





## Gradebook

Gradebook collects all the grades of different grade items/activities that have been graded/marked for all students within a course.

### A) Edit grade letters and boundaries

- 1) In course main page, press  at top left corner, then press [  **Grades** ]
- 2) In Gradebook page, press [**Letters**] tab, then press [**Edit**] tab
- 3) Check the “**Override site defaults**” checkbox
- 4) Enter the new grade letter(s)/word(s) and grade boundaries
- 5) Press [**Save changes**]




### B) Create a new scale

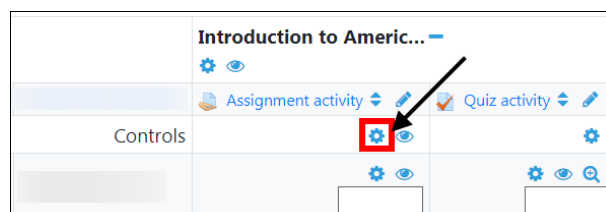
- 1) In course main page, press  at top left corner, then press [  **Grades** ]
- 2) In Gradebook page, press [**Scales**] tab, then press [**Add a new scale**]
- 3) Enter the scale name
- 4) In “**Scale**” field, enter the scale items separated by commas in increasing order of value (e.g. you must enter an A,B,C,D scale as D,C,B,A)
- 5) If necessary, enter the scale description
- 6) Press [**Save changes**]
- 7) You can use the newly created scale in Grading page of certain activities (e.g. Assignment, Forum)

#### Note:

You can edit the name and description of, but cannot delete a scale that has been used to grade an activity.


### C) Edit settings of a grade item

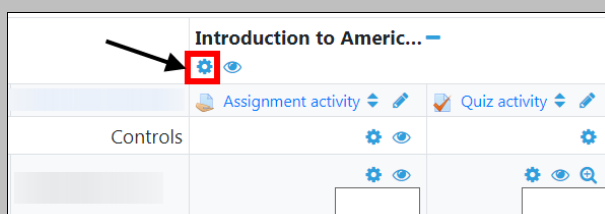
- 1) In course main page, press  at top left corner, then press [  **Grades** ]
- 2) In Gradebook page’s top right corner, press [**Turn editing on**]
- 3) On the right of a grade item’s name, press  [**Edit**]



- 4) Press **[Show more...]** to show all options, then select/modify the appropriate ones:
- **Grade to pass** - the minimum grade (in real number) required to pass this grade item
  - **Grade display type** - how to show the grades of this grade item in Gradebook page (in real numbers, percentages or letters)
  - **Overall decimal points** - control how many decimal points is shown in grades of this grade item displayed in “real” grade display type
  - **Hidden** - if checked, the grades of this grade item will be hidden from students
    - *Hidden until*: the grades will be shown to students after the specified date and time
  - **Locked** - if checked, the grades of this grade item will not be auto-updated in the grade item’s Grading page
    - *Lock after*: the grades will not be auto-updated in the grade item’s Grading page after the specified date and time
- 5) Press **[Save changes]**




**Note:**

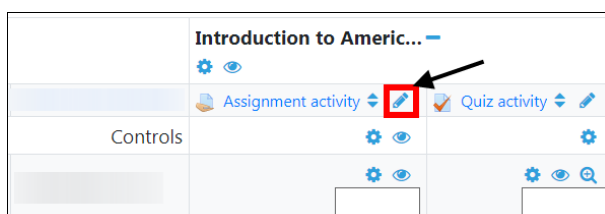
- 1) After setting the “Grade to pass” option (in step 4), in Gradebook, pass and fail grades are highlighted respectively in green and red colours. The highlights are not applicable to manually edited grades (in section D).
- 2) If you want to change the option(s) of all grade items in a course, please press  [Edit] under the course name, then select/modify the appropriate ones.



- **Aggregation** - control how to calculate the grades in a course (e.g. grades’ mean/mode/median, highest/lowest grade, natural weighting)

**D) Edit grades of a grade item manually**

- 1) In course main page, press  at top left corner, then press [  **Grades** ]
- 2) In Gradebook page’s top right corner, press **[Turn editing on]**
- 3) On the right of a grade item’s name, press  **[Single view]**





- 4) Check the **“Override”** checkbox(es) on the right of the row(s) of the student(s)
- 5) In the **“Grade”** field(s), enter the new grade(s) of this grade item
- 6) If necessary, in the **“Feedback”** field(s), enter the feedback to the student(s)
- 7) Press **[Save]**

**Note:**

- 1) The manually edited grades will override the grades generated/entered in the grade item's Grading page.
- 2) In Gradebook page, the fields of manually edited grades are highlighted in orange colour.

**E) Export grades in a Gradebook**

- 1) In course main page, press  at top left corner, then press [  **Grades**]
- 2) In Gradebook page, press **[Export]** tab
- 3) Press the tab with name of file format you preferred (Excel, OpenDocument, XML, plain text)
- 4) In **“Grade items to be included”** category, check the checkbox(es) of the grade item(s) to be included in the exported file
- 5) Select/Modify the appropriate options:
  - **Include feedback in export** - whether to include your feedback in the exported file
  - **Grade export display types** in real numbers, percentages or letters
  - **Grade export decimal points** - control how many decimal points is shown in grades in “real” grade display type in the exported file
- 6) Press **[Download]**