THE OPEN UNIVERSITY OF TANZANIA
INSTITUTE OF EDUCATIONAL AND MANAGEMENT
TECHNOLOGIES

INSTUCTOR USER GUIDE
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1. Go to elms.out.ac.tz or you can open the University website www.out.ac.tz and then click on the icon Student/Staff access. On the window that will appear select OUT-Learning icon. By using any of the procedures above it will open OUTLeMS Login page as shown in the screenshot below.

2. Fill in your “Username” and “Password,” and click on “Login.” This will take you into the site home page.

How to find courses in Moodle
Once you are logged in you will see a list of all Faculties and Institutes and when you click on either of those links you will be directed to departmental level all the way down to a specific Course. This will show all courses available in particular department including the one which assigned as teacher and others which you don’t have permission.
to access them. But to view courses which you have been assigned as a Teacher Click on either “My Home” or “My Courses” which is available on left side under Navigation block. This will show all courses which you have assigned as Teacher.

When you click in either links you will find screenshot below

To open course click on either course code or course title.

A course homepage looks like the following screenshot. Down the left and right sides are blocks which can be added to and removed, and in the middle is the "work area".

You can start work on it by turning on the editing, either with the button top right or the link in the Course Administration block:
Editing elements of your Course
With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit /move / copy/ delete/hide.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>✍️</td>
<td>Edit icon allows you to change the wording or settings of the item</td>
</tr>
<tr>
<td>⚫</td>
<td>Show/hide icon allows an item visible or hidden to students</td>
</tr>
<tr>
<td>⇔</td>
<td>Left and Right arrow icons are used to indent course elements</td>
</tr>
<tr>
<td>↑↓</td>
<td>Up and Down arrow icons are used to move items and blocks up or down</td>
</tr>
<tr>
<td>✉️</td>
<td>&quot;crosshairs&quot; move icon allows you to move items or sections by dragging and dropping</td>
</tr>
<tr>
<td>❌</td>
<td>Delete icon permanently removes items or blocks from your course.</td>
</tr>
<tr>
<td>⌐</td>
<td>Groups icon allows you to change between no groups or separate/visible groups</td>
</tr>
<tr>
<td>🔐</td>
<td>Roles icon allows you to assign roles locally in the item.</td>
</tr>
<tr>
<td>🕐</td>
<td>Highlight icon allows you to highlight a section as current</td>
</tr>
</tbody>
</table>
Uploading course General Information

This icon used for adding General Information of the Course. i.e. Course tile, Description and Objectives

Once you click the icon it will open window like screenshot below

Enter Course code and title

Click here to save changes

Put Course Description and Objectives,
Note that change the heading of subtitle to be heading 3

The new appearance of a course after adding information above
Managing your course

The Course Administration section of the Settings block allows teachers to manage different aspects of their course.

Edit Settings - this takes you to the Course settings page. You can rename the course, change its format from Weekly to Topic or alter the number of sections .etc

Users – can enroll new users

Filters - can enable or disable any allowed Filters for your course.
Grades - allows to view, add and edit your students' Grades.

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course here.

Reset –allows removing all old user information at the end of an academic year or session in order to start afresh.

Adding Resources

A Resource is an item that enable Teacher/Instructor to support learning by provide study material to students in form of web page, files, Url, folder or sometimes using Label.

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Description</th>
<th>Where should I use it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adding page</td>
<td>The student sees a single, scrollable screen that a teacher creates with the robust HTML editor</td>
<td>Used for uploading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Topic Notes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review Questions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• References</td>
</tr>
<tr>
<td>Adding label</td>
<td>Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions</td>
<td>Sometimes it will happen one section has more than one topics, therefore we use label to separate one topic to another.</td>
</tr>
<tr>
<td>File</td>
<td>A picture, a pdf document, a spreadsheet, a sound file, a video file</td>
<td>To upload lecture PPT, sound, picture or video file.</td>
</tr>
<tr>
<td>Folder</td>
<td>For helping organize files and one folder may contain other folders</td>
<td>If you have more than one related files. E.g Additional study material.</td>
</tr>
<tr>
<td>Adding URL</td>
<td>You can send the student to any place they can reach on their web browser, for example Wikipedia</td>
<td>To create links to another website.</td>
</tr>
</tbody>
</table>

Adding Files

There are two ways you may add a file, of any type, to your Moodle course.
Add a resource

1. From the course homepage, select the Turn editing on button.
2. In the desired section, select the Add an activity or resource link.
3. Under Resources, select File and the Add button.
4. In the Name field, enter the name to be displayed for the file on the course homepage.
5. Scroll down to the Content section. You may drag and drop the file from your computer into the indicated box OR select the Add link to browse your computer for the file.
6. After the file has finished uploading, scroll to the bottom and select the Save and return to course button.

Drag and drop

1. After turning editing on Locate the file on your computer and drag it onto the Course homepage and into the section you desire. The file will begin to upload and a status bar will display.
2. When the file has completed the upload process, the file will appear on your Course homepage.

**Note:** Make sure you have the most recent release of the web browser you are using. Drag and drop functionality may not work with older versions of some browsers.

**Adding Page**
Enable you to enter study material in the web like format.
From the Course homepage, select the **Turn editing on** button.
After click on add this page the following window will appear

Enter page name e.g Topic 1: Notes

Type description of the page

Enter the desired information in the Content text field. Or you may copy from ms word and then paste here

Click here to save changes
Adding Labels

The label is a versatile tool in Moodle that can be used for organization and to improve the overall appearance of a course site. If it happen one of your section has more than one topics, we use label to distinguish between one topics to another. See the screenshot below
Procedure for adding a Label

1. From the Course homepage, select the Turn editing on button.
2. In the desired section, select the Add an activity or resource link.
3. From the list of available options, select Label.
4. Select the Add button.
5. Enter the desired information in the Label text field (Usual we name it as topic title)
   Note: Use the Toolbar to customize the entry by styling the text to be heading 3.
6. Select Save and return to course
7. You can now use the "move tool" indicated by a crosshair icon to move your label to where you wish it to display.

Creating and Modifying Groups

Moodle allows instructors to create groups of students. Groups may be created manually or automatically, and can include students, instructors, teaching assistants, etc.

Managing Groups

1. Select Users under the Course administration block. The Users menu will expand.
2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, you may (1) Edit group settings (e.g., group name, description), (2) Delete groups, (3) Create group(s), and (4) Auto-create groups.

**Editing Group Settings**
1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, select the group you want to edit from the Groups list.

4. Select **Edit group settings**. You will be redirected to the *Edit group settings* page.

5. Make any changes you would like.

6. Select **Save changes**.

---

**Deleting Group(s)**

1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, select the group you want to delete from the Groups list.

4. Select **Delete selected group**. You will be redirected to the *Delete group* page.

5. Select **Yes** to confirm deletion of the group.

**Creating Groups**

1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, select **Create group**. You will be redirected to the group creation page.
4. On the group creation page, enter a *Group name*. Optional: You may also enter a group description.

5. Select **Save changes**.

---

**Adding/Removing group members**

1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, select the group you want to add members to from the Groups list.

4. Select **Add/remove users**. You will be redirected to the *Add/remove users* page.

5. Adding members

   1. On the Add/remove users page, under the **Potential members** list, select the user(s) (e.g. student, teaching assistant, teacher) you would like to add to the group.

   2. Select the `< Add button (located at the center).

   3. When done adding members, select the **Back to groups**.

6. Removing members

   1. On the Add/remove users page, under the **Group members** list, select the user(s) (e.g. student, teaching assistant, teacher) you would like to remove from the group.
2. Select the **Remove >** button (located at the center).

3. When done adding members, select the **Back to groups**.

### Auto-creating groups

1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.

3. On the Groups page, select the **Auto-create groups** button. You will be redirected to the *Auto-create groups* page.

4. On the *Auto-create groups* page, enter a group naming scheme for **Naming scheme**. For example, entering *Group @* will generate groups named Group A, Group B, Group C, etc; whereas entering *Group #* will generate groups named Group 1, Group 2, Group 3, etc.

5. For **Auto create based on**, select **Number of groups** or **Members per group**.

6. For **Group/member count**, depending on your selection in Step 5, enter either the number of groups you would like auto-created (e.g. 4) or members per group (e.g. 5).

7. When done, select **Save changes**
Adding a link to a website/URL resource

1. Go to the course homepage and click Turn editing on.
2. Click Add an activity or resource in the section where you want to add the link.
4. Give the link a Name. (This will be displayed on the course site homepage.)
5. Type or copy and paste the URL into the Content > External URL text box. (Note: The "Choose a link..." is non-functional and will give an error message if used.)
6. Expand the Appearance menu and choose New Window in the Display option.
7. Review the rest of the settings and change if desired.
8. Click the Save and return to course button at the bottom.

Adding Activities

Adding a Forum

1. Go to the course homepage and click Turn editing on.
2. Click Add an activity or resource in the section where you want to add the [item].
3. Select Forum or Forum+ (beta) and click Add.
4. In the Forum name text box, enter the name of the forum.
5. In the Forum Description text box enter a description and instructions for the activity.
6. For Forum type, choose one of the following:
   - Single simple discussion – The instructor can create only one discussion. This keeps the conversation focused on one topic. Users are allowed to post replies but cannot to start new discussion topics.
   - Each person posts one discussion – Each person in class can start only one discussion. This forum type can be useful if each student needs to post one question or choose only one topic from a reading. Each discussion can have multiple replies.
   - Q and A Forum – Use to present a question and answer format that requires students to post their answers before viewing other student postings. Once a student sends a post, they must wait 15 minutes (the allotted time to edit their own post) before viewing and responding to other posts.
   - Standard forum displayed in a blog-like format - Anyone can start a new discussion at any time. Discussion topics are displayed on one page with a snippet of the discussion included.
• **Standard forum for general use** – Anyone can start a new discussion at any time. Each discussion is on a separate page.

7. Select and complete additional options (see **Commonly Used Settings** below).

8. Scroll down and click **Save and display**.

**Commonly used forum settings**

- **Subscription and tracking:** **Subscription mode** - Controls whether emails are sent from the forum when posts are made. Note: Students can also choose through their profile whether they receive an email every time someone posts or whether they receive an email at the end of each day with a compilation of all that day’s posts.
  - **Optional:** Students can choose to subscribe to the forum or not.
  - **Forced:** Everyone is subscribed and cannot unsubscribe (not recommended)
  - **Auto:** Everyone is subscribed initially, but can unsubscribe
  - **Disabled:** subscriptions are not allowed

- **Post threshold for blocking** - Sets a maximum number of posts allowed for students during a particular time period, e.g., no more than three posts per day.

- **Ratings** - To grade a discussion, select an **Aggregate** type and **Scale**. If the scale is numeric, it will be calculated as part of the grade. If the scale is non-numeric, it will not be calculated. To allow only certain posts to be rated, select a date range.

- **Restrict access** - Select the dates for allowing access. When the activity can't be accessed, you can choose to show it grayed-out, or hide the activity entirely. You can also restrict access according to criteria that you define.

**Setting up rating options for a discussion forum**

By default, discussion **Forums** in Moodle have no grade associated with them. However, forums have a ratings option which, when enabled, allows instructors and teaching assistants to rate student forum posts.

There are two basic ways to rate posts.

- Use a set number of points, for example 1-5.
- Use a preset scale with a variety of text options, for example pass/fail. Some scales also have points associated with them, for example Excellent/Very Poor (4 points).

Both types of ratings will appear in the **Gradebook**, but only ratings with a point value will contribute to a **Course total** grade.

**Procedures on Setting up rating options for a discussion forum**

1. While you are setting up your discussion forum scroll down to the Rating place.
2. Scroll down and click **Ratings** to see the options above.

3. Choose an **Aggregate type**. *The aggregate type defines how ratings are combined to form the final grade in the gradebook.*
   - **Average of ratings** - The mean of all ratings.
   - **Count of ratings** - The number of rated posts becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
   - **Maximum rating** - The highest rating becomes the final grade.
   - **Minimum rating** - The smallest rating becomes the final grade.
   - **Sum of ratings** - All ratings are added together for a total score. Note that the total cannot exceed the maximum grade for the activity.
   
   **Note:** No aggregation method can exceed the maximum point value of the numeric scale chosen for rating.
   - Example: If you set Maximum points = 10, and Aggregate type = Sum of ratings, a student who has four separate posts that are all rated at 3 points each will still only receive 10 points total for the forum.

4. Choose a **Scale Type**:
   - For **Scale**, choose a Scale from the drop-down list. *Scales that include point values will appear in the gradebook, scales with no point value will not.*
   - For **Point**, enter a point value in **Maximum points**. *Rating values will appear in the gradebook.*
   - **Note:** In Moodle 2.6, there is one list including both scales and point values.

5. Scroll down and click **Save and display**.

   **Rating an individual post**

1. Find the post you want to rate.
2. Choose a rating from the **Rate** drop-down menu at the bottom of the post.

3. View the student’s score.
   - Instructors see the rating, as well as the aggregation method, the student’s current score, and the Rate menu.
   - Students see their own rating and the aggregation of their scores in this forum. Students only see their own ratings and scores.

4. Rate other posts as necessary.

5. When you are done return to your course homepage.

**Assignments**

Assignments are used when you want your students to hand in some work through Moodle (except the offline activity assignment type). When the work has been submitted you can mark it and give feedback in Moodle. Marks are stored in the course gradebook. There are four types of assignment. Your choice of ‘assignment type’ depends on what you want your students to do.

- **Online text**
  Students type into a box in Moodle – they have the Moodle WYSIWYG editor and can therefore use the tools included; linking to websites, displaying images, etc.

- **Upload a single file**
  Students have to upload a file. The teacher determines the maximum file upload size when setting the assignment.

- **Advanced uploading of files**
  The teacher can allow more than one file to be uploaded. With this assignment type students can delete work already uploaded and resubmit work.

  - **Steps for setting up an assignment**
    Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen.

  - **General Settings (common to all assignment types)**
• With editing turned on in your course, go to the section where you would like the assignment to appear and click ‘add an activity…’
• Choose the desired activity type
• Give the assignment a name (this becomes a link that your students will click on)
• In the description box give your students the instructions they need to complete The task.

☐ Determine how you want to mark the task using the ‘grade’ drop down menu.
• Decide whether you want to limit when your students can start submitting their work to you. You can also set when it’s due to be handed in or disable this functionality altogether (using the tick boxes).
• Decide whether you are going to let students submit work late or not using the ‘prevent late submissions’ setting (if you chose to use a due date in the first place).

The next section of settings is specific to the assignment type you chose.

○ Online text

- Allow resubmitting: If ‘yes’ students can resubmit their work. If ‘No’ and a student submit work by accident and there’s no way back.
• Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
• Comment inline: If ‘yes’ you will be able to type in amongst the text that your student submits. Choose ‘No’ and your feedback is kept separate.

• Maximum Size: Choose the maximum file size for any single file uploaded by the students.
• Allow deleting: Can a student delete a submitted file or not?
• Maximum number of uploaded files: Decide how many files should be submitted for the task.
• Allow notes: Do you want to provide your students with a place to write some notes,
• e.g. to explain which file is which.
• Hide description before available date: If you choose to do this, the task instructions will be hidden and replaced by: ‘Sorry, this assignment is not yet available. Assignment instructions will be displayed here on the date given below.’
• Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
• Enable Send for marking: If you choose yes the student clicks a button which says ‘Send for marking’ when they are uploaded the finished files. If no, the work appears as submitted as soon as a file has been uploaded by the student.
Upload a single file

- **Upload a single file**

  **Allow resubmitting**: If ‘yes’ students can resubmit their work. If ‘No’ and a student submit work by accident and there’s no way back.

  **Email alerts to teachers**: This is the same as in the other assignment types above. If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.

  **Maximum size**: Same as in advanced uploading of files. Choose the maximum file sizes for the file students upload.

- **Marking Assignments**

  When students submit work you can access it by clicking on the assignment and following the link in the top right hand corner which says ‘View submitted assignments’ or ‘No attempts have been made on this assignment’. This link takes you to a list of students enrolled on the course.

  **Grading summary**

  - Participants: 2
  - Drafts: 0
  - Submitted: 1
  - Needs grading: 0
  - Due date: Thursday, 20 October 2016, 12:00 AM
  - Time remaining: 2 days 14 hours

  ![View/grade all submissions]
When you are ready to start grading there are two options. The procedure is same for both:
1. Give a grade and some feedback,
2. Decide whether you want the student to receive an email telling them you’ve marked their work
3. Move to the next student.
Which of the grading options you use is up to you. Depending on what you are marking, you may prefer one over the other:
Default grading:
1. Click ‘Grade’ in the status column for the first student, this brings up a new window
2. Give a grade and fill in the feedback
3. Click ‘save and show next’ to see the next student
- Quick grading:
  1. Input the grade and a comment directly onto the page where you can see a list of all the students.
  2. Quick grading will not allow you to provide feedback within the text of an online text assignment. However, quick grading is probably preferable when inputting grades and feedback for uploaded files or offline activities.
  3. To switch quick grading on you tick the box ‘Allow quick grading’ (bottom right) and then click ‘Save preferences’

Moodle Guidebook

GRADES

Moodle's Gradebook can help organize and manage grades for students in your course.

- Activity and grade item scores will automatically display in the gradebook.
- Students are able to view their grades. Each student only sees his/her own grade. The instructor can control what grades are visible/hidden.
- Grades can be exported and imported, allowing instructors to use Excel for computing grades.

- Create a Category

  1. Select Grades from the Course administration block (on the left side of the page). You will be redirected to the gradebook.

  2. In the gradebook, select the Setup tab. You will be redirected to the Categories and items page (e.g. 'quizzes', 'assignments', 'homework', etc.) Each category will then have its own total column in the gradebook. It will calculate all of the items in the category.
3. Select the **Add Category** button (located at the bottom of the page).

4. Enter a **Category name** and select a grade aggregation method. See [Setting Aggregations](#) in the next section for aggregation methods explanations.

5. Select the **Save changes** button.

**Selecting a Grade Aggregation Method**

**Selecting a Grade Aggregation Method**

Moodle offers 3 methods of aggregating grades. Due to the number of options available and their complexity, it is recommended to use the **Natural** aggregation method.

**Natural**

The Natural aggregation method is the newest and recommend option. Natural initially sets up weighting based on grade item point values. If needed, weights can be overridden for categories or grade items. This method allows grade items to be marked as Extra Credit, and allows Categories to use the **Drop the lowest** option when specific criteria are met.

**Other Aggregation Methods**

- **Simple Weighted Mean of Grades**
The Simple Weighted Mean of Grades method will weigh grade items based on the item's maximum possible points. Due to this reason, this method WILL NOT allow weights to be set for grade items. For example, if the course total is 1,000 points, a grade item worth 100 will be weighed at 10%.

- **Weighted Mean of Grades**

  The Weighted Mean of Grades method will weigh grade items based on the weight set in the 'Weights' box on the *Categories and Items* page. This method does not take into account the number of maximum points for a grade item. All grade item weights MUST add up to 100. For example, when the weight of a grade item is set to '10', it will be weighed at 10% regardless of the number of maximum points.

  - *Setting Grade Preferences*

  **Setting Grades to Show as Percentages or Points**

  This setting determines how grades are displayed in the grader and user reports to students.

  1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.

  2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.

  3. On the *Categories and Items* page, select the "**Course grade settings**" tab.

  ![Course grade settings]

  4. Select a **Grade display type**. This setting determines how grades are displayed to students. Instructors can select one or a combination (limited to two) of the following three display types:

      - Real - Actual grades (points)
      - Percentage


- Letter

- **Entering and Editing Grades**

  Editing grades in the gradebook only edits the grades. None of the available operations bear any relationship to editing the main course page (i.e. the appearance of your course page will not be influenced by anything you do in the gradebook. The 'Turn editing on' button functions separately from that on the main course page, so editing can be on in the gradebook, but simultaneously off on the course page. This is because editing grades and editing the course page are separate capabilities.

**Tips on Grading**

There are two options for grading in Moodle:

1. Grade in the Activity (e.g. assignment, quiz, forum)
   - This is the recommended method.
   - Allows viewing of assignment submissions, quiz answers, forum posts of student.

2. Grade in the Gradebook
   - View and/or enter multiple grades for a single student.
   - View and/or enter multiple grades for a single activity.
   - View and/or enter grades for all students.

IMPORTANT: If entering grades directly into the gradebook, the ability to grade and enter feedback from within the activity will be locked.

**Entering grades in the Gradebook**

1. Select Grades under the Course administration block. You will be redirected to the gradebook.
2. In the Grader report, select Turn Editing On (located at top-right).
3. **Grade cells** will display, allowing you to manually enter/change grades for students.

4. Select the **Save changes** button to save changes when done entering/changing grades.

   **NOTE:** If editing/changing a grade for a Moodle activity (i.e. not manually created grade item), the activity’s cells will be highlighted in orange color to show that the grade has been overridden.

5. **5.5 Add New Grade Item**

   There may be some instances where you wish to manually create a column/grade item. For example, you may wish to create one for an activity completed outside of Moodle.

   1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.

   2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.

   3. On the *Categories and Items* page, scroll to the bottom of the page and select **Add grade item**.

4. If you wish to enter a numerical grade, set **Grade type** to **Value**.

4. Enter a **Maximum grade** (e.g. 100).
5. Select Save changes button.

**5.6 User Report View**

The User Report view displays a grade report for a single or all students. It is useful for reviewing what students see when viewing their grades.

The User Report displays students’ grades in the current course. It includes:

- A breakdown of grades for each activity/grade item in the course.
- The calculated weight of each activity/grade item.
- Any feedback for an activity/grade item.
- The overall grade for the course (i.e. course total).

**NOTE:** Any activities and/or grade items that are italicized on the User Report page are hidden from students (i.e. students are unable to see it).

**How to access User Report**

1. Under the Course administration block, select Grades. You will then be redirected to the Grader Report page.

2. On the Grader Report page, select User report. You will now then be redirected to the User Report page.

3. On the User Report page, you may select one student or all students to view their grades.
5.7 Extra Credit
An activity/grade item may be set as extra credit to not count toward a category and/or course total. The grade of the activity/grade item will be added to the category or course total after all non-extra credit items have been calculated. Extra credit may only be set up on the Categories and Items page, under the Setup tab in the Gradebook. We recommend using the extra credit functionality with the Natural grade aggregation method.

Setting an Activity/Grade Item as Extra Credit
1. Select Setup. You will then be redirected to the Categories and Items page.
2. On the Categories and Items page, locate the activity/grade item to set as extra credit.
3. Select Edit under the Actions column.
4. Select Edit settings.
5. Check the Extra Credit box (located under the Parent category header).

5.8 Dropping the Lowest Grade(s)
Moodle allows instructors to drop the lowest grade(s) from a category containing activities/grade items in the gradebook. The activities/grade items in a category must be the same maximum value. It is recommended to implement this feature at the end of a semester or after all activities/grade items in a category have grades to ensure accurate calculation.

Dropping the lowest grade(s)
1. Select Grades under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the Setup tab. You will be redirected to the Categories and items page.
3. On the Categories and items page, locate the category to drop the lowest grade in.
4. Select Edit under the Actions column.
5. Select Edit settings. You will be redirected to the Edit category page.
6. On the Edit category page, select Show more... under the Grade category header.

7. Enter the number of lowest grades you wish to drop in the Drop the lowest box.

8. Select Save changes

### 5.9 Custom Grade Total Calculation

Moodle automatically calculates totals for grades. However, Moodle allows instructors to setup custom grade calculations for a category, manually created grade item, and/or course total. A custom grade calculation is a formula used to determine grades based on another grade items. This may be useful for example if you want to take the average of 3 grade items from one category, double it, and add it to the average of another category.

**Enabling custom calculations**

1. Select Grades under the Course administration block. You will be redirected to the gradebook.

2. In the gradebook, select the Setup tab. You will be redirected to the Categories and items page.

3. Select Preferences: Grader report.

4. Set Show calculations to Yes.

5. Select Save changes.

### Creating custom calculations for a Category

1. In the Gradebook, select Setup tab.

2. Select Categories and items.

3. Locate the category for which you would like to set

4. Locate the item for which you would like to create a calculation, and under Actions, select Edit Calculation (Edit Calculation Icon). The Edit calculation page will open.

   **Note:** The Edit Calculation icon will only be appear next to category totals, manually created grade items, and the Course total.

### 5.10 Hiding Grades

Activity/Grade item grades may be hidden from students in the Gradebook. While a category or grade item may be hidden in the Gradebook, an activity/grade item must be hidden on the course page to not appear in the Gradebook. The hidden activity/grade item is still visible to you as the instructor in a italicized grey color. The grade of the hidden activity/grade item will not be included in the calculation of grades.

**Hiding a Category or Grade Item in the Gradebook**

1. Select Grades under the Course administration block. You will be redirected to the gradebook.

2. In the gradebook, select the Setup tab. You will be redirected to the Categories and items page.

3. Select Setup. You will then be redirected to the Categories and Items page.

4. On the Categories and Items page, locate the category or grade item to hide.

5. Select Edit under the Actions column.
Hiding an Activity in the Gradebook

1. On your course page, select Turn editing on (located at the top-right corner).
2. Located the activity to hide.
3. Select Edit (located to the right of the activity)
4. Select Hide

5.11 Hiding the Course Total

Moodle allows instructors to hide the course total from students.

Hiding the Course Total

1. Select Grades under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the Setup tab. You will be redirected to the Categories and items page.
3. On the Categories and Items page, scroll to the bottom of the page and locate Course total.
4. Under the Actions column, select Edit
5. Select Hide. The page will reload and the course total will be hidden.

5.13 Export and Import Grades

Exporting Grades

1. Select Grades under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the Export tab. You will be redirected to the Export page.
3. On the Export page, select Excel spreadsheet. You will be redirected to the Export to Excel spreadsheet page.
4. The Export to Excel spreadsheet page will list all activities/grade items available in your course. Check the box next to those activities/grade items and category/course totals you wish to export.
5. Select Download.

Importing Grades

1. Select Grades under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the Import tab. You will be redirected to the Import page.
3. On the Import page, upload the CSV file of grades to import by selecting the Choose a file… button and uploading the CSV file.
4. Once the CSV file is uploaded into the File box, select the Upload grades button. You will be redirected to the Import preview page, allowing you to review the grades to be uploaded.
5. Under the Identify user by header, set Map from and Map to as Email address.
6. Under the *Grade item mappings* header, map any grade item(s) you are importing to the desired grade item(s) by selecting the name.

7. Select **Upload grades.**