

The eCourses Gradebook

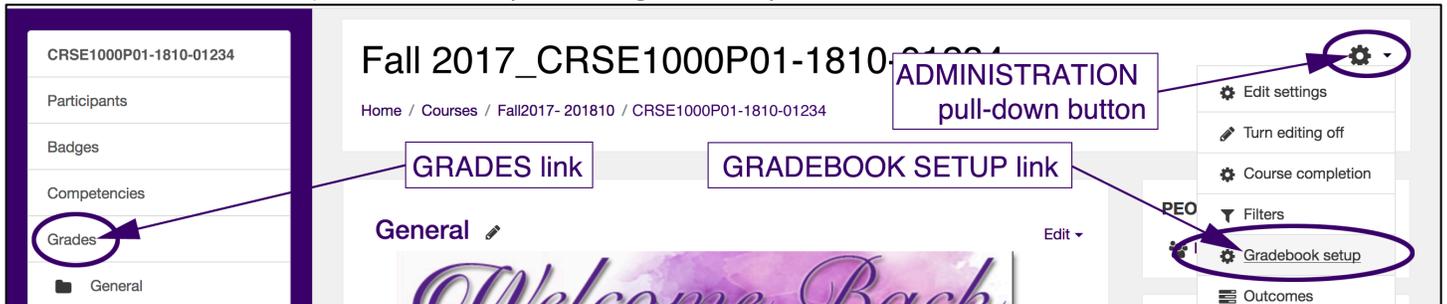
Grade Items

Adding a Custom Grade Item

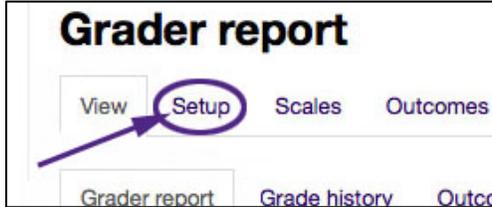
Custom grades items are used to enter grades that are not associated with graded activities created within eCourses. Custom grade items are created manually through the "**Edit Categories and Items**" page.

To add a grade item:

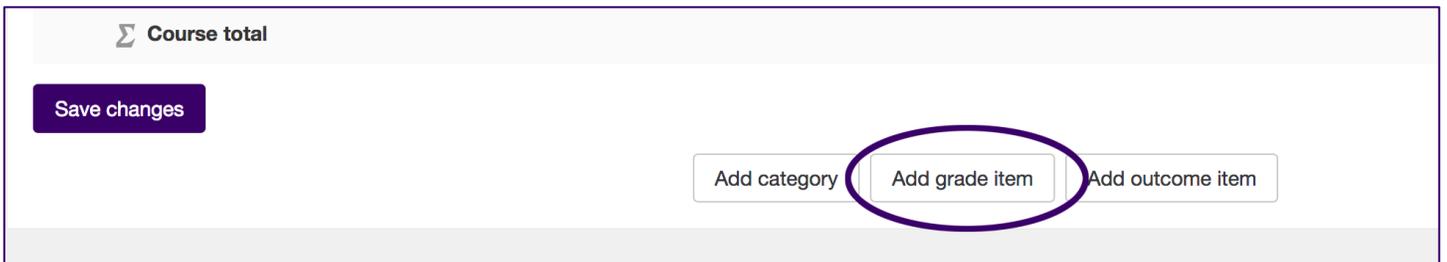
1. Go to the Gradebook by clicking either the **Grades** link or **Gradebook setup** link from the **Administration** pull-down list (see image below).



2. If **Gradebook setup** (from the **Administration** pull-down button) is clicked, skip to #3.
3. If the **Grades** link on the left is clicked, next click the **Setup** tab from the top row of tabs (see figure below)



4. Click the **Add grade item** button near the bottom of the page (see figure below).



Grade Items

Clicking the **Add grade item** button opens the **New grade item** page (see figure on the right).

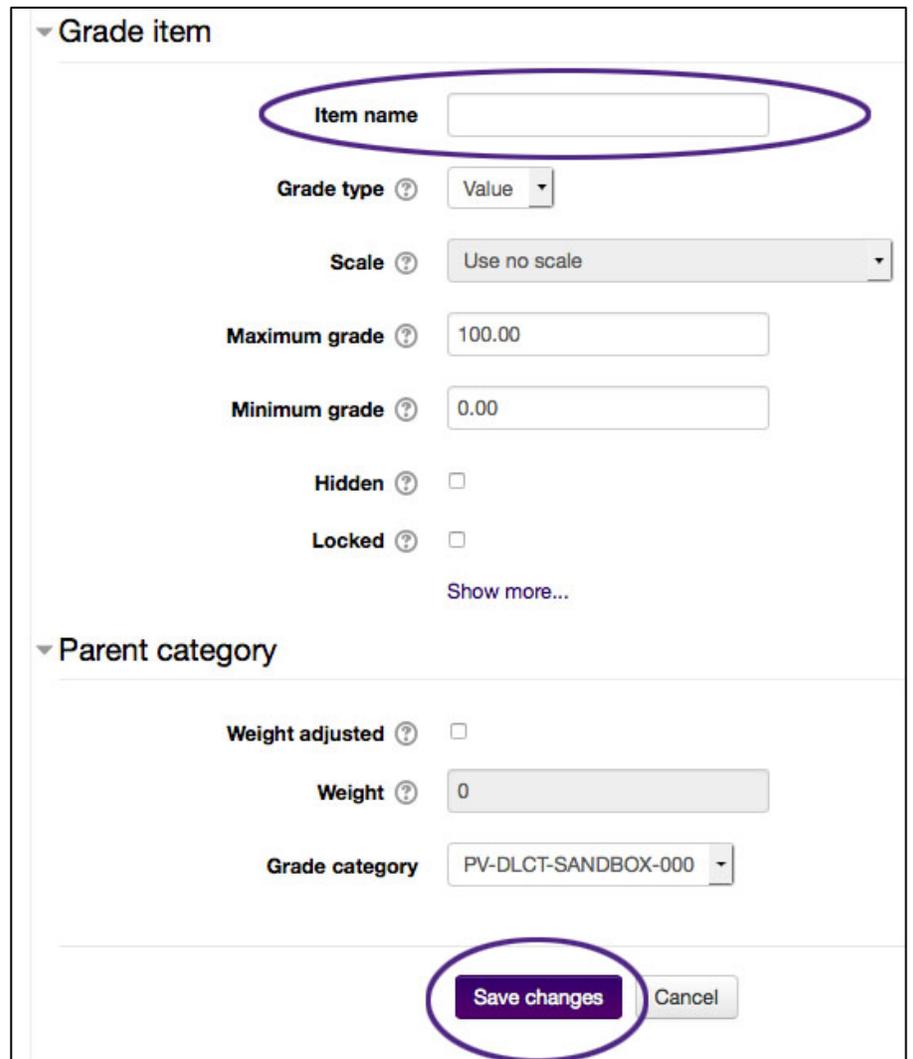
4. From the **New grade item** page, give the new grade item a meaningful name and select the item settings as necessary.

NOTE: Remember, to get more information about the item settings, click the  button.

5. Click the "**Save changes**" button.

Manual grade items are indicated by the pencil icon  in the column heading.

For more on grade items, go to:
https://docs.moodle.org/33/en/Grade_items



Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Show more...

Parent category

Weight adjusted

Weight

Grade category

Save changes Cancel

The custom grade items are the containers that allow for the manual input of grades.

Grade Items

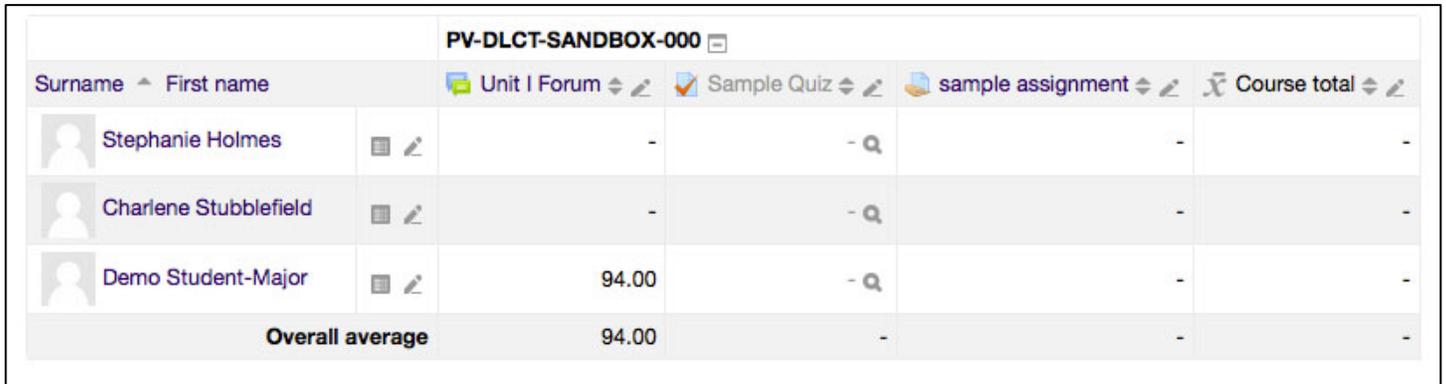
Grade Input

Manual Grade Input

The process of adding or modifying grades directly in the Gradebook is simple. This is done on the **Grader report** page.

1. From the Grader report page, click the **Turn editing on** button.

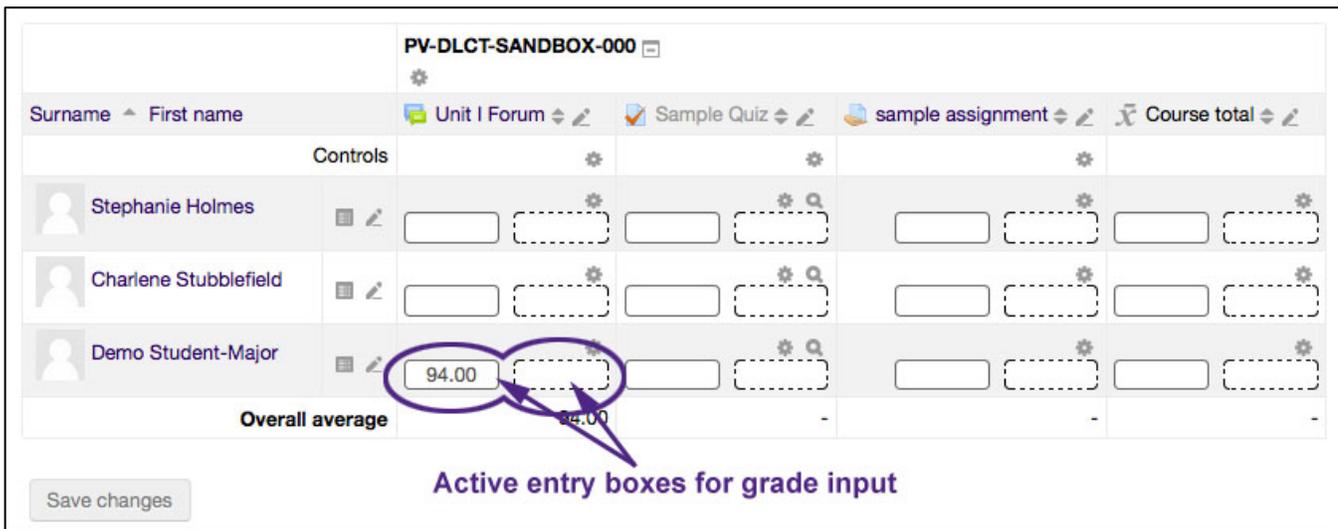
2. Clicking the **Turn editing on** button changes the Grader report display from this:



The screenshot shows a gradebook for course PV-DLCT-SANDBOX-000. The columns are Surname, First name, Unit I Forum, Sample Quiz, sample assignment, and Course total. The rows are for Stephanie Holmes, Charlene Stubblefield, and Demo Student-Major. The overall average is 94.00. The gradebook is in read-only mode, with no input fields visible.

Surname	First name	Unit I Forum	Sample Quiz	sample assignment	Course total
Stephanie Holmes		-	-	-	-
Charlene Stubblefield		-	-	-	-
Demo Student-Major		94.00	-	-	-
Overall average		94.00	-	-	-

to this:



The screenshot shows the same gradebook as above, but in edit mode. The 'Unit I Forum' column has a 'Controls' row with a gear icon. Below each student's name, there are two input boxes: a solid-line box for the grade and a dashed-line box for comments. The 'Demo Student-Major' row has '94.00' entered in the solid-line box. A purple circle highlights the '94.00' and the dashed-line box, with an arrow pointing to the text 'Active entry boxes for grade input' below the table. A 'Save changes' button is visible at the bottom left.

Surname	First name	Unit I Forum	Sample Quiz	sample assignment	Course total
Controls					
Stephanie Holmes		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charlene Stubblefield		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demo Student-Major		<input type="text" value="94.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall average		94.00	-	-	-

Active entry boxes for grade input

Save changes

Grades are entered in the left box with the solid lines. Comments can be entered in the box on the right with the dashed lines.