

Grades 2 - Manually editing grades

The second in a series of Helpsheets about Moodle grades. How to edit a grade from within the grader report.

Moodle Help & Support

This refers to Moodle 3.2 from Sept 2017 onward

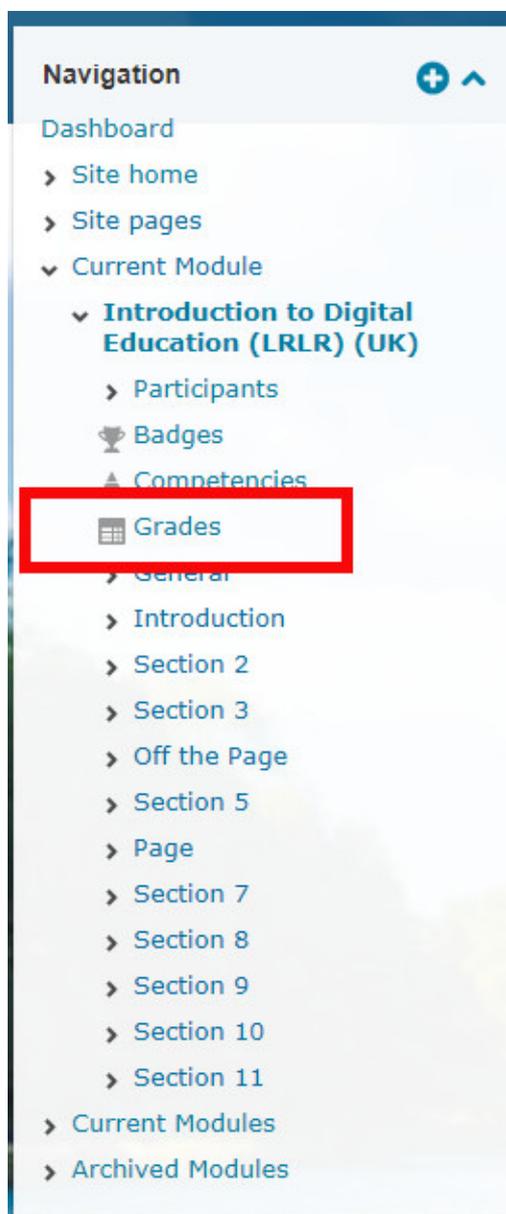
How to use Moodle Grades (Gradebook) #2: Manually editing grades

There are several help sheets in this series. Start with [Grades 1 - Introduction & Overview](#)

Every grade given in the module may be edited directly within the Gradebook, as well as within the activity itself. If you edit the mark from within the gradebook, the grade will change colour to indicate the grade has been overridden from the original given by the activity.

To view the Grader report:

- In your module, in the **Navigation** block, click on **Module title > Grades**,



- The page will refresh to show you the **Grader report** containing each student's grade for each assignment and assessment. Students' names are down the left column and assignments across the top – you will need to scroll horizontally (using the scroll bar at the bottom) to see all the assignments/assessments if you have several. Scroll using the horizontal scroll bar to scroll to the correct column

Grader report

Grader report

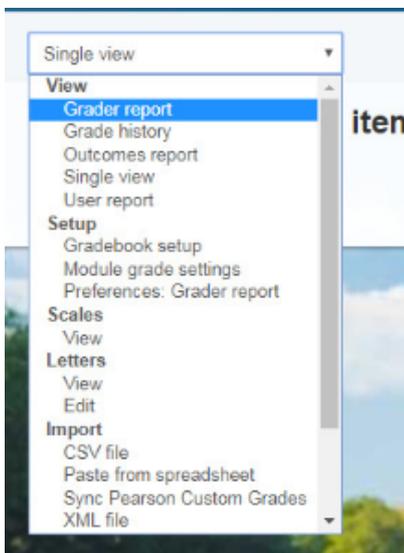
All participants: 6/6

First name :
 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname :
 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	ID number	Email address	Department	Introduction to ...	Xerte Toolkit T...	Test of unders...
Laura Fitch			laura.fitch@nottingham.ac.uk			-	-
Sally Hanford		603885	sally.hanford@nottingham.ac.uk	IS Research & Learning Resourc		-	-
Julia Martin		TRACC85	helen@helenwhitehead.com			-	-
Anne Rockcliffe		810990	anne.rockcliffe@nottingham.ac.uk			-	-
Kaltura Staff Test Account			arik.perera@kaltura.com			-	-
Kaltura Student Test			arik.perera@gmail.com			-	-

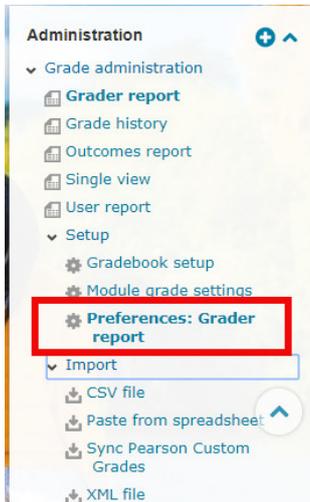
If you don't see a view that is similar to the screen shot above then ensure that the drop down menu is set to 'Grader report'.



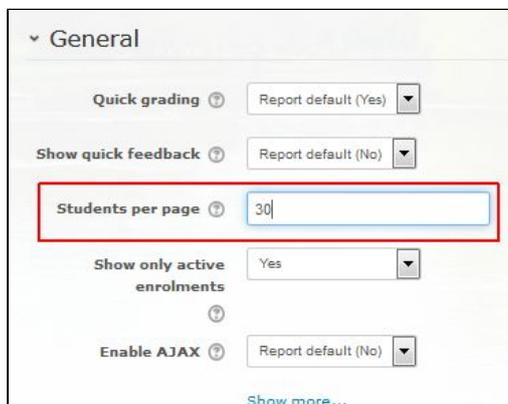
To alter the number of rows on a page:

It can be easier to manage the scrolling with less students on the page

- Whilst in **Grades**
- In the **Grades Administration** block under **Setup**
- Click on **Preferences: Grader report**



- Towards the bottom of the **Grader Report Preferences** page, in the **General** section, set a number for **Students per page** to e.g., 20
- Click on the **Save changes** button



To filter the records shown

If you wish to quickly navigate to a given student you can use the letters shown above the grader report to filter which records are shown to you. The report can be filtered by first name, last name, or both. Clicking 'All' reverts the report back to show all records again.

To edit a grade:

- While in Grader report
- Click on the **Turn editing on** button (top right). An edit box and a cogwheel edit icon appears next to each grade.

Surname	First name	ID number	Email address	Department	Controls	Xerte Toolkit T...	Test of unders...
Laura Fitch			laura.fitch@nottingham.ac.uk				
Sally Hanford		603885	sally.hanford@nottingham.ac.uk	IS Research & Learning Resourc			
Julia Martin		TRACC85	helen@helenwhitehead.com				
Anne Rockcliffe		810990	anne.rockcliffe@nottingham.ac.uk				
Kaltura Staff Test Account			arik.perera@kaltura.com				
Kaltura Student Test Account			arik.perera@gmail.com				

Save changes

- Click on the cogwheel edit icon to open the editing screen for that particular grade which will allow you to set the grade, add written feedback etc.

- As there are editable boxes containing each grade, so you can change several grades at once directly in the Grader report.
- Type into the box and, to Save, click **Save changes**. You can edit more than one grade at once. **We recommend editing no more than about 10 grades before clicking Update.**

In the Moodle Grades helpsheet series

The following other resources are also relevant to this topic:

- [Grades](#)
- [How to restrict access to an activity or resource based on specific criteria](#)
- [Grades 5 - How to Add Categories & Organise the Gradebook](#)
- [Grades 2 - Manually editing grades](#)
- [Grades 3 - Adding a grade item \(or column in the gradebook\)](#)
- [How to release grades to students on a specified date](#)
- [Grades 1 - Introduction & Overview](#)
- [Grades 4 - Exporting and Importing Grades into the Grade book](#)
- [How to set up weighted grades in grade book](#)

Related resources

The following other resources are also relevant to this topic:

- [Moodle Assignment: Marking and uploading feedback/marks in bulk](#)
- [Using Marking Workflow and Marking Allocation in Moodle Assignment](#) — How to use workflow and marking allocation in Moodle Assignment
- [How do I allow my students to see their Turnitin assignment grades and feedback?](#)
- [How to transfer questions for quizzes between Moodle modules](#) — You can transfer quiz questions between modules, so long as you have editing teacher rights in both.
- [How to create a Moodle assignment](#)
- [How to Add a Moodle quiz \(the settings\)](#) — This help page provides guidance on adding a quiz and will help you decide what settings to choose when adding a Moodle quiz to your module if you're not using Rogo.
- [How to Add questions to a Moodle quiz](#) — Now you've created a Moodle quiz this help document will help you choose, add and construct different question types.
- [How to exclude University of Nottingham papers from a Turnitin Originality Report](#) — This guide will show you how to remove University of Nottingham papers from a Turnitin Originality Report so that they are not matched.
- [How to enable resubmission of a Moodle assignment](#) — It is possible to reopen a Moodle Assignment submission for a student to allow them to resubmit
- [How to download all submissions from a Moodle Assignment dropbox](#) — This is how you download Moodle Assignment submissions and how to access the downloaded zip file
- [Using Turnitin within Moodle Assignments](#)
- [How to create questions in Feedback](#) — This help document explains the different question types available for the Feedback activity and how to add them.
- [How to export grades and download assignments from Turnitin](#) — This help page looks at the different grade and assignment export options for Turnitin available to users with editing roles in Moodle.
- [How to mark offline in Turnitin using an iPad/iPhone](#)
- [How to delete a single Turnitin submission to enable submission](#) — By deleting a student's paper submitted to Turnitin you can clear the dropbox for them to resubmit: useful in the case of a mistake.
- [How to create a Turnitin assignment drop box](#) — Instructions on how to create an assignment that submits student work through Turnitin, integrated seamlessly into Moodle.
- [How Turnitin deals with resubmission of the same paper by the same student](#) — How papers match against each other when the same paper is submitted by a student in various circumstances
- [How to create your own Turnitin QuickMarks set and export/import QuickMarks](#)
- [Giving feedback without needing a submission in Turnitin](#)
- [Turnitin](#)
- [How to export reports and statistics for Moodle quiz](#) — If you're interested in finding out the overall completion data for your quizzes see the reports and export them
- [How to create a non-numeric grading scale](#) — Grading scales are useful for formative assessments where there are no grades but you

want to communicate e.g. Pass or Fail, or if you want to grade using letters rather than numbers.

- [How to view submitted and received reviews in Peermark](#)
- [Grades](#)
- [How to give feedback privately to students](#) — The text below describes feedback using an audio files but can equally well be used to give feedback via any other type of file, including Word, PDF or a scanned version of an annotated script.
- [How to restrict access to an activity or resource based on specific criteria](#) — Setting up access to activities or resources based on performance or groups.
- [How to enable group submissions in a Moodle assignment](#) — [Using Groups in Moodle assignments to enable one piece of work to be submitted by a whole group of students](#)
- [How to view your grade and feedback in Turnitin](#)
- [How to create rubric assessment criteria in Turnitin](#) — This is a useful assessment method if there are lots of graders in a module. This ensures consistency when grading assignments.
- [How to provide feedback and comments in Turnitin](#) — In addition to assigning a grade to an assignment online you can also add comments and overall feedback for students to view.
- [Grades 5 - How to Add Categories & Organise the Gradebook](#)
- [How to mark a Turnitin assignment in Moodle](#) — How to grade a paper submitted to a Turnitin dropbox within Moodle
- [How to re-use and share rubrics in Turnitin assignments](#) — Any rubric created in association with the module can be attached to an assignment to save you recreating it. You can share rubrics with others.
- [How To setup PeerMark in Turnitin](#) — Peermark is functionality only available through Turnitin assignments whereby you can include a peer assessment activity.
- [Turnitin file types and word processor compatibility](#) — The types of file you can submit to Turnitin, and where you might run into trouble.
- [How to add a Video Assignment](#) — This is how you can set video or audio-based assignments for students.
- [Grades 2 - Manually editing grades](#) — The second in a series of Helpsheets about Moodle grades. How to edit a grade from within the grader report.
- [Grades 3 - Adding a grade item \(or column in the gradebook\)](#) — How to add a column for external grades into the Moodle grade book, i.e., add a grade item.
- [How to grade using a rubric with a letter as the grade](#) — This is useful if you already use a rubric that involves letters rather than numerical representations.
- [How to create Embedded answers \(Cloze\) questions in Moodle Quiz](#) — Template: Here is the space for extra wording to be included on any page which includes this page - but not on this page itself.
- [How to create dependent questions in Feedback](#) — This help document explains the different question types available for the Feedback activity and how to add them.
- [How to release grades to students on a specified date](#) — This guide tells you how to set the Gradebook in a module to be revealed automatically to a particular group of students at a time and date specified by you.
- [Grades 4 - Exporting and Importing Grades into the Grade book](#) — Whether you'd like to upload grades to Moodle (including from external activities) or backup the grades, here's how you can import and export grades.
- [Magic with Moodle 20 - Peer Evaluation](#)
- [How to add a Rogo Self Assessment Paper](#) — While you can simply add a weblink to a Rogo activity, it is recommended to use this method to incorporate a Rogo quiz
- [How to set up weighted grades in grade book](#) — How to setup different weightings for assignments within the grade book for all activities included in the module.