LMS User Manual

LMS Grade Book

NUST LMS

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Setting up LMS Grade book

Setting up LMS gradebook involves followings main steps:

1. Create gradebook categories
2. Add grade items in grade categories
3. Add grades in graderbook
4. Show letter grades in gradebook
5. Change default grade boundaries
6. Export graderbook/ grader report

The grader report/ gradebook is the main instructor’s view of the reports in LMS The grade book collects items that have been graded, and allows instructor to view and change them as well as sort them out into categories and calculate totals in various ways.

1. Access the course grader report at Course Homepage / ► Grade administration / ► Grader report

By default the grader report contains three column, Student name, Registration Number and course total as shown in following screenshot.
1. **Create Gradebook Categories**

**Grade Categories:** Grades can be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. For example “Assignment” is category and “Assignment no 1” is item of “Assignment” category.

1. To add a grade category in course gradebook, access the full view of grader report at **Course Homepage/ ▶ Grade administration / ▶ Categories and items / ▶ Full view**

2. Click on Add Category Button as shown following:
3. Update the grade category setting as following:

   i. Write the name for category
   ii. Select the desired grades aggregation type from the dropdown menu. The aggregation determines how grades in a category are combined.

   Mostly following two aggregation types are used for calculating grades:

   a) **Weighted mean of grades:** This method is used if you plan to assign “different weightages” to the items within a category. The weightage of grade item will be set while creating the grade item.

   **Example:**
   - A1 70/100 weight 10,
   - A2 20/80 weight 5,
   - A3 10/10 weight 3,
   - Category max 100:
   
   $$\frac{(0.7*10 + 0.25*5 + 1.0*3)}{18} = 0.625 \rightarrow 62.5/100$$
b) **Simple weighted mean of grades:** This method is selected if you plan to assign “same weightages” to all items within a category, or if you want to set “all items weightages as their total marks within a category”.

**Example:**
A1 70/100,
A2 20/80,
A3 10/10,
Category max 100:

\[(0.7*100 + 0.25*80 + 1.0*10)/190 = 0.526 \rightarrow 52.6/100\]

c) Any other aggregation type can be selected.

- Mean of grades - The sum of all grades divided by the total number of grades
- Median of grades - The middle grade when grades are arranged in order of size
- Lowest grade -
- Highest grade -
- Mode of grades - The grade that occurs the most frequently
- Sum of grades - The sum of all grade values, with scale grades being ignored

For further details please visit [http://docs.moodle.org/24/en/grade/aggregation](http://docs.moodle.org/24/en/grade/aggregation)

iii. “Grade type” should be set to “value” for assigning numerical values to grades.

iv. Maximum grade determines the total grades for that specific category.

Example: If assignments category has 10% weightage out of course total 100 marks, maximum grade for assignment category should be set to 10, all items (assignments) placed in this category will be aggregated for the total of 10 marks.

v. Grade category can be set to hidden and locked if required.

vi. Save the changes.

The created category will be visible under main course category when you switch to full view of grader report at Course Homepage / Grade administration / Categories and items / Full view

4. Grade category can be edited at any stage using edit icon.

Multiple course categories can be created this way i.e. Assignments, quizzes, projects, sessional exams, final exam etc. Each category can be given a different weightage accordingly.
2. **Add Grade Items in Grade Categories**

Each grade category can have multiple grade items. Grade items can be added using two ways.

1. **Add grade items using course activities:**
   A new grade item is automatically added in grader report for every new graded activity creation in the course (assignment, quiz etc.).

2. **Add grade items without using course activities:**
   Grade items can directly be added from grader report without creating graded activity in the course. Following steps are used to create grade item directly from grader report:
   a. Click on “Add grade item” button, highlighted in previous screenshot.
   b. Update the settings of grade item:
      i. Write name for grade item i.e. Assignment 01
      ii. Set maximum grades and minimum grades
      iii. Select parent category from the dropdown available at Parent category ➔ Grade Category

Multiple grade items can be added for a category. All grade items will be grouped under the selected category.
Different icons under “Action” column can be used to edit grade items.

- & are used to edit grade item settings.
- to delete a grade item
- to change the location of a grade item
- to hide a grade item
- to lock the grading

After creation of multiple categories and multiple grade items under each category the final grader report view will be like following screenshot.
3. **Add Grades in Gradebook**

Once you have created all categories and grade items, you can simply add students’ grades in grade sheet.

1. Click on “Turn editing on” button available at top right corner of the page.
2. After turning editing on, the interface will switch to editing mode as shown following:

![Gradebook Interface](image)

3. You can enter grades for each activity against each student name.
4. Click on “Submit” button to save the entered grades.
5. **Average** of all grade items, category grades and course grades will be calculated automatically and will appear in the last row of grade book.

Note: You have to enter the grades for each grade item i.e. assignment, quiz etc, the system will calculate **category total** and **course total**.
4. **Show Letter grades in Gradebook**

1. Click “Turn editing on” button.
2. Click on edit icon appears under main course category name as mentioned in following screen shot
3. Scroll down to category settings page, by default the option “Default (Real)” is set to “Grade Display Type”. You have to set this option to “Real (Letter)” as shown under:

4. Save changes and click on “Turn editing off”. The letter grades will appear in gradebook along with course final grades as shown following
5. Default letter grades will be assigned to all grades according to calculated average of the course total. Teacher can change the grade boundaries set by the system.

5. **Change Default Grade Boundaries**

1. You can change the grade boundaries using grades histogram that depicts a better overview of obtained grades of the class. Select Grader report drop down and click on “Graph” under “Letters” as shown following, or at Course Homepage / Grade / Edit / Letters / Graph
2. You can change the grade boundaries manually or using graph. Instructions for using graph are given on the screen.

3. The updated grade letters will be assigned to grade values in grader report.
6. **Export Graderbook/ Grader Report**

1. You can export the grade sheet as Excel spread sheet from Course Homepage / Grade administration / Export / Excel spreadsheet.

2. Select all the items of grade sheet and click on “submit” button.

3. Click on “Download” button to download the grade sheet as excel spreadsheet.
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<th>First name</th>
<th>Surname</th>
<th>ID number</th>
<th>Assignment 1</th>
<th>Assignment 2</th>
<th>Assignment 3</th>
<th>Category total</th>
<th>Quiz 1</th>
<th>Quiz 2</th>
<th>Category total</th>
<th>ORT 1</th>
<th>ORT 2</th>
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<th>Final Exam</th>
<th>Course total</th>
<th>Final Grade</th>
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