How to use Moodle Grades (Gradebook) #3 Adding a grade item (or column) in the gradebook

There are several help sheets in this series. Start with Grades 1 - Introduction & Overview

Grade items are represented by columns in the Grader report.

Marking or returning marks through Moodle for a non-Moodle assessment

You might want to add a grade item for any assessment not directly related to a marked activity in Moodle, for example offline assignments, extra credit or tutor feedback, or to transfer marks from external assessment tools such as Rogo.

One way of doing this is to add a Moodle Assignment activity to your module page. Grades for this will automatically be included in the Gradebook. It can be useful, e.g., for returning grades and feedback for an offline assignment such as a presentation or lab work. See creating a Moodle assignment.

OR, don't create a new assignment, just add a column to the Gradebook. Creating a column (it's called a grade item) in the Grader Report allows you to enter grades and make them visible to the students (or not, e.g., in the case of second marking) as appropriate.

To add a grade item (column)

1. In your module, click on the Turn editing on button (top right).

2. In the Navigation block, click Grades. The Grader Report appears, containing each student’s grade for each assignment and assessment. Students’ names are down the left column and assignments across the top.

3. In the Administration block click on Gradebook setup. At the bottom if the screen you will see the option to add a grade item. This will create a new unpopulated column in the gradebook.
5. On the Grade item page:

- Enter an item name
- Choose a grade type, e.g., value or scale (you can create custom scales)
- Add maximum and minimum grades
- You can choose to hide column from the students (Lock isn't relevant)
- Use Show more... to get additional options such as grade needed to pass, number of decimal places in the grade, or to set dates for hidden or locked.

**Note:** A hidden grade will not be visible to students – you can uncheck this to release the grades when you are ready, or enable a date to make all grades available to students on that date.

Locking prevents changes to grades so it is unlikely that locking would be applied until the marking process is complete, if at all. For more information about locking or hiding grades see Grades 6: To hide a grade for a particular assignment, or a particular category of grades from the student.

If you are using Categories you can choose (under Parent category) to include this item in an existing category. Select the Grade category from the drop-down list. (You can change this at a later date if you need to.) See Grades 5: How to add and use categories in the Grader report.

15. Click on the **Save changes** button.

**To mark using this grade item**

1. Grades for this item can be added for each student directly in the Gradebook (see Grades 2 - Manually editing grades) OR
2. Upload a spreadsheet containing the marks (see Grades 4 - Exporting and Importing Grades into the Grade book)
• Grades (Moodle Help)
• How to release grades to students on a specified date (Moodle Help)
• Grades 5 - How to Add Categories & Organise the Gradebook (Moodle Help)
• Grades 4 - Exporting and Importing Grades into the Grade book (Moodle Help)
• Grades 1 - Introduction & Overview (Moodle Help)
• Grades 2 - Manually editing grades (Moodle Help)
• How to restrict access to an activity or resource based on specific criteria (Moodle Help)
• Grades 3 - Adding a grade item (or column in the gradebook) (Moodle Help)
• How to set up weighted grades in grade book (Moodle Help)

• How to grant an extension for an assignment in Moodle (Moodle Help)
• How to annotate student submissions (Moodle Assignment) (Moodle Help)
• Moodle Assignment: Marking and uploading feedback/marks in bulk (Moodle Help)
• Grades (Moodle Help)
• How to create a non-numeric grading scale (Moodle Help)
• How to view submitted and received reviews in Peermark (Moodle Help)
• How to release grades to students on a specified date (Moodle Help)
• How to create Embedded answers (Cloze) questions in Moodle Quiz (Moodle Help)
• How to mark offline in Turnitin using an iPad/iPhone (Moodle Help)
• How to export grades and download assignments from Turnitin (Moodle Help)
• How to create your own Turnitin QuickMarks set and export/import QuickMarks (Moodle Help)
• How to delete a single Turnitin submission to enable submission (Moodle Help)
• Giving feedback without needing a submission in Turnitin (Moodle Help)
• How Turnitin deals with resubmission of the same paper by the same student (Moodle Help)
• How to add a Video or Audio Assignment (Moodle Help)