

# **LMS User Manual**

## **LMS Grade Book**

**NUST LMS**

**[lms.team@nust.edu.pk](mailto:lms.team@nust.edu.pk)**

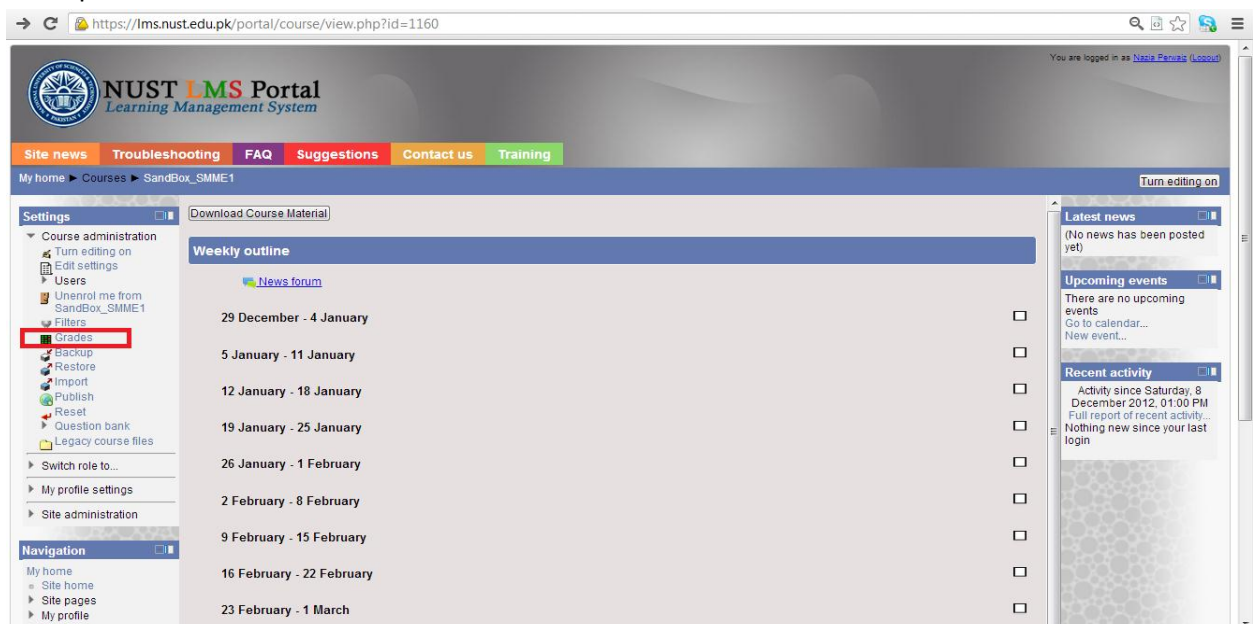
# Setting up LMS Grade book

Setting up LMS gradebook involves followings main steps:

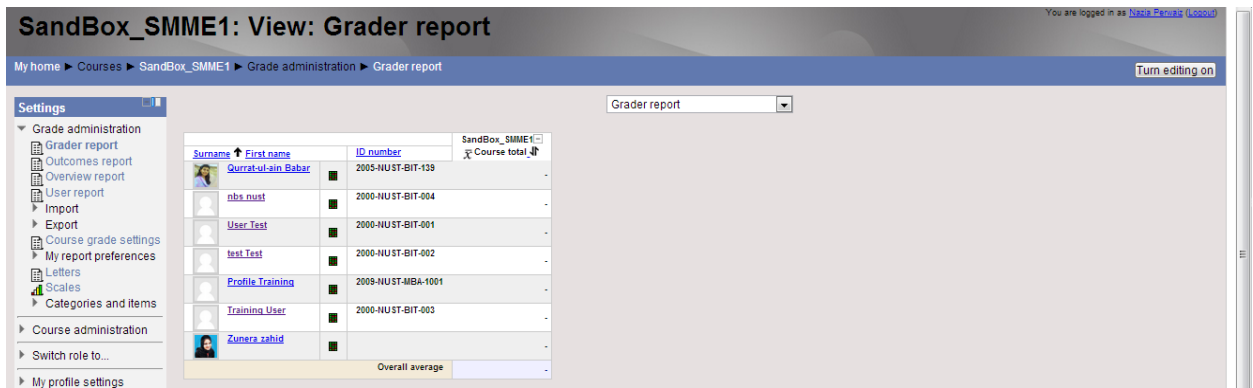
1. Create gradebook categories
2. Add grade items in grade categories
3. Add grades in graderbook
4. Show letter grades in gradebook
5. Change default grade boundaries
6. Export graderbook/ grader report

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



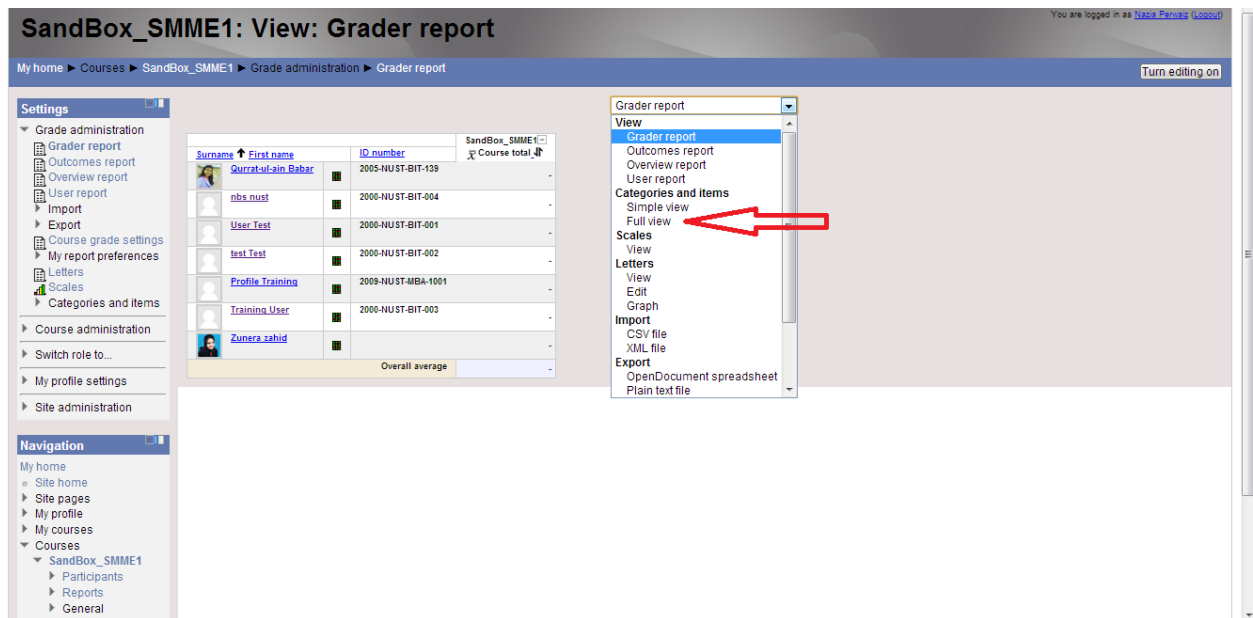
By default the grader report contains three column, Student name, Registration Number and course total as shown in following screenshot.



## 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:

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My home > Courses > SandBox\_SMME1 > Grade administration > Categories and items > Full view

Settings  Full view

| Name          | Aggregation ?                  | Extra credit ? | Max grade | Aggregate only non-empty grades ?   | Aggregate including subcategories ? | Drop the lowest ? | Multiplicator ? | Offset ? | Actions | Select                                   |
|---------------|--------------------------------|----------------|-----------|-------------------------------------|-------------------------------------|-------------------|-----------------|----------|---------|--|
| SandBox_SMME1 | Simple weighted mean of grades |                | -         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 0                 | -               | -        |         | <a href="#">All</a> <a href="#">None</a> |
| Course total  | -                              |                | 100.00    | -                                   | -                                   | -                 |                 |          |         |  |

Save changes

[Add category](#) [Add grade item](#)

Following screen will appear to you after clicking on “Add category” button

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My home > Courses > SandBox\_SMME1

Settings

Grade category \* [Show advanced](#)

Category name\*

Aggregation ?

---

Category total \* [Show advanced](#)

Grade type ?

Maximum grade ?

Minimum grade ?

Hidden ?

Locked ?

[Save changes](#) [Cancel](#)

There are required fields in this form marked\*.

### 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:

$$(0.7 \cdot 10 + 0.25 \cdot 5 + 1.0 \cdot 3) / 18 = 0.625 \rightarrow 62.5 / 100$$

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>

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

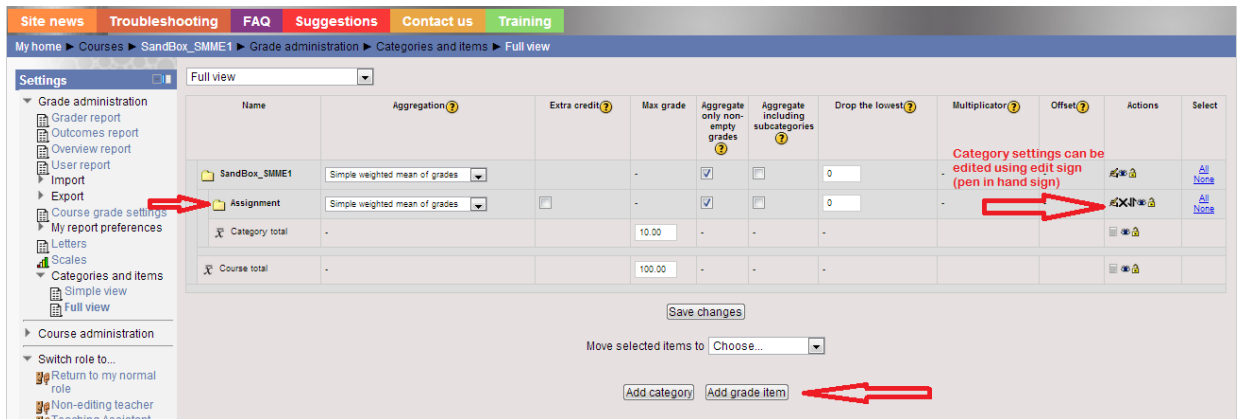
iv. Maximum grade determines the total grades for that specific category.

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

The screenshot shows the Moodle Grade item settings form. The form is titled "Grade item" and contains the following fields:

- Item name: Assignment 01
- Grade type: Value
- Maximum grade: 10
- Minimum grade: 0.00
- Hidden:
- Locked:

Below these fields is the "Parent category" section, which has a dropdown menu showing "SandBox\_SMME1" and "Assignment". A red arrow points to the "Assignment" option in the dropdown. The form also includes "Save changes" and "Cancel" buttons.

Multiple grade items can be added for a category. All grade items will be grouped under the selected category.

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My home > Courses > Sandbox\_SMME1 > Grade administration > Categories and items > Full view

Settings Full view

| Name           | Aggregation                    | Weight | Extra credit             | Max grade | Aggregate only non-empty grades     | Aggregate including subcategories | Drop the lowest | Multiplicator | Offset | Actions | Select   |
|----------------|--------------------------------|--------|--------------------------|-----------|-------------------------------------|-----------------------------------|-----------------|---------------|--------|---------|----------|
| Sandbox_SMME1  | Sum of grades                  |        |                          | -         | <input type="checkbox"/>            | <input type="checkbox"/>          | 0               | -             | -      |         | All None |
| Assignment     | Simple weighted mean of grades |        | <input type="checkbox"/> | -         | <input checked="" type="checkbox"/> | <input type="checkbox"/>          | 0               | -             | -      |         | All None |
| Assignment 01  |                                |        | <input type="checkbox"/> | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Assignment 02  |                                |        | <input type="checkbox"/> | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Assignment 03  |                                |        | <input type="checkbox"/> | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Category total |                                |        | <input type="checkbox"/> | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Quizzes        | Weighted mean of grades        |        | <input type="checkbox"/> | -         | <input checked="" type="checkbox"/> | <input type="checkbox"/>          | 0               | -             | -      |         | All None |
| Quiz 01        |                                | 1.0    |                          | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Quiz 02        |                                | 1.0    |                          | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| quiz 3         |                                | 1.0    |                          | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Category total |                                |        | <input type="checkbox"/> | 10.00     | -                                   | -                                 | -               | -             | -      |         |          |
| Sessionals     | Simple weighted mean of grades |        | <input type="checkbox"/> | -         | <input checked="" type="checkbox"/> | <input type="checkbox"/>          | 0               | -             | -      |         | All None |
| OHT 1          |                                |        | <input type="checkbox"/> | 15.00     | -                                   | -                                 | -               | -             | -      |         |          |

Red arrows point to the 'Assignment' category and its sub-items. A red box highlights the 'Edit Grade Items' text and the action icons for the 'Assignment 01' row.

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.

Sandbox\_SMME1: View: Grader report

My home > Courses > Sandbox\_SMME1 > Grade administration > Grader report

Settings Grader report

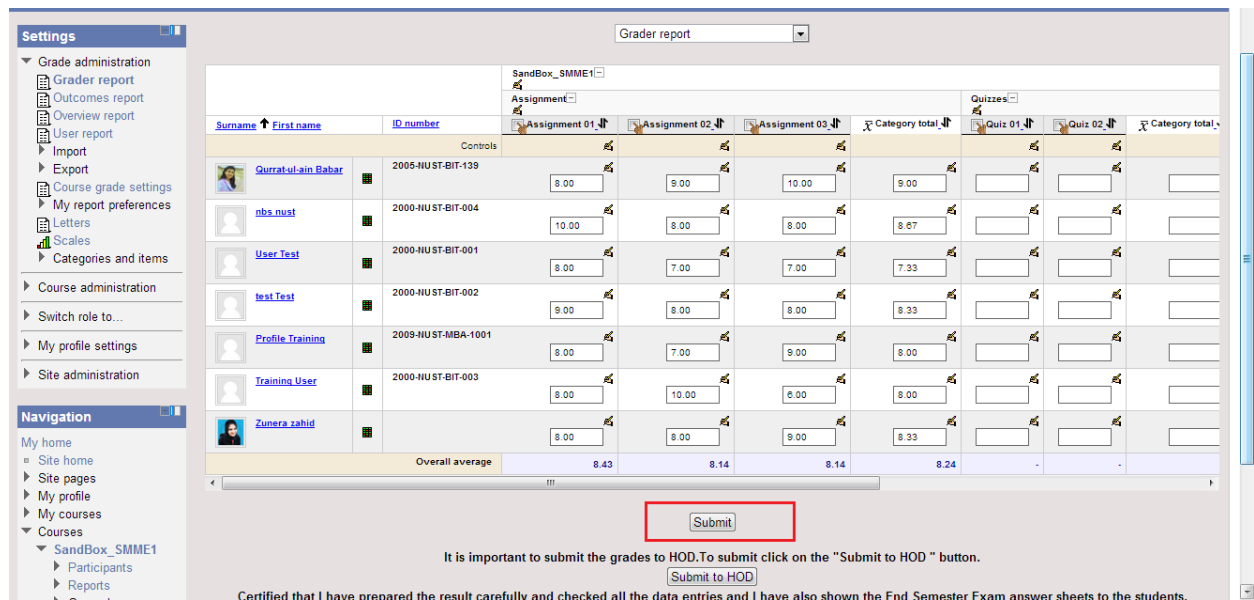
| Surname         | First name          | ID number           | Assignment 01 | Assignment 02 | Assignment 03 | Category total | Quiz 01 | Quiz 02 | Category total |
|-----------------|---------------------|---------------------|---------------|---------------|---------------|----------------|---------|---------|----------------|
|                 | Qurrat-ul-ain Babar | 2005-NU-ST-BIT-139  |               |               |               |                |         |         |                |
|                 | nbs.nust            | 2000-NU-ST-BIT-004  |               |               |               |                |         |         |                |
|                 | User Test           | 2000-NU-ST-BIT-001  |               |               |               |                |         |         |                |
|                 | test Test           | 2000-NU-ST-BIT-002  |               |               |               |                |         |         |                |
|                 | Profile Training    | 2009-NU-ST-MBA-1001 |               |               |               |                |         |         |                |
|                 | Trainino User       | 2000-NU-ST-BIT-003  |               |               |               |                |         |         |                |
|                 | Zunera zahid        |                     |               |               |               |                |         |         |                |
| Overall average |                     |                     |               |               |               |                |         |         |                |

Red arrows point to the 'Assignment' and 'Quizzes' columns. Red text annotations state: "Assignments are grouped under main category of Assignment" and "Quizzes are grouped under main category of Quizzes".

### 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:



| Surname           | First name | ID number          | Assignment 01 | Assignment 02 | Assignment 03 | Category total | Quiz 01 | Quiz 02 | Category total |
|-------------------|------------|--------------------|---------------|---------------|---------------|----------------|---------|---------|----------------|
| Gurratulain Babar |            | 2005-HUST-BIT-139  | 8.00          | 9.00          | 10.00         | 9.00           |         |         |                |
| nbs.nust          |            | 2000-HUST-BIT-004  | 10.00         | 8.00          | 8.00          | 8.67           |         |         |                |
| User Test         |            | 2000-HUST-BIT-001  | 8.00          | 7.00          | 7.00          | 7.33           |         |         |                |
| test Test         |            | 2000-HUST-BIT-002  | 9.00          | 8.00          | 8.00          | 8.33           |         |         |                |
| Profile Training  |            | 2009-HUST-MBA-1001 | 8.00          | 7.00          | 9.00          | 8.00           |         |         |                |
| Training User     |            | 2000-HUST-BIT-003  | 8.00          | 10.00         | 6.00          | 8.00           |         |         |                |
| Zuzera zahid      |            |                    | 8.00          | 8.00          | 9.00          | 8.33           |         |         |                |
| Overall average   |            |                    | 8.43          | 8.14          | 8.14          | 8.24           | -       | -       | -              |

Submit

It is important to submit the grades to HOD. To submit click on the "Submit to HOD" button.

Submit to HOD

Certified that I have prepared the result carefully and checked all the data entries and I have also shown the End Semester Exam answer sheets to the students.

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**.



My home ► Courses ► SandBox\_SMME1 ► Grade administration ► Grader report Turn editing off

Settings Grader report

- Grade administration
  - Grader report
  - Outcomes report
  - Overview report
  - User report
  - Import
  - Export
  - Course grade settings
  - My report preferences
  - Letters
  - Scales
  - Categories and items
- Course administration
- Switch role to...
- My profile settings
- Site administration

Navigation

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- Site home
- Site pages
- My profile
- My courses
- Courses
  - SandBox\_SMME1
  - Participants

| 02   | Assignment 03 | Category total | Quizzes | Quiz 01 | Quiz 02 | Category total | Sessionals | OHT 1 | OHT 2 | Category total | Final Exam | Course total |
|------|---------------|----------------|---------|---------|---------|----------------|------------|-------|-------|----------------|------------|--------------|
|      | 10.00         | 9.00           | 8.00    | 7.00    | 7.50    | 12.00          | 13.00      | 25.00 | 40.00 | 81.50          |            |              |
|      | 8.00          | 8.67           | 8.00    | 9.00    | 8.50    | 14.00          | 10.00      | 24.00 | 42.00 | 83.17          |            |              |
|      | 7.00          | 7.33           | 7.00    | 5.00    | 6.00    | 12.00          | 9.00       | 21.00 | 38.00 | 72.33          |            |              |
|      | 8.00          | 8.33           | 8.00    | 6.00    | 7.00    | 12.00          | 12.00      | 24.00 | 37.00 | 76.33          |            |              |
|      | 9.00          | 8.00           | 9.00    | 5.00    | 7.00    | 10.00          | 11.00      | 21.00 | 35.00 | 71.00          |            |              |
|      | 6.00          | 8.00           | 8.00    | 8.00    | 8.00    | 11.00          | 10.00      | 21.00 | 48.00 | 86.00          |            |              |
|      | 9.00          | 8.33           | 7.00    | 9.00    | 8.00    | 14.00          | 10.00      | 24.00 | 25.00 | 65.33          |            |              |
| 8.14 | 8.14          | 8.24           | 7.86    | 7.00    | 7.43    | 12.14          | 10.71      | 22.86 | 37.86 | 76.38          |            |              |

Submit

It is important to submit the grades to HOD. To submit click on the "Submit to HOD" button.

My home ► Courses ► SandBox\_SMME1 ► Grade administration ► Grader report Turn editing off

Settings Grader report

- Grade administration
  - Grader report
  - Outcomes report
  - Overview report
  - User report
  - Import
  - Export
  - Course grade settings
  - My report preferences
  - Letters
  - Scales
  - Categories and items
- Course administration
- Switch role to...
- My profile settings
- Site administration

Navigation

- My home
- Site home
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- My profile
- My courses
- Courses
  - SandBox\_SMME1
  - Participants

| Surname         | First name          | ID number          | Assignment | Category total | Quizzes | Quiz 01 | Quiz 02 | Category total | Sessionals | OHT 1 | OHT 2 | Category total | Final Exam | Course total |
|-----------------|---------------------|--------------------|------------|----------------|---------|---------|---------|----------------|------------|-------|-------|----------------|------------|--------------|
|                 | Qurrat-ul-ain Babar | 2005-HUST-BIT-139  | 9.00       | 7.50           | 12.00   | 13.00   | 25.00   | 40.00          | 81.50      |       |       |                |            |              |
|                 | nbs must            | 2000-HUST-BIT-004  | 8.67       | 8.50           | 14.00   | 10.00   | 24.00   | 42.00          | 83.17      |       |       |                |            |              |
|                 | User Test           | 2000-HUST-BIT-001  | 7.33       | 6.00           | 12.00   | 9.00    | 21.00   | 38.00          | 72.33      |       |       |                |            |              |
|                 | test Test           | 2000-HUST-BIT-002  | 8.33       | 7.00           | 12.00   | 12.00   | 24.00   | 37.00          | 76.33      |       |       |                |            |              |
|                 | Profile Training    | 2009-HUST-MBA-1001 | 8.00       | 7.00           | 10.00   | 11.00   | 21.00   | 35.00          | 71.00      |       |       |                |            |              |
|                 | Training User       | 2000-HUST-BIT-003  | 8.00       | 8.00           | 11.00   | 10.00   | 21.00   | 48.00          | 86.00      |       |       |                |            |              |
|                 | Zunera zahid        |                    | 8.33       | 8.00           | 14.00   | 10.00   | 24.00   | 25.00          | 65.33      |       |       |                |            |              |
| Overall average |                     |                    | 8.24       | 7.43           | 12.14   | 10.71   | 22.86   | 37.86          | 76.38      |       |       |                |            |              |

Submit

It is important to submit the grades to HOD. To submit click on the "Submit to HOD" button.

Certified that I have prepared the result carefully and checked all the data entries and I have also shown the End Semester Exam answer sheets to the students.

Submit to HOD

#### 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

## SandBox\_SMME1: View: Grader report

My home > Courses > SandBox\_SMME1 > Grade administration > Grader report Turn editing off

**Settings**

- Grade administration
  - Grader report
  - Outcomes report
  - Overview report
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  - Course grade settings
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Grader report

SandBox\_SMME1 Click on edit icon appeared under course name

| Surname            | First name | ID number           | Assignment | Quizzes | Sessionals | OHT 1 | OHT 2 | Category total | Final Exam | Course total |
|--------------------|------------|---------------------|------------|---------|------------|-------|-------|----------------|------------|--------------|
| Gurrat-ulain Babar |            | 2005-HU-ST-BIT-139  | 9.00       | 7.50    | 12.00      | 13.00 | 25.00 | 40.00          | 81.50      |              |
| nbs.nust           |            | 2000-HU-ST-BIT-004  | 8.67       | 8.50    | 14.00      | 10.00 | 24.00 | 42.00          | 83.17      |              |
| User Test          |            | 2000-HU-ST-BIT-001  | 7.33       | 6.00    | 12.00      | 9.00  | 21.00 | 38.00          | 72.33      |              |
| test Test          |            | 2000-HU-ST-BIT-002  | 9.33       | 7.00    | 12.00      | 12.00 | 24.00 | 37.00          | 76.33      |              |
| Profile Training   |            | 2009-HU-ST-MBA-1001 | 8.00       | 7.00    | 10.00      | 11.00 | 21.00 | 35.00          | 71.00      |              |
| Training User      |            | 2000-HU-ST-BIT-003  | 8.00       | 8.00    | 11.00      | 10.00 | 21.00 | 48.00          | 85.00      |              |
| Zumera zahid       |            |                     | 9.33       | 9.00    | 14.00      | 10.00 | 24.00 | 25.00          | 65.33      |              |
| Overall average    |            |                     | 8.24       | 7.43    | 12.14      | 10.71 | 22.86 | 37.86          | 76.38      |              |

Submit

- 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:

**Settings**

- Grade administration
- Course administration
  - Turn editing off
  - Edit settings
  - Users
    - Unenrol me from SandBox\_SMME1
    - Filters
    - Grades
    - Backup
    - Restore
    - Import
    - Publish
    - Reset
    - Question bank
    - Legacy course files
  - Switch role to...
  - My profile settings
  - Site administration
- Navigation
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  - Courses

**Grade category** Hide advanced

Category name:

Aggregation:

Aggregate only non-empty grades:

Aggregate including subcategories:

Drop the lowest:

---

**Category total** Hide advanced

Category total name:

Item info:

ID number:

Grade type:

Scale:

Maximum grade:

Minimum grade:

Grade to pass:

Grade display type:  ←

Overall decimal points:

Hidden:

Hidden until:       Enable

- Save changes and click on "Turn editing off". The letter grades will appear in gradebook along with course final grades as shown following

SandBox\_SMME1: View: Grader report

You are logged in as [Ijazia Perwaiz](#) (Logout)

My home ▶ Courses ▶ SandBox\_SMME1 ▶ Grade administration ▶ Grader report Turn editing on

Settings

Grader report

| Surname         | First name                          | ID number          | Assignment Category total | Quizzes Category total | Sessionals OHT 1 | OHT 2 | Category total | Final Exam | Course total |
|-----------------|-------------------------------------|--------------------|---------------------------|------------------------|------------------|-------|----------------|------------|--------------|
|                 | <a href="#">Qurrat-ul-ain Babar</a> | 2005-HUST-BIT-139  | 9.00                      | 7.50                   | 12.00            | 13.00 | 25.00          | 40.00      | 81.50 (B+)   |
|                 | <a href="#">nbs nust</a>            | 2000-HUST-BIT-004  | 8.67                      | 8.50                   | 14.00            | 10.00 | 24.00          | 42.00      | 83.17 (B+)   |
|                 | <a href="#">User Test</a>           | 2000-HUST-BIT-001  | 7.33                      | 6.00                   | 12.00            | 9.00  | 21.00          | 38.00      | 72.33 (B)    |
|                 | <a href="#">test Test</a>           | 2000-HUST-BIT-002  | 8.33                      | 7.00                   | 12.00            | 12.00 | 24.00          | 37.00      | 76.33 (B)    |
|                 | <a href="#">Profile Training</a>    | 2009-HUST-MBA-1001 | 8.00                      | 7.00                   | 10.00            | 11.00 | 21.00          | 35.00      | 71.00 (B)    |
|                 | <a href="#">Training User</a>       | 2000-HUST-BIT-003  | 8.00                      | 8.00                   | 11.00            | 10.00 | 21.00          | 48.00      | 85.00 (B+)   |
|                 | <a href="#">Zameera zahid</a>       |                    | 8.33                      | 8.00                   | 10.00            | 10.00 | 24.00          | 25.00      | 65.33 (C+)   |
| Overall average |                                     |                    | 8.24                      | 7.43                   | 12.14            | 10.71 | 22.86          | 37.86      | 76.38 (B)    |

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

## SandBox\_SMME1: View: Grader report

You are logged in as [Nazia Farwalz \(Logout\)](#)

My home > Courses > SandBox\_SMME1 > Grade administration > Grader report Turn editing off

**Settings**

- Grade administration
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  - Course grade settings
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  - Categories and items
- Course administration
- Switch role to...
- My profile settings
- Site administration

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| Surname                | First name                          | ID number          | Assignment 01 | Assignment 02 | Assignment 03 | Category total | Quiz 01 | Quiz 02 | Category total |
|------------------------|-------------------------------------|--------------------|---------------|---------------|---------------|----------------|---------|---------|----------------|
|                        | <a href="#">Gurrat-ul-ain Babar</a> | 2005-HUST-BIT-139  | 8.00          |               |               |                |         |         |                |
|                        | <a href="#">nbs.must</a>            | 2000-HUST-BIT-004  | 10.00         |               |               |                |         |         |                |
|                        | <a href="#">User Test</a>           | 2000-HUST-BIT-001  | 8.00          |               |               |                |         |         |                |
|                        | <a href="#">test Test</a>           | 2000-HUST-BIT-002  | 9.00          |               |               |                |         |         |                |
|                        | <a href="#">Profile Training</a>    | 2009-HUST-MBA-1001 | 8.00          |               |               |                |         |         |                |
|                        | <a href="#">Training User</a>       | 2000-HUST-BIT-003  | 8.00          | 10.00         | 6.00          | 8.00           | 8.00    | 5.00    | 7.00           |
|                        | <a href="#">Zumera zahid</a>        |                    | 8.00          | 8.00          | 9.00          | 8.33           | 7.00    | 9.00    | 8.00           |
| <b>Overall average</b> |                                     |                    | 8.43          | 8.14          | 8.14          | 8.24           | 7.86    | 7.00    | 7.00           |

Grader report

- Grader report
- Outcomes report
- Overview report
- User report

Categories and items

- Simple view
- Full view
- Scales
- View
- Letters
- View
- Edit
- Graph
- Import
- CSV file
- XML file
- Export
- OpenDocument spreadsheet
- Plain text file
- Excel spreadsheet

2. You can change the grade boundaries manually or using graph, Instructions for using graph are given on the screen.

**NUST LMS Portal**  
Learning Management System

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My home > Courses > SandBox\_SMME1 > Grades > Edit > Letters > Graph

**Instructions**

- This graph shows the starting boundaries.
- Select an area within the graph to zoom in.
- Click on any empty space within graph to zoom out.
- Drag the adjustment images on the right side of the graph to change grade marker lines.

| Grades | Min | Max |
|--------|-----|-----|
| A      | 90  | 100 |
| B+     | 80  | 89  |
| B      | 70  | 79  |
| C+     | 60  | 69  |
| C      | 50  | 59  |
| D      | 40  | 49  |
| F      | 0   | 39  |

Grade boundaries can be changed manually

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

The screenshot shows the Moodle Grader report interface for the course 'SandBox\_SMME1'. The 'Grader report' dropdown menu is open, and the 'Excel spreadsheet' option is highlighted with a red arrow. The background shows a table of student grades for various assignments and quizzes.

| Assignment    | Category total | Quiz 01 | Quiz 02 | Category total |
|---------------|----------------|---------|---------|----------------|
| Assignment 01 | 9.00           | 8.00    | 7.00    | 7.50           |
| Assignment 02 | 8.67           | 8.00    | 9.00    | 8.50           |
| Assignment 03 | 7.33           | 7.00    | 5.00    | 6.00           |
| Assignment 04 | 8.33           | 8.00    | 6.00    | 7.00           |
| Assignment 05 | 8.00           | 9.00    | 5.00    | 7.00           |
| Assignment 06 | 8.00           | 10.00   | 6.00    | 8.00           |
| Assignment 07 | 8.00           | 8.00    | 9.00    | 8.00           |
| Assignment 08 | 8.33           | 7.00    | 9.00    | 8.00           |

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

The screenshot shows the Moodle 'Export' settings page. The 'Excel spreadsheet' option is selected. The 'Options' section shows 'Include feedback in export' unchecked, 'Preview rows' set to 10, 'Grade export display type' set to 'Real', and 'Grade export decimal points' set to 2. The 'Grade items to be included' section has all items checked, including Assignment 01-03, Category total, Quiz 01-02, OHT 1-2, Final Exam, and Course total. A 'Submit' button is visible at the bottom.

3. Click on “Download” button to download the grade sheet as excel spreadsheet.

Settings

Excel spreadsheet

- Grade administration
  - Grader report
  - Outcomes report
  - Overview report
  - User report
  - Import
  - Export
  - Course grade settings
  - My report preferences
  - Letters
  - Scales
  - Categories and items
- Course administration
- Switch role to...
- My profile settings
- Site administration

Navigation

- My home
- Site home
- Site pages
- My profile
- My courses
- Courses

Export

Download

Preview rows

| First name   | Surname  | ID number          | Assignment 01 | Assignment 02 | Assignment 03 | Category total | Quiz 01 | Quiz 02 | Category total | OHT 1 | OHT 2 | Category total | Final Exam | Course total | Final Grade |
|--------------|----------|--------------------|---------------|---------------|---------------|----------------|---------|---------|----------------|-------|-------|----------------|------------|--------------|-------------|
| Qurat-ul-ain | Babar    | 2005-NUST-BIT-139  | 8.00          | 9.00          | 10.00         | 9.00           | 8.00    | 7.00    | 7.50           | 12.00 | 13.00 | 25.00          | 40.00      | 81.50        | B+          |
| nbs          | nust     | 2000-NUST-BIT-004  | 10.00         | 8.00          | 8.00          | 8.67           | 8.00    | 9.00    | 8.50           | 14.00 | 10.00 | 24.00          | 42.00      | 83.17        | B+          |
| test         | Test     | 2000-NUST-BIT-002  | 9.00          | 8.00          | 8.00          | 8.33           | 8.00    | 6.00    | 7.00           | 12.00 | 12.00 | 24.00          | 37.00      | 76.33        | B           |
| User         | Test     | 2000-NUST-BIT-001  | 8.00          | 7.00          | 7.00          | 7.33           | 7.00    | 5.00    | 6.00           | 12.00 | 9.00  | 21.00          | 38.00      | 72.33        | B           |
| Profile      | Training | 2009-NUST-MBA-1001 | 8.00          | 7.00          | 9.00          | 8.00           | 9.00    | 5.00    | 7.00           | 10.00 | 11.00 | 21.00          | 35.00      | 71.00        | B           |
| Training     | User     | 2000-NUST-BIT-003  | 8.00          | 10.00         | 6.00          | 8.00           | 8.00    | 8.00    | 8.00           | 11.00 | 10.00 | 21.00          | 48.00      | 85.00        | B+          |
| Zunera       | zahid    |                    | 8.00          | 8.00          | 9.00          | 8.33           | 7.00    | 9.00    | 8.00           | 14.00 | 10.00 | 24.00          | 25.00      | 65.33        | C+          |