Scroll down to the bottom of the page and click on the Add grade item button.
Adding Manual Grade Items

Item name—give the grade item a name.

Item info.—this setting provides space for entering information about the item. This information is not displayed anywhere else.

Decide on the grade type. The different types of grades are as follows:

Value—A numerical value with a maximum and a minimum
Scale—an item in a list
Text—feedback only

Only value and scale grade types may be aggregated.

If you choose Scale, the Scale drop down menu will become available. You can choose a scale that has been previously created.

If you choose Value, the Maximum and Minimum grade options will open and you can set the maximum number of points this item is worth.

Grade to pass—determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

Grade display type—determines how grades are displayed in the grader and user reports.

Real—actual grades
Percentage
Letter—letters or words are used to represent a range of grades.
Adding Manual Grade Items

Overall decimal points—determines the number of points to display for each grade.

Hidden—if selected, grades are hidden from students. A hidden until date may be set if desired, to release grades after grading is complete.

Locked—if selected, grades can no longer be automatically updated by the related activity.

Weight adjusted—uncheck this to reset a grade item weight to its automatically calculated value. Checking this will prevent the weight being automatically adjusted.

Weight—a value used to determine the relative value of multiple grade items in a category or course.

Save changes. The grade item will now show in your grader report.

The new grade item has been added to the gradebook.
Adding Manual Grade Items

To manually add grades to a grade item, follow these steps:

1. From the front page of your course under the Administration block, click on Gradebook setup.
2. Under the Grade administration, click on Grader report.
3. In the Grader Report, click on Turn editing on.
4. Locate the grade item you wish to grade.
5. In the solid block under the grade column, enter the grade.
6. You can also add feedback comments in the dotted box.
7. Click the Save changes button.