Moodle Help & Support

This refers to Moodle 3.8 from September 2020 onward

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, open the 'Hamburger menu' and select Grades. This will open the 'Grader report'.
2. At the top of the page, there is a dropdown menu. Click on 'Arrows' and select 'Gradebook setup'

3. At the bottom if the screen you will see the option to 'Add grade item', click on it. This will create a new unpopulated column in the gradebook.
4. On the Grade item page, fill in the fields:

   a. "Item name"
   b. "Grade type": Choose a grade type e.g. 'Value', 'Text', 'Scale' or custom scale
   c. "Scale": Only applicable if scale selected in "Grade type"
   d. "Maximum grade" / "Minimum grades"
   e. "Hidden": You can choose to hide column for students
   f. "Lock": Is not relevant
   g. Show more...: Use Show more... to get additional options such as 'Grade to pass', 'Overall decimal places' or to set dates it is 'Hidden until' and 'Locked after'

### Grade item

<table>
<thead>
<tr>
<th>Item name</th>
<th>Grade type</th>
<th>Scale</th>
<th>Maximum grade</th>
<th>Minimum grade</th>
<th>Hidden</th>
<th>Locked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking your progress</td>
<td>Value</td>
<td>Use no scale</td>
<td>10.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz</td>
<td>Value</td>
<td>Use no scale</td>
<td>10.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Branching Scenario</td>
<td>Value</td>
<td>Use no scale</td>
<td>100.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Assignment</td>
<td>Value</td>
<td>Use no scale</td>
<td>100.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop 1 (submission)</td>
<td>Value</td>
<td>Use no scale</td>
<td>80.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshop 1 (assessment)</td>
<td>Value</td>
<td>Use no scale</td>
<td>20.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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.

5. Click on the 'Save changes' button.

To mark using this grade item

Grades for this item can be added for each student directly in the Gradebook (see Grades 2 - Manually editing grades) OR

Upload a spreadsheet containing the marks (see Grades 4 - Exporting and Importing Grades into the Grade book)

- Grades 1 - Introduction & Overview (Moodle Help)
- Grades 2 - Manually editing grades (Moodle Help)
- Grades 4 - Exporting and Importing Grades into the Grade book (Moodle Help)
- Grades 5 - How to Add Categories & Organise the Gradebook (Moodle Help)
- 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 release grades to students on a specified date (Moodle Help)

- How to create a non-numeric grading scale (Moodle Help)
- How to annotate student submissions (Moodle Assignment) (Moodle Help)
- Moodle Assignment: Marking and uploading feedback/marks in bulk (Moodle Help)
- How to Add a Moodle quiz (the settings) (Moodle Help)
- How to Add questions to a Moodle quiz (Moodle Help)
- How to export reports and statistics for Moodle quiz (Moodle Help)
- How to grade using a rubric with a letter as the grade (Moodle Help)
- How to create dependent questions in Feedback (Moodle Help)
- How to set up grading strategies in Workshop (Moodle Help)
- How to set up and use the Moodle Workshop (Moodle Help)
- How to view submitted and received reviews in Peermark (Moodle Help)
- How to grant an extension for an assignment in Moodle (Moodle Help)
- How to create questions in Feedback (Moodle Help)
- How do I allow my students to see their Turnitin assignment grades and feedback? (Moodle Help)
- Grades 2 - Manually editing grades (Moodle Help)