

Moodle Gradebook: Checklist

All assessment results sent to the Board of Examiners at the end of the teaching period are required to match the Assessments listed in the [Handbook](#) for each unit.

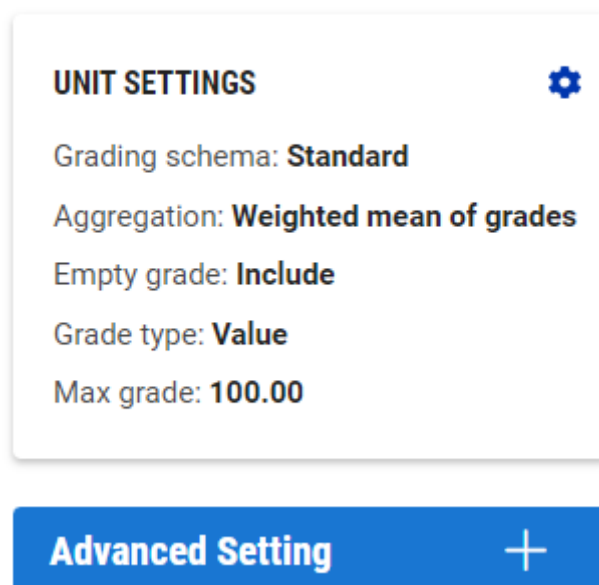
Before you attempt to submit results to Callista via Results Management, it is important to ensure Gradebook is setup correctly, and that all marks and grades displayed in the Grader report have been verified and are correct.

This document aims to help you prepare your Gradebook for accurate results submission to Callista via Results Management.

1. Gradebook unit settings

It is important that the Unit Settings in Gradebook are correctly applied to allow the application of hurdles and to optimise Results Management. The recommended and default Gradebook Unit Settings for a [Standard grading schema](#) are shown in the following screenshot.

Gradebook setup



The screenshot shows the 'UNIT SETTINGS' configuration for a Moodle Gradebook unit. The settings are as follows:


- UNIT SETTINGS (with a gear icon)
- Grading schema: **Standard**
- Aggregation: **Weighted mean of grades**
- Empty grade: **Include**
- Grade type: **Value**
- Max grade: **100.00**

Below the settings is a blue button labeled 'Advanced Setting' with a plus sign icon.

If you need to amend Gradebook Unit Settings, please follow the simple steps outlined in the following resource:

[Gradebook: Unit Settings – Standard Grading Schema](#)

Please note that if your unit requires a **Competency grading schema** (Pass/Fail - PGO/NGO) then the Gradebook Unit Settings will need to be altered as shown below.

UNIT SETTINGS 


Grading schema: **Competency**

Aggregation: **Simple weighted mean of grades**

Empty grade: **Include**

Grade type: **Value**

Max grade: **100.00**

Advanced Setting 

All assessment items in a Gradebook with a Competency Grading schema will need to be set to 'Scale' for Grade type and 'Mon-scale' for Scale. Either a Competent or Not Competent outcome will be displayed for each assessment item in the Grader report.

For further information about how to set up your Gradebook with a Competency Grading Schema please click on the link below:

[Gradebook: Unit Settings - Competency Grading Schema](#)

2. Formative assessments must have a 0% weighting

In Gradebook setup, ensure all formative assessments have a weighting of 0%, or are located in a category folder (e.g. Not counted towards unit total) that has a 0% weighting.

For instructions on how to setup a category folder for formative assessments please click the link below:

Create a '[Not counted towards unit total](#)' category

3. Unit total must equal 100%

It's important to check all assessment weightings in Gradebook setup and ensure they match the [Handbook](#). The Unit total at the bottom of the **Weights** column must equal **100%**.

Name	Weights ?	Max Grade	Status	Settings
<input type="checkbox"/> Jackie N Gradebook Demo 2 Weighted mean of grades Include empty grades		-		⚙️
<input type="checkbox"/> Practical Skills Assessment	5.0 %	5.00	🚫	⚙️
<input type="checkbox"/> Pre-Lab Quiz 1	5.0 %	100.00		⚙️
<input type="checkbox"/> Pre-Lab Quiz 2	5.0 %	100.00		⚙️
<input type="checkbox"/> Pre-Lab Quiz 3	5.0 %	100.00		⚙️
<input type="checkbox"/> Post Lab Quiz	5.0 %	100.00	🚫	⚙️
<input type="checkbox"/> Mid-Semester Test	10.0 %	30.00		⚙️
<input type="checkbox"/> Research Proposal	10.0 %	100.00		⚙️
<input type="checkbox"/> Written Report 1	5.0 %	50.00		⚙️
<input type="checkbox"/> Written Report 2	5.0 %	50.00		⚙️
<input type="checkbox"/> Oral Presentation Grade & Feedback	5.0 %	20.00		⚙️
<input type="checkbox"/> iSAP Case Study 1 Groot	10.0 %	100.00		⚙️
<input type="checkbox"/> AAA901 End of Semester Exam S2 2021	20.0 %	30.00	🚫	⚙️
<input type="checkbox"/> Oral Presentation	10.0 %	20.00	🚫	⚙️
<input type="checkbox"/> Not counted towards unit total Weighted mean of grades Include empty grades	0.0 %	-		⚙️
<input type="checkbox"/> Unit total	100 %	100.00	🚫	

4. Check Maximum grade for eAssessment Grade Sync items

If your Gradebook has an eAssessment Grade Sync item, it's essential to check that the Maximum Grade entered into the eAssessment Grade Sync item in Moodle matches the Maximum Grade on the eAssessment Platform.

For information on how to correctly setup an eAssessment Grade Sync activity item please see:

[eAssessment Grade Sync Item](#)

5. Check aggregation applied to category folders

If your Gradebook Setup contains category folders, ensure that the most appropriate aggregation has been applied to the category according to the assessment items located within. Gradebook will then be able to convert the grade to a percentage and ensure students end up with a correct result for the category.

The most commonly used aggregation options are:

- Weighted mean of grades – this is a default setting and is used when you just need to add marks for each assessment item together (e.g., written report 1 and written report 2)
- Highest grade – when students are not required to complete all assessment items in a category (e.g., where you have both a standard and deferred version of a test/exam).
- Weighted mean of grades aggregation with 'drop the lowest' – when you are taking only the top x grades for a number of similar activities (e.g., top 10 Quiz marks out of a total of 12 Quizzes)

For further information see: [Gradebook: Categories and Aggregations](#)

6. Check Hurdles

Ensure Threshold and/or Competency Hurdles are applied appropriately to relevant assessment items as listed in the [Handbook](#).

Threshold Hurdle	Competency Hurdle	
Numeric mark recorded in Gradebook	Numeric mark recorded in Gradebook	NOT COMPETENT or COMPETENT recorded in Gradebook
Student must achieve 45% or above to pass	Student must achieve 50% or above to pass	Student must achieve COMPETENT to pass
Weighting for assessment 20% or greater	Weighting for assessment 1% or greater	Weighting of 0%
Value grade type	Value grade type	Scale (Mon-scale) grade type

Further information regarding Hurdles and how to apply to assessments in Gradebook Setup can be found via the link below:

[Gradebook: Hurdles](#)

7. Verify any missing student grades

At this stage, you may want to export grades from Gradebook to check and verify any missing student grades. Instructions on how to export grades are available via the following link:

[Export grades from Gradebook](#)

Please note that entering a 0.00 is just as important as entering a 78.00 for numeric grade items. Likewise, for Mon-scale grade items, Competent or Not Competent must be entered and not be left blank.

In some Special Consideration cases it may be necessary to exclude an assessment grade for an individual student.

See [Exclude grades](#) for instructions.

8. Check marks and grades shown in the Grader report Unit total column

In the Grader report, verify that all marks and grades displayed under the Unit total column are correct.

Marks and grades should be verified using several methods.

For example:

- export grades to an excel file and cross check calculations
- use a mock student account to check Gradebook calculations
- randomly select a number of students and manually calculate their Unit total
- have another academic to also check the Gradebook Unit totals

9. Assigned roles critical for Results Management

If you are a Chief Examiner or a Unit Coordinator, check to see if the appropriate role has been assigned to you in Moodle under the Participants section.

The Chief Examiner role in Moodle enables the ability to validate results, complete the Chief Examiners Report, and submit results via Results Management. The Unit Coordinator role enables the ability to validate results during the Results Management process, but not submit results. The Unit Coordinator is also unable to complete the Chief Examiners Report.

Please note that when we create a new Moodle Unit site, the Chief Examiner and Unit Coordinator roles are assigned as listed in the [Handbook](#). Any variation to this requires approval.

Please complete a [Unit Coordinator and Chief Examiner Amendment form](#) and email the form to med-academic.governance@monash.edu well in advance of when results are due to be submitted.

If an approved change has been made to the Chief Examiner, please let the MNHS Education, Design and Support Group (med-eds@monash.edu) know, so that the assigned CE and UC role(s) in Moodle can be updated.

10. Need Help?

If you require Gradebook assistance, or would like to have your Gradebook checked or audited please contact:

MNHS Education, Design and Support Group

E: med-eds@monash.edu

T: (03) 9902 0044