Other Grade Items

You can also add your own entries to the gradebook that aren't linked to a Moodle activity like an assignment or discussion forum. This could include in-class activities for face-to-face classes or other activities completed outside of Moodle.

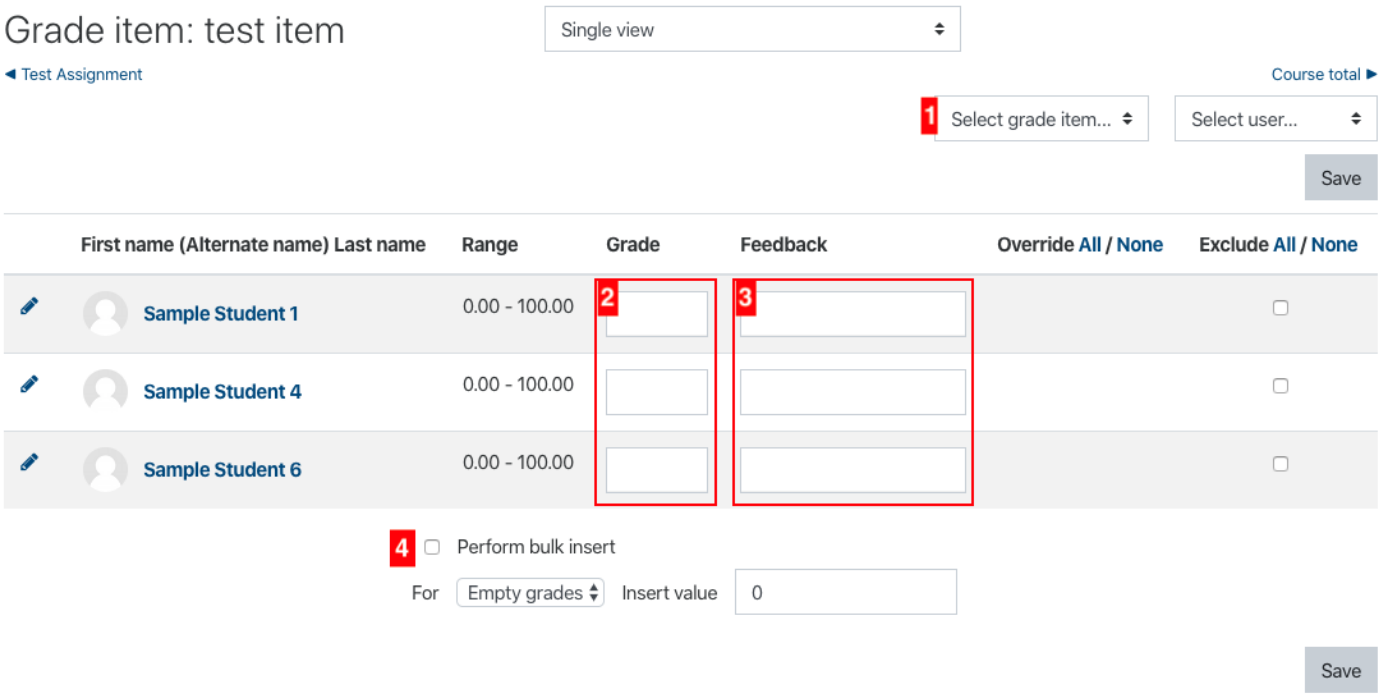
Adding Other Grade Items

- Log into Moodle and enter your course site.
- Click **Grades** from the menu on the left.
  - If the menu is not visible, click in the upper left corner.
- Choose **Gradebook setup** from the dropdown menu on the Grades page.
- Scroll to the bottom of the page and choose **Add grade item.**
- Fill in the following information:
  - ***Grade item***
    - **Item Name:** how the entry will appear in the gradebook. This will be visible to you and the students.
    - **Grade type:** *value* is the default choice. Click the for information about the other options.
    - **Scale:** this option is only active when using the *scale* grade type.
    - **Maximum grade:** the largest number of points the item is worth.
    - **Minimum grade:** the smallest number of points the item is worth.
    - **Hidden:** if checked, the grade item will not be visible to students.
    - **Locked:** this option does not apply to this type of grade item. Do not check it.
  - ***Parent category***
    - **Item weight:** this only applies if you are using weighted grades and categories.
    - **Grade category:** this only applies if you are using categories in your gradebook. Choose the category the grade item should be in.
  - Click **Save changes**
  - The item will appear in your gradebook. Follow the instructions for reordering gradebook items if needed.

Grading Other Grade Items

- Log into Moodle and enter your course site.
- Click **Grades** from the menu on the left.
  - If the menu is not visible, click in the upper left corner.
- Choose **Single view** from the dropdown menu on the Grades page.

- Choose the gradebook item you want to enter from the dropdown titled **Select grade item** (#1).
- Enter the numerical grade for each student (#2).
  - To insert the same grade for multiple students, see Bulk Insert Grades below.
- Enter any feedback you might want to leave for the student (#3).
- Click **Save** and then **Continue**.



Bulk Insert Grades

- Log into Moodle and enter your course site.
- Click **Grades** from the menu on the left.
  - If the menu is not visible, click in the upper left corner.
- Choose **Single view** from the dropdown menu on the Grades page.
- Choose the gradebook item you want to enter from the dropdown titled **Select grade item** (#1).
- Scroll to the bottom and check the box next to **Perform bulk insert** (#4).
- From the dropdown, choose either **Empty grades** or **All grades.**
  - Use **Empty grades** if you have already entered some grades and want to give all the rest of the students the same grade while keeping the grades that are already there.
  - Use **All grades** if you haven't already entered other grades and want to give all students the same grade, or if you have already entered other grades but want to overwrite the existing grades.
- Type the grade you want to be entered next to **Insert value**.
- Click **Save** and then **Continue**.

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