

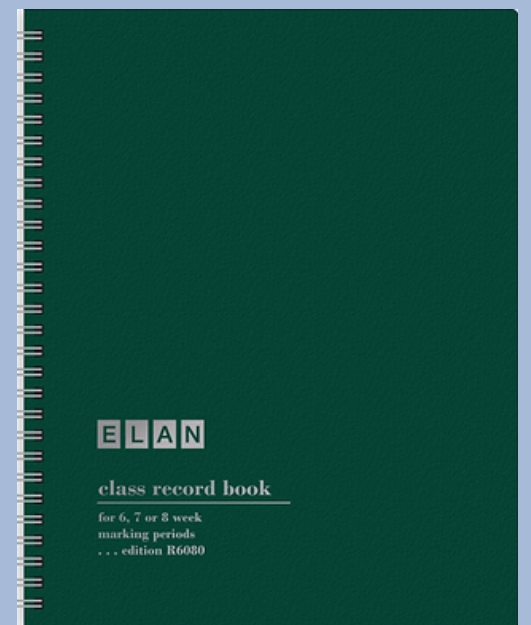
CENTER FOR
**LEARNING
& TEACHING**

NEW TO MOODLE GRADEBOOK TRAINING

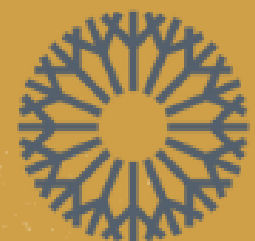
FOR A COPY



SCAN ME



1



OKLAHOMA CITY
COMMUNITY COLLEGE

WELCOME & INTRODUCTIONS

TRAINER

Dr. Lorne Lee, CLT Instructional Designer
Mr. Joshua Moore, LMS Administrator

LET'S GET STARTED!



OKLAHOMA CITY
COMMUNITY COLLEGE



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GOALS FOR TODAY

Today's training will focus on the following:

01

NAVIGATION

Understanding how to navigate the Gradebook layout

02

GRADEBOOK SETUP

Learning how to edit/delete/move categories and grade items

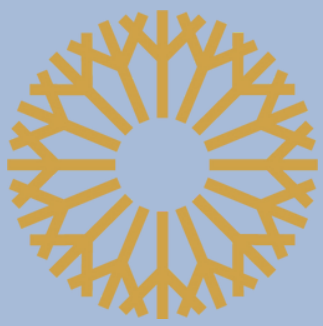
03

GRADING AND REPORTING

Grading and exporting the Gradebook

Check with your department.

- If you are using a master course, you may not have to go through this gradebook setup process.



TODAY'S TRAINING FLOW

PART ONE

- The first part is about watching, learning, and taking notes.
- Your handouts can be a place for you to take notes as we go through the presentation.

PART TWO

- Q & A

ACCESSING YOUR GRADEBOOK



- First, select **Grades** from the course menu to access the dropdown menu.
- Next, click on the **Dropdown menu** to access the **Gradebook** options.

Course Settings Participants **Grades**

Grader report ▾

Grader report

Separate groups All participants ▾

Grader report ▾

View

- ✓ **Grader report**
- Grade history
- Overview report
- Single view
- Grade summary
- User report

Setup

- Gradebook setup
- Course grade settings
- Preferences: Grader report

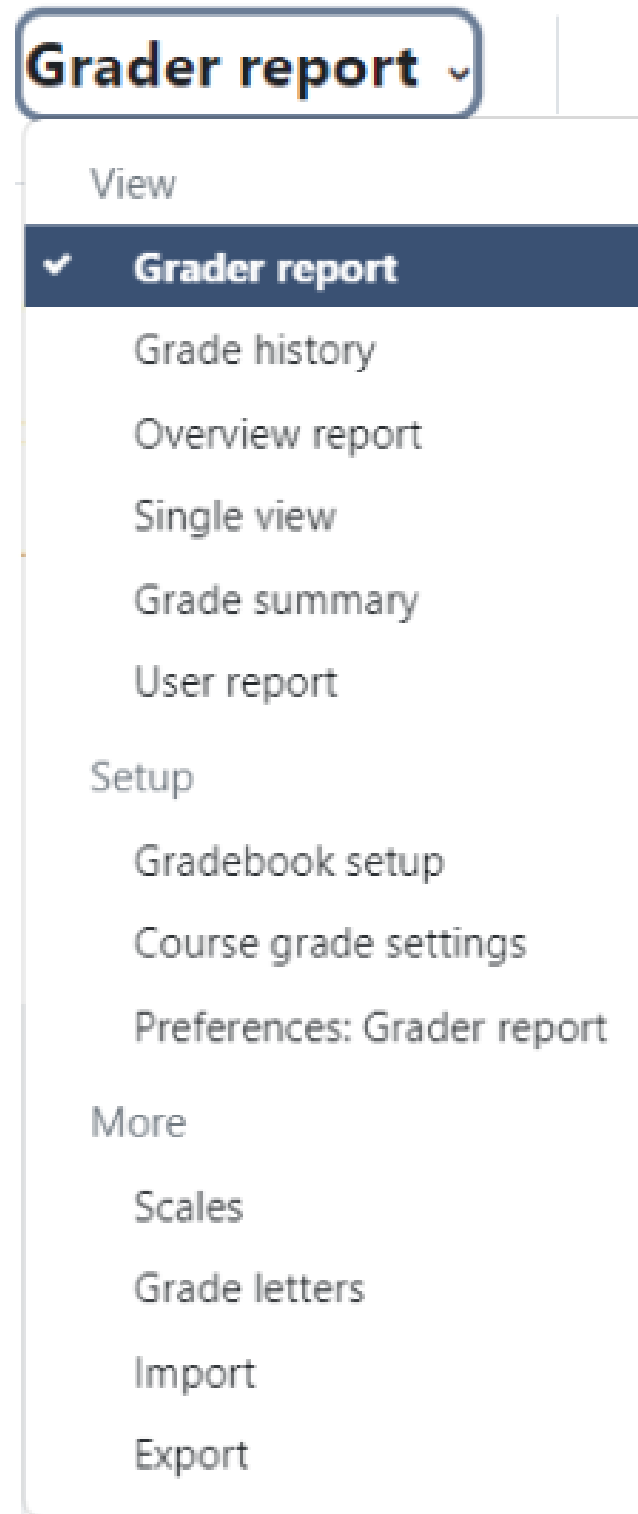
More

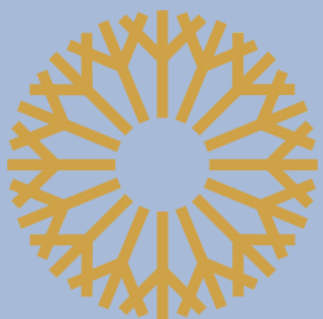
- Scales
- Grade letters
- Import
- Export

DROP-DOWN MENU

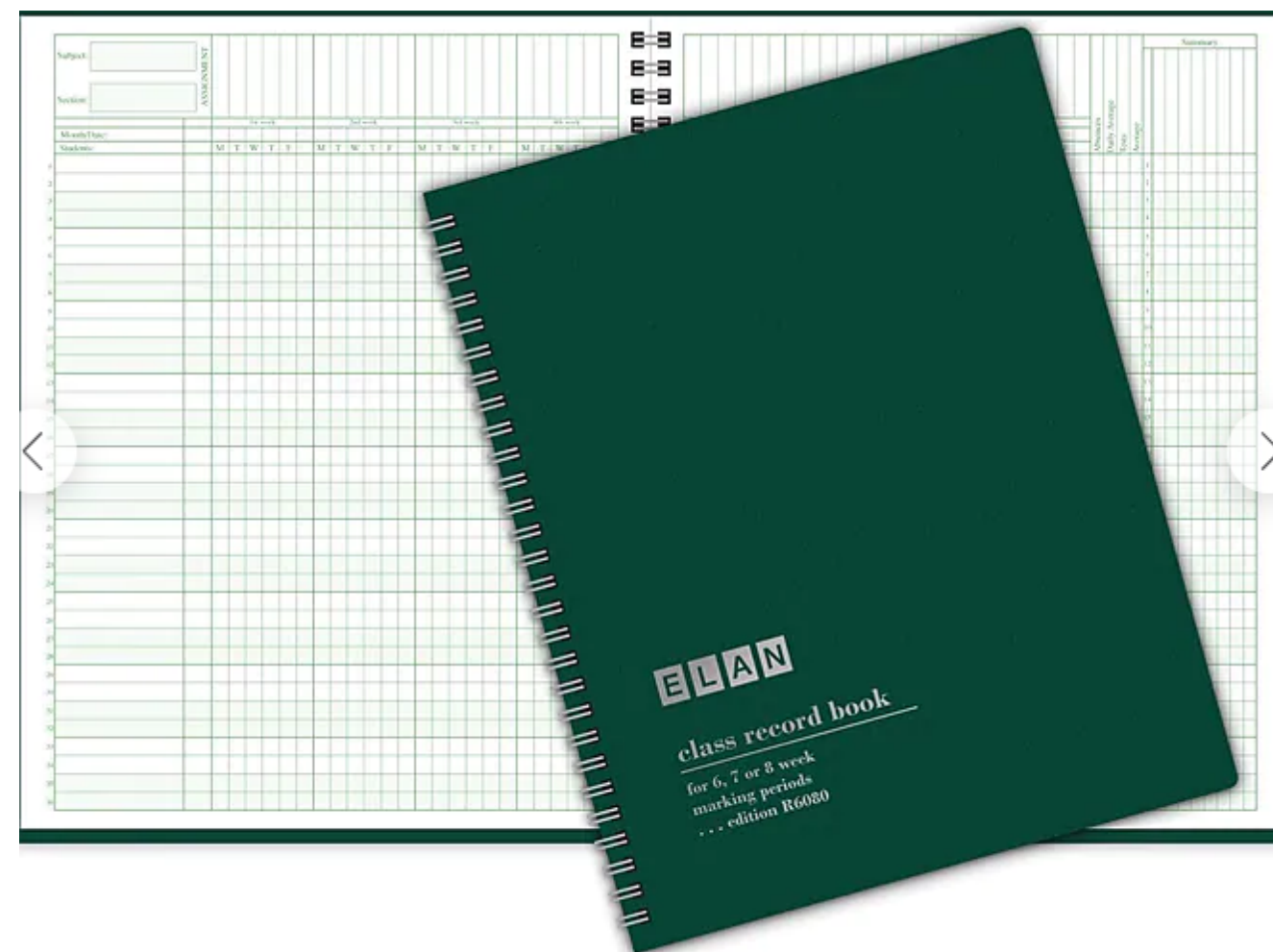
Five most commonly used sections:

1. **Grader Report** (accessing the gradebook)
2. **Single View** (entering grades for a single grade item)
3. **User Report** (viewing a student's gradebook)
4. **Gradebook Setup**
5. **Exporting** your gradebook





GRADEBOOK NAVIGATION



GRADER REPORT: DEFAULT VS. EDIT MODE VIEW

Toggle the **Edit Mode** switch on or off to change the view.
Grades can also be entered into the Grader Report using edit mode.

DEFAULT GRADEBOOK VIEW

HomeMy courses

LL

Edit mode

LLee New Moodle Sandbox: View: Preferences: Grader report

CourseSettingsParticipantsGradesReportsMoreOpen LMS

Grader report

Grader report

All participants:10/10

First nameAllABCDEFGHIJKLMNOPQRSTUVWXYZ

Last nameAllABCDEFGHIJKLMNOPQRSTUVWXYZ

Message to grade range

First name / Last name		Email address	Course total	Quiz	OCCC Day One Access Link	Testing Extra Credit
CLT Student001		cltstudent01@my.occc.edu	-	-		-
CLT Student002		tlctest@my.occc.edu	-	-		-
CLT Student003		cltstudent003@email.occc.edu	-	-		-
CLT Student004		cltstudent004@email.occc.edu	-	-		-
CLT Student005		cltstudent005@email.occc.edu	-	-		-
CLT Student006		cltstudent006@email.occc.edu	-	-		-
CLT Student007		cltstudent007@email.occc.edu	-	-		-
CLT Student008		cltstudent008@email.occc.edu	-	-		-
CLT Student009		clt009@email.occc.edu	-	-		-
CLT Student010		clt010@email.occc.edu	-	-		-
Overall average			-	-		-

EDIT MODE GRADEBOOK VIEW

HomeMy courses

LL

Edit mode

LLee New Moodle Sandbox: View: Preferences: Grader report

CourseSettingsParticipantsGradesReportsMoreOpen LMS

Grader report

Grader report

All participants:10/10

First nameAllABCDEFGHIJKLMNOPQRSTUVWXYZ

Last nameAllABCDEFGHIJKLMNOPQRSTUVWXYZ

Message to grade range

First name / Last name		Email address	Course total	Quiz	OCCC Day One Access Link	Testing Extra Credit
Controls						
CLT Student001		cltstudent01@my.occc.edu				
CLT Student002		tlctest@my.occc.edu				
CLT Student003		cltstudent003@email.occc.edu				
CLT Student004		cltstudent004@email.occc.edu				

OTHER GRADER REPORT VIEWS

Full View (Preferred/Default view): Full view shows the grades and column totals (aggregates) for the category. The minus option lets you switch to the **Collapsed** (aggregates) view.

Gradebook Training 2023 -			
Assignments -			
Σ Course total	Σ Assignments total	Homework 1	Homework 2
86.00 % (B)	43.00 (86.00 %)	12.00 (80.00 %)	13.00 (86.67 %)
79.50 % (C)	41.00 (82.00 %)	15.00 (100.00 %)	14.00 (93.33 %)
70.50 % (C)	23.00 (46.00 %)	4.00 (26.67 %)	3.00 (20.00 %)
91.00 % (A)	48.00 (96.00 %)	15.00 (100.00 %)	13.00 (86.67 %)
81.75 % (B) (4)	38.75 (77.50 %)	11.50 (76.67 %)	10.75 (71.67 %)

Gradebook Training 2023		
Assignments -		
Σ Assignments total	Homework 1	Homework 2
43.00 (86.00 %)	12.00 (80.00 %)	13.00 (86.67 %)
41.00 (82.00 %)	15.00 (100.00 %)	14.00 (93.33 %)
23.00 (46.00 %)	4.00 (26.67 %)	3.00 (20.00 %)
48.00 (96.00 %)	15.00 (100.00 %)	13.00 (86.67 %)
38.75 (77.50 %)	11.50 (76.67 %)	10.75 (71.67 %)

This is the **Grades only** view. The checkbox switches you to **Full View**.

Gradebook Training 2023 +	
Email address	Σ Course total
cltstudent01@my.occc.edu	86.00 % (B)
tlctest@my.occc.edu	79.50 % (C)
cltstudent003@email.occc.edu	70.50 % (C)
cltstudent004@email.occc.edu	91.00 % (A)
Overall average	81.75 % (B) (4)

Collapsed (aggregates) view only shows the Category total column. The plus option allows you to switch to the **Grades only** view.

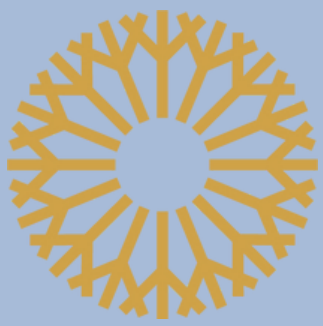
IDENTIFYING CATEGORIES AND GRADE ITEMS

Category totals help you quickly identify points & percentages in the Grader Report.

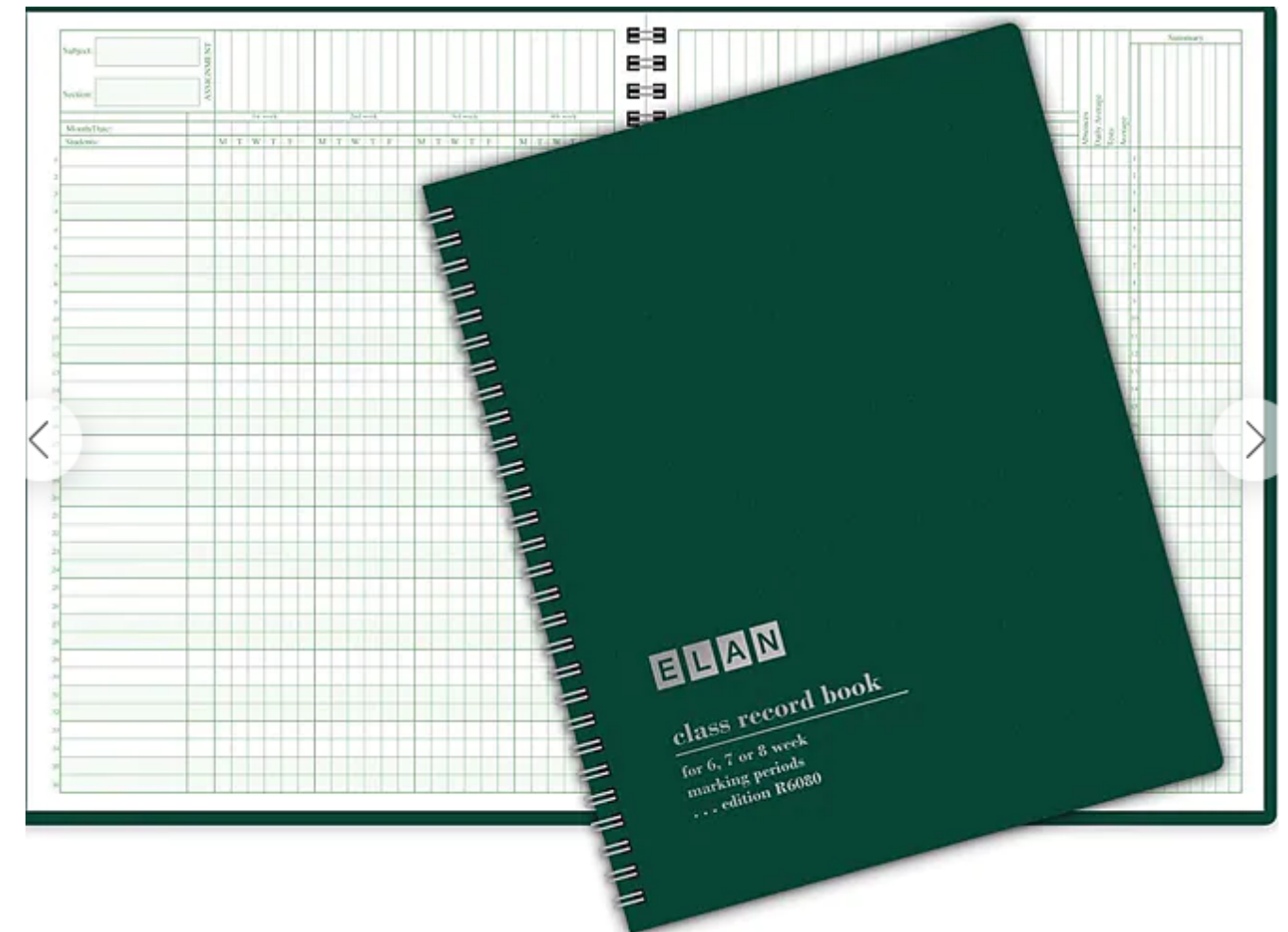
Gradebook Training 2023 —										
	Assignments				Class Projects			Exams		
Σ Course total	Homework 1	Homework 2	Homework 3	Homework 4	Σ Class Projects total	Project 1	Project 2	Σ Exams total	Exam 1	Exam 2
86.32 % (B)	12.00 (80.00 %)	13.00 (86.67 %)	10.00 (100.00 %)	-	42.00 (84.00 %)	22.00 (88.00 %)	20.00 (80.00 %)	87.00 (87.00 %)	39.00 (78.00 %)	48.00 (96.00 %)
82.63 % (B)	15.00 (100.00 %)	14.00 (93.33 %)	10.00 (100.00 %)	-	42.00 (84.00 %)	22.00 (88.00 %)	20.00 (80.00 %)	76.00 (76.00 %)	44.00 (88.00 %)	32.00 (64.00 %)
71.05 % (C)	4.00 (26.67 %)	3.00 (20.00 %)	10.00 (100.00 %)	-	42.00 (84.00 %)	22.00 (88.00 %)	20.00 (80.00 %)	76.00 (76.00 %)	41.00 (82.00 %)	35.00 (70.00 %)
90.53 % (A)	15.00 (100.00 %)	13.00 (86.67 %)	10.00 (100.00 %)	-	42.00 (84.00 %)	22.00 (88.00 %)	20.00 (80.00 %)	92.00 (92.00 %)	48.00 (96.00 %)	44.00 (88.00 %)
82.63 % (B) (4)	11.50 (76.67 % (4)	10.75 (71.67 % (4)	10.00 (100.00 % (4)	-	42.00 (84.00 % (4)	22.00 (88.00 % (4)	20.00 (80.00 % (4)	82.75 (82.75 % (4)	43.00 (86.00 % (4)	39.75 (79.50 % (4)

Course Total -
Category Totals -
Grade Items -

NOTES

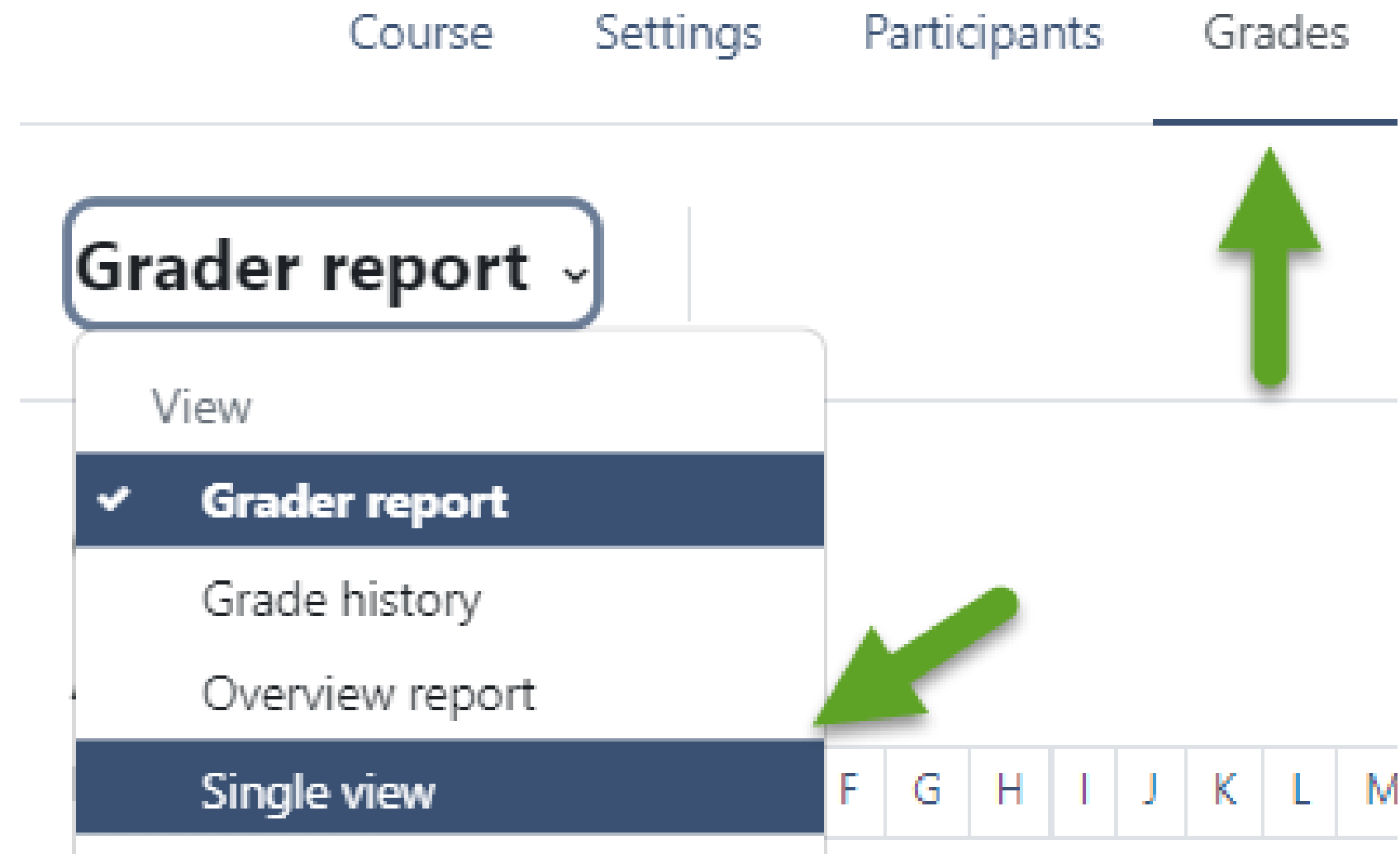


HOW TO GRADE IN SINGLE VIEW



SINGLE VIEW

Select **Grades** from the Course Menu.
Next, select **Single View** from the drop-down menu.
Finally, select **Grade Item** from the **Single View** options.



Single view

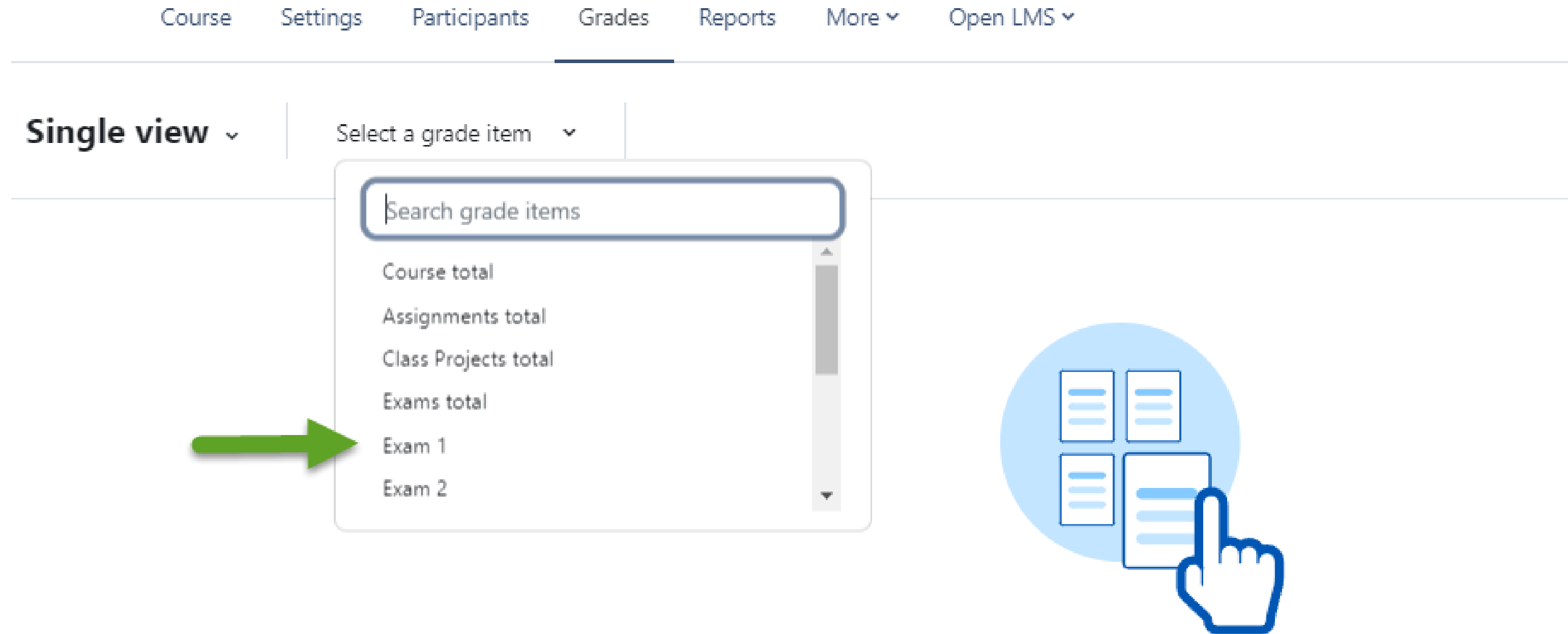
View all the grades of a single user or grade item.

Users

Grade items

SINGLE VIEW


Next, select Grade Item to be graded.



Select a grade item above

In single view you can override or exclude selected grades and bulk insert grades.

GRADING IN SINGLE VIEW

In the example on the right, **Edit Mode** is turned off. Grades or feedback cannot be entered. Edit mode 

Grade item: Homework 1

User full name		Grade	Range
CS	CLT Student001	...	0.00 - 15.00
CS	CLT Student002	...	0.00 - 15.00
CS	CLT Student003	...	0.00 - 15.00
CS	CLT Student004	...	0.00 - 15.00

Single view ▾

Select a grade item
Homework 1 ▾

Actions ▾


VIEW BY

Users

Grade items

Grade item: Homework 1

User full name		Grade	Range	Feedback	Override	Exclude
CS	CLT Student001	... <input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
CS	CLT Student002	... <input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
CS	CLT Student003	... <input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
CS	CLT Student004	... <input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
						<input type="button" value="Save"/>


When **Edit Mode** is on, grades and feedback can be entered into Single View. Edit mode 

GRADING IN SINGLE VIEW

- **Edit Mode** must be on to enter grades.
- Enter grades and feedback for manually graded items.
- **Feedback** shows up in the user report and students' grade reports.
- **Save changes.**

Grade item: Homework 1

User full name		Grade	Range	Feedback	Override	Exclude
CS CLT Student001	...	<input type="text" value="12"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
CS CLT Student002	...	<input type="text" value="15"/>	0.00 - 15.00	<input type="text" value="Good job!"/>		<input type="checkbox"/>
CS CLT Student003	...	<input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>
CS CLT Student004	...	<input type="text"/>	0.00 - 15.00	<input type="text"/>		<input type="checkbox"/>



SINGLE VIEW: OVERRIDES AND EXCLUDE ALL

Overrides are used to override grades from graded activities linked to the gradebook.

- An **Override** prevents further updates to the grade linked to the grade book. **Overrides** turn grade fields to gold.
- Exclude an assignment from the grade calculation. The word "**Excluded**" will be included in the grade field to be excluded.

Homework 4
Excluded 8.00 (80.00 %)
2.00 (20.00 %)

Single view

Select a grade item
Homework 4

Actions

VIEW BY
UsersGrade items

Grade item: Homework 4

User full name	Grade	Range	Override	Exclude
CS CLT Student001	...	0.00 - 10.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CS CLT Student002	6.00	0.00 - 10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CS CLT Student003	8.00	0.00 - 10.00	<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student004	10.00	0.00 - 10.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save

SINGLE VIEW: BULK INSERT GRADES

Scenario 1: putting zeros on blank grades at the end of a term.

- **Bulk insert grades** allows for mass-grade entry.
- Use **bulk insert grades** to change the maximum grade for linked assignments after an assignment has been graded.

Single view ▾ Select a grade item ▾ Homework 4 ▾ Actions ▾ VIEW BY Users Grade items

Grade item: Homework 4

User full name	Grade	Range	Comments	Override	Exclude
CS CLT Student001	9.00	0.00 - 10.00		<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student002	6.00	0.00 - 10.00	Missing citations	<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student003	8.00	0.00 - 10.00		<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student004	10.00	0.00 - 10.00	Good job!	<input type="checkbox"/>	<input type="checkbox"/>

Save

Bulk insert grades ✕

If you have unsaved changes on the page, you will lose them if you proceed with bulk insert grades.
☒ I understand that my unsaved changes will be lost.

Bulk insert lets you replace multiple grades at once. Choose the grades you want to replace:

☐ All grades
☒ Empty grades

Insert new grade

0

Cancel Save

SINGLE VIEW: BULK INSERT GRADES

Scenario 2: Changing the maximum grade for an assignment:

- The maximum grade value of an assignment or exam can only be changed if the grade fields are all blank.
- Use **Bulk insert grades** to make all grade fields blank.

Single view ▾ Select a grade item ▾ Homework 4 ▾ Actions ▾ VIEW BY Users Grade items

Grade item: Homework 4

User full name	Grade	Range	Comments	Override	Exclude
CS CLT Student001	9.00	0.00 - 10.00		<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student002	6.00	0.00 - 10.00	Missing citations	<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student003	8.00	0.00 - 10.00		<input type="checkbox"/>	<input type="checkbox"/>
CS CLT Student004	10.00	0.00 - 10.00	Good job!	<input type="checkbox"/>	<input type="checkbox"/>

Save

Bulk insert grades ✕

If you have unsaved changes on the page, you will lose them if you proceed with bulk insert grades.
☒ I understand that my unsaved changes will be lost.

Bulk insert lets you replace multiple grades at once. Choose the grades you want to replace:

☐ All grades
☒ Empty grades

Insert new grade

0

Cancel Save

SINGLE VIEW: ASSIGNMENT GRADED WITHIN COURSE

If an assignment is graded from within a course (linked assignments), that grade will show up in the gradebook.

- Example: Paper from the Homework assignment dropbox is graded. The grade shows up in the gradebook .

tetur adipiscing elit, sed do eiusmod tempor incididunt ut
nim ad minim veniam, quis nostrud exercitation ullamco
lo consequat. Duis aute irure dolor in reprehenderit in
fugiat nulla pariatur. Excepteur sint occaecat cupidatat non
erunt mollit anim id est laborum.

tetur adipiscing elit, sed do eiusmod tempor incididunt ut
nim ad minim veniam, quis nostrud exercitation ullamco
lo consequat. Duis aute irure dolor in reprehenderit in
fugiat nulla pariatur. Excepteur sint occaecat cupidatat non
erunt mollit anim id est laborum.

Submission

Submitted for grading

Not graded

Assignment was submitted 19 days 8 hours late

Student can edit this submission

Demo Assignment.docx

July 25 2023, 8:30 AM

▶ Comments (0)

Grade

Grade

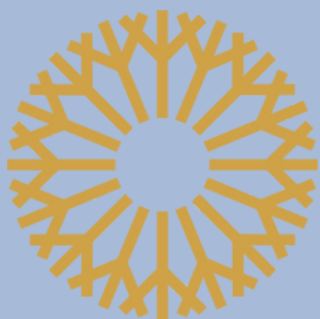
Grade out of 10

9

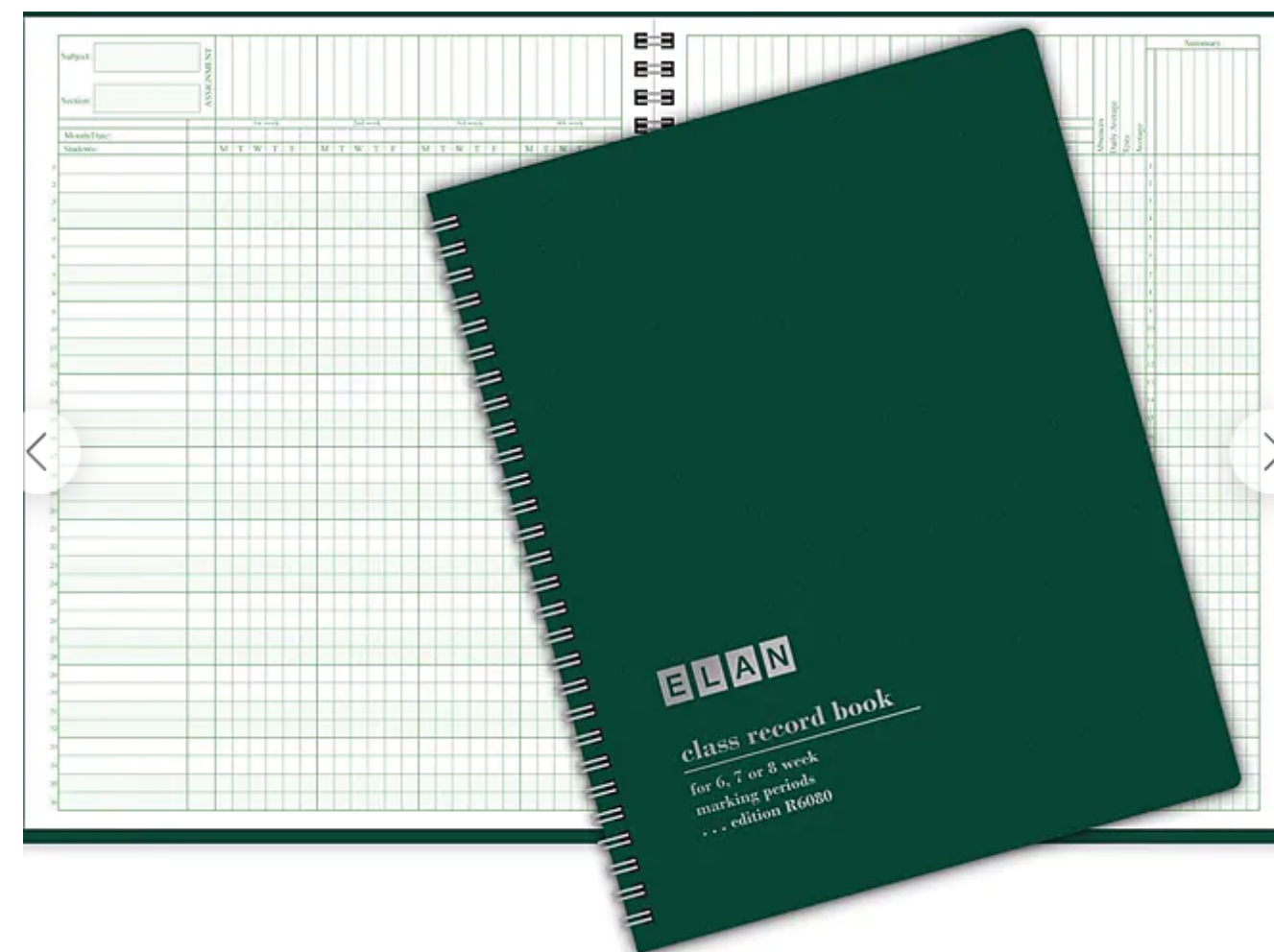
Current grade in gradebook

Not graded

Homework 3	Homework 4
10.00 (100.00 %)	9.00 (90.00 %)
10.00 (100.00 %)	-
10.00 (100.00 %)	-
10.00 (100.00 %)	-
10.00 (100.00 %) (4)	9.00 (90.00 %) (1)



GRADEBOOK SETUP



GRADEBOOK SETUP

To access **Gradebook Setup**, select **Grades** from the Course Menu.

Next, select **Gradebook setup** from the drop-down menu.

Course

Settings

Participants

Grades

Grader report ▾

←

↑

Grader report

Separate groups

All participants ▾

Grader report ▾

View

✓ Grader report

Grade history

Overview report

Single view

Grade summary

User report

Setup

Gradebook setup

Course grade settings

NOTES

GRADEBOOK SETUP OVERVIEW

- Rows and Columns
- Nesting under Categories
- Selection boxes
- Weights vs. Points
- **Weights or points must match your syllabus**
- Manually graded items vs. grade items linked from the gradebook



Name	Weights?	Max grade	Actions	Select
Gradebook Training 2023		-	Edit ▾	<input type="checkbox"/> All
Σ Course total		200.00	Edit ▾	
↑ ▢ Assignments	<input type="checkbox"/> 25.0	-	Edit ▾	<input type="checkbox"/> Assignments
Σ Assignments total		50.00	Edit ▾	
↑ <input type="checkbox"/> Homework 1	<input checked="" type="checkbox"/> 30.0	15.00	Edit ▾	<input type="checkbox"/>
↑ <input type="checkbox"/> Homework 2	<input checked="" type="checkbox"/> 30.0	15.00	Edit ▾	<input type="checkbox"/>
↑ <input type="checkbox"/> Homework 3	<input checked="" type="checkbox"/> 20.0	10.00	Edit ▾	<input type="checkbox"/>
↑ <input checked="" type="checkbox"/> Homework 4	<input checked="" type="checkbox"/> 20.0	10.00	Edit ▾	<input type="checkbox"/>
↑ ▢ Class Projects	<input type="checkbox"/> 25.0	-	Edit ▾	<input type="checkbox"/> Class Projects
Σ Class Projects total		50.00	Edit ▾	
↑ <input type="checkbox"/> Project 1	<input type="checkbox"/> 50.0	25.00	Edit ▾	<input type="checkbox"/>
↑ <input type="checkbox"/> Project 2	<input type="checkbox"/> 50.0	25.00	Edit ▾	<input type="checkbox"/>
↑ ▢ Exams	<input type="checkbox"/> 50.0	-	Edit ▾	<input type="checkbox"/> Exams
Σ Exams total		100.00	Edit ▾	
↑ <input type="checkbox"/> Exam 1	<input type="checkbox"/> 50.0	50.00	Edit ▾	<input type="checkbox"/>

MOVING GRADE ITEMS INTO DIFFERENT CATEGORIES

Select the box on the row of the grade item to be moved.

Next, choose the category the grade item will move to. Click **Save changes**.

Class Projects		50.0	-	Edit	<input type="checkbox"/> Class Projects
Class Projects total			100.00	Edit	
<input type="checkbox"/> Exam 1	50.0	50.00	Edit	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Project 1	25.0	25.00	Edit	<input type="checkbox"/>	
<input type="checkbox"/> Project 1 (copy)	25.0	25.00	Edit	<input type="checkbox"/>	
Exams		25.0	-	Edit	<input type="checkbox"/> Exams
Exams total			50.00	Edit	
<input type="checkbox"/> Exam 1	100.0	50.00	Edit	<input type="checkbox"/>	

changes

selected items to

Choose...

Gradebook Training 2023

Assignments

Class Projects

Exams

Choose...

NOTES

MOVING GRADE ITEMS & SAVING CHANGES

The **Grade item** moved to the new category.

Click **Save Changes**.

FYI: **Grade Items** can also be moved using the **Move** icon.

↑ ☐ Class Projects

25.0

-

Edit ▾

☐ Class Projects

Σ Class Projects total

50.00

Edit ▾

↑ ☐ Project 1

50.0

25.00

Edit ▾

☐

↑ ☐ Project 1 (copy)

50.0

25.00

Edit ▾

☐

↑ ☐ Exams

50.0

-

Edit ▾

☐ Exams

Σ Exams total

100.00

Edit ▾

↑ ☐ Exam 1

50.0

50.00

Edit ▾

☐

↑ ☐ Exam 2

50.0

50.00

Edit ▾

☐

Save changes

Move selected items to

Choose... ▾

NOTES

EDITING

Select the **Edit** drop-down on the row of the **Grade item** or **Category** you want to edit.

Most commonly used edits:

- **Edit settings**
- **Delete**
- **Duplicate a manually graded item**
- **Hide**

Linked grade items cannot be edited in the Gradebook Setup.

⌵	Assignments	25.0	-	Edit
Σ	Assignments total		50.0	
⌵	Homework 1	30.0		

- ⚙ Edit settings
- 🗑 Delete
- 👁 Hide
- 🔄 Reset weights

⌵	Homework 1	30.0	15.00	Edit
⌵	Homework 2	30.0		
⌵	Homework 3	20.0		
⌵	Homework 4			

- ⚙ Edit settings
- 📊 Edit calculation
- 🗑 Delete
- 📄 Duplicate
- 👁 Hide

NOTES

ADDING GRADE ITEMS AND CATEGORIES

- Select **Add grade item** or **Add category**.
Add a name for the **Grade item** or **Category**.
- Grade Items** can be placed into a **Category** in the **Parent Category** drop-down menu.


Participants Grades Reports More ▾

Add grade item Add category

Grade category

Category name


Aggregation

Parent category 

☐ Weight adjusted ?

Weight ?

☐ Extra credit ?

Grade category 

- Gradebook Training 2023
- Assignments
- Class Projects
- Exams

Save changes Cancel

COURSE/CATEGORY TOTAL CALCULATION AND GRADE DISPLAY

Aggregation determines how grades in a category or course are combined:

- **Weighted mean of Grades:** Each grade item can be given a weight to change its importance in the overall mean.
- **Mean of grades (with extra credit):** A value greater than 0 treats a grade item's grades as extra credit during aggregation.
- **Natural (Points):** The sum of all grade values

Grade category

Category name

Aggregation

?

Natural

Mean of grades

Weighted mean of grades

Simple weighted mean of grades

Mean of grades (with extra credits)

Natural

Show less...

Drop the lowest

Category total

Show less...

Category total name

Item info

?

ID number

?

Grade to pass

?

0.00

Grade display type

?

Percentage (letter)

Default (Real (percentage))

Letter

Letter (percentage)

Letter (real)

Percentage

Percentage (letter)

Percentage (real)

Real

Real (letter)

Real (percentage)

Overall decimal places

?

Hidden until

Lock after

Grade type

?

Grade Display Type: Choose how you would like the total course grade to be displayed to students.

EXCLUDE EMPTY GRADES

Exclude Empty Grades removes non-graded items from the gradebook calculations. To access this feature, select **Show more** from the **Edit settings** area. Next, check the **Exclude empty grades** box. You can also use the **Drop the lowest grade** option.

FYI: Non-graded items in the gradebook will have a blank field.

	Assignments <input type="checkbox"/>	
Σ Course total <input type="checkbox"/>	<input type="checkbox"/> Homework 1 <input type="checkbox"/>	<input type="checkbox"/> Homework 2 <input type="checkbox"/>
85.95 % (B)	12.00 (80.00 %)	-
78.38 % (C)	15.00 (100.00 %)	-
74.59 % (C)	4.00 (26.67 %)	-

Grade category

Category name



Assignments

Aggregation



Natural

Show more...

Grade category

Category name



Assignments

Aggregation



Natural

Show less...

Drop the lowest

☒ Exclude empty grades



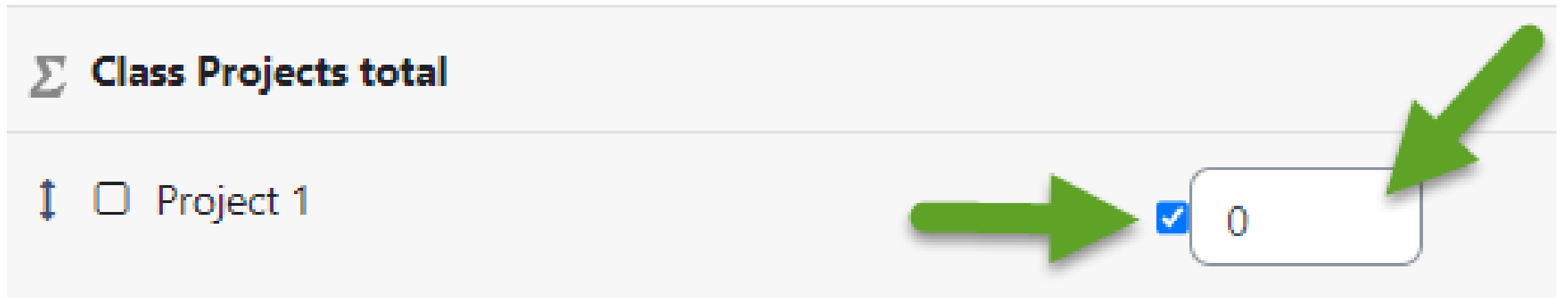
0

ZERO-WEIGHTED GRADES

This option works regardless if you are using weights or points.

Setting the weight of a **Grade Item** to "0" is a quick way of removing Grade Items from the grade calculations.

Why? You may have an assignment that needs to be documented in the gradebook but not calculated in the grade total (i.e., Syllabus Quiz).



Step 1: Click the box on the same row as the Grade Item to be removed from the grade calculation.

Step 2: Type "0" into the weights field.

(Show in course)

NOTES

EXTRA CREDIT: CATEGORIES & GRADE ITEMS

Categories: If extra credit grade items are in a category of their own, the category should be marked as extra credit, but the individual grade items should not.

Grade Items: If extra credit items are inside a category containing non-extra credit grade items, only the extra credit grade items should be marked as extra credit instead of the category.

The image displays a gradebook interface with two main sections: a category settings panel on the left and a gradebook table on the right.

Category Settings Panel (Left):

- Category total:** A dropdown menu is open, showing options: "Edit settings", "Delete", "Hide", and "Reset weights". A green arrow points to the "Edit settings" option.
- Parent category:** A dropdown menu is open, showing options: "Weight adjusted" and "Extra credit". A green arrow points to the "Extra credit" option.
- Weight:** A text input field contains "25.0000". A green arrow points to the "Extra credit" checkbox.

Gradebook Table (Right):

Category	Weight	Score	Extra Credit
Assignments	25.0	-	
Assignments total		50.00	
Homework 1	30.0	15.00	
Homework 2	30.0	15.00	
Homework 3	20.0	10.00	
Homework 4	20.0	10.00	
Class Projects	20.0	-	
Class Projects total		25.00	
Project 1	100.0	25.00	

Green arrows indicate the following actions:

- From the "Assignments" category row, an arrow points to the "Edit settings" option in the dropdown menu.
- From the "Homework 1" row, an arrow points to the "Extra credit" checkbox in the "Category total" dropdown menu.
- From the "Class Projects total" row, an arrow points to the "Extra credit" checkbox in the "Category total" dropdown menu.

EXPORTING THE GRADEBOOK

To export your gradebook, select **Export** from the Grades drop-down menu.

Next, select **Excel Spreadsheet** from the second drop-down menu.

This is a required part of submitting your final grades every term.

The screenshot shows the gradebook export process. On the left, a sidebar menu has 'Export' highlighted with a green arrow. The main area shows the 'Export' dropdown menu with 'Excel spreadsheet' selected, also indicated by a green arrow. Below this, a list of 'Grade items to be included' is shown with checkboxes for various items like 'Course total', 'Category total', 'Homework 1-4', 'Project 1', 'Exam 1-2', etc. At the bottom, the 'Export format options' section is visible, with a green arrow pointing to the 'Download' button.

Export

OpenDocument spreadsheet
OpenDocument spreadsheet
Plain text file
Excel spreadsheet
XML file

Export to OpenDocument spreadsheet

Grade items to be included

- ☒ Course total
- ☒ Category total
- ☒ Homework 1
- ☒ Homework 2
- ☒ Homework 3
- ☒ Homework 4
- ☒ Category total
- ☒ Project 1
- ☒ Project 1 (copy)
- ☒ Category total
- ☒ Exam 1
- ☒ Exam 2

Select all/none

> **Export format options**

Download

Instructor Training Guide



CONTACT INFORMATION– WE'RE HERE TO HELP!

To set up a gradebook from scratch,
contact the CLT for an appointment.

Monday-Friday
8:00 a.m.-5:00 p.m.
CLT@occc.edu

405.682.7838

Come see us in the SEM building!
(2nd floor, across from the Math Lab)