






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**.

Grade item: test item

Single view

◀ Test Assignment

Course total ▶

1

Select grade item... ▾

Select user... ▾

Save

	First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
	Sample Student 1	0.00 - 100.00	2 <input type="text"/>	3 <input type="text"/>		<input type="checkbox"/>
	Sample Student 4	0.00 - 100.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
	Sample Student 6	0.00 - 100.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>

4

☐ Perform bulk insert

For

Empty grades ▾

Insert value

0

Save

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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