For Faculty:

This guide will detail a few tips and tricks related to use of the Moodle gradebook, as well as some explanation of terms that might be relevant to you. These are in no particular order.

Item #1: Hidden grades
Assignments that have been hidden show up in the gradebook as greyed out titles. These are invisible to the students and depending on your course grade settings can affect the grade shown to students.

Item #2: Grade to Pass
This will be discussed in greater detail further down, but this screenshot shows what it looks like when you set the "Grade to Pass" setting on an assignment: it colors the grade green (or red) in the gradebook.

Item #3: Overridden grades
This is a big one. See how some of the grades below are colored a golden orange or yellow color? Those are grades that have been "overridden". This means that they were entered into the gradebook manually, instead of coming from an assignment. This also means that the gradebook is going to use the grade listed here instead of the grade recorded in the assignment module. This can lead to unintended side effects, such as a final grade that doesn't reflect the actual grade a student got, and sometimes can cause the category or course totals to not add up or update properly (especially if either of those totals were themselves overridden). As a general rule, we encourage you to not override grades, however there are cases where it is helpful, so please use discretion with this feature and ask for help if you are unsure about how it works.
Item #4: Highlighting rows in the gradebook
One very neat feature of Moodle is the ability to highlight one or more rows on the go. As demonstrated in the screenshot below, if you click on the area around a student's name and email address, it will highlight the rest of that row so that you can easily keep track of which row you are working on.
Item #5: Quick grading
When you enable the Quick Grading feature in Moodle, you are able to click on a student's grade and immediately edit it. This can be a time saving feature, but it is also important to note that this will override the original grade from the assignment; with the possible consequences discussed above in the overriding grades section.

Item #6: Grade descriptions
If you hover over a grade item in Moodle, it will show you the student name and assignment title just below and to the right of the grade item. This is very useful if you have a lot of records on a single page and cannot see the top or left header rows where the assignment title and student name are displayed.
Item #7: Grade category display toggle

Notice that in the gradebook each category has a little box next to its name with a "-" or a "+" or a "o" inside of it. These are three different display options for a given category:

- [o]: **Full View**: show the category total as well as all individual grades
- [-]: **Aggregates Only**: show only the category total
- [+] : **Grades Only**: show the grades and hide the category total
Helpdesk Support Course: View: Grader Report

My home ▶ Helpdesk Support Course ▶ Grade administration ▶ Grader report

Grader report

Full view:
in this mode, the "main category" (or "main cat" as it is titled in this
example) has the category total displayed, as well as all the individual
assignment grades.

Update
Helpdesk Support Course: View: Grader Report

Aggregates only:
In this mode, the individual assignment grades are hidden, and only the category total is displayed.

<table>
<thead>
<tr>
<th>Email address</th>
<th>Assignment1</th>
<th>upload1</th>
<th>Category total</th>
<th>extra credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>no grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>269.33</td>
<td></td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>247.67</td>
<td></td>
<td>20.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall average: 256.00 20.00

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Item #8: Grade to Pass
The "Grade to Pass" feature of Moodle is a neat way to quickly scan the gradebook and see who passed a given assignment and who did not. This is a display-only feature; it does not change the grade that a student receives, nor does it impact their grade in the course in any way. What it does is to color the grade **green** if the student exceeded the "Grade to Pass", or **red** if they did not exceed the value inputted. To set this value, go to the "Full View" of the gradebook and pick an assignment (or a category), and go to edit it.
Then change the value. Note that you may need to "Show Advanced" to see that option.
Item #9: Students per page
If you have more than about 10 students in a course, odds are you have found the gradebook difficult to work with because of all the rows of data on each page. Well, this setting is how you can fix that. If you go to the "My Report Preferences" --> "Grader Report" page, you can set how many student records (i.e. rows) should appear on each page of the gradebook. We recommend a value of about 10, that seems to yield a good balance between number of rows on each page and the number of pages for the gradebook.

Item #10: Quick grading and feedback
If you are comfortable with the gradebook and would like to speed things up a bit, you can enable the "Quick Grading", "Quick Feedback", and "Enable AJAX" settings on your gradebook to allow for a more dynamic gradebook experience - one where you can click on a grade and immediately edit it, or leave feedback. However, we have found that in certain cases this can cause the gradebook totals to not add
up properly, or to not calculate at all, so be warned that enabling these features may save you time, but might cause other problems too. Also this is likely to yield many overridden grades, which can also lead to unexpected side effects with the grade totals. So use this setting at your own risk.

Then...