

# QUICK FIXES FOR MOODLE GRADEBOOK

## TABLE OF CONTENTS

- I. [Can your students not see their grades?](#)
- II. [Can you not see students' grades or grade totals in your gradebook?](#)
- III. [Are the grades in your gradebook not calculating properly?](#)

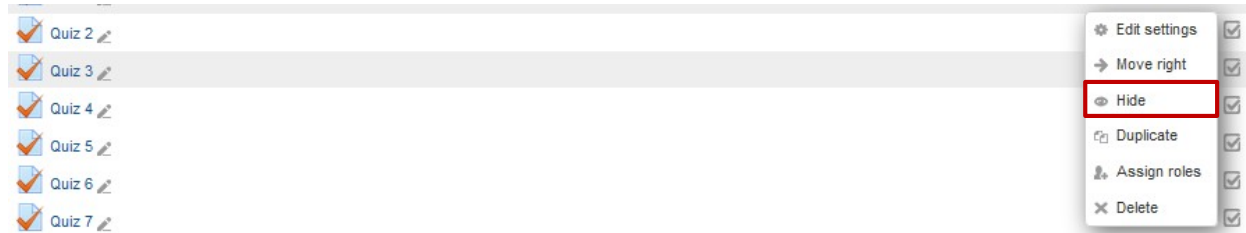
## Can your students not see their grades?

### *Is the Graded Activity Hidden?*

If students report that they are able to see most of their grades except for a particular graded activity or quiz, check to see if the activity is hidden from students. Hiding a graded activity also hides the corresponding item in the grade book.

#### QUICK FIX

- Step 1: On your course home page click **Turn editing on**. Editing icons appear next to each editable item on the page.
- Step 2: Locate the graded activity on your course page by scrolling to topic or week it is in.
- Step 3: Next to activity you will notice the word **Edit**. When you click **Edit** a drop-down appears. It will side “Hide” if the activity is visible and “Show” if the activity is hidden.



- Step 4: If the activity is hidden, click the show/hide icon once. The icon will change and should show an open eye indicating the activity is visible. The grades for the activity will also be visible in the grade book to students.

### *Are Restrict Access Settings Used In Your Course?*

The *Restrict Access* settings allow you to control when an activity is accessible by students. Making a graded activity inaccessible to students also makes the activity's grades no longer visible in the grade book. WE RECOMMEND NOT USING RESTRICT ACCESS IN MOODLE COURSES.

#### QUICK FIX

- Step 1: On your course home page click **Turn editing on**. Editing icons appear next to each editable item on the page.
- Step 2: Locate the graded activity on your course page by scrolling to topic or week it is in.
- Step 3: Next to activity you will notice the word **Edit**. Click **Edit**→**Edit Settings**.
- Step 4: On the **Edit settings** screen scroll down to the *Restrict Access* heading.
- Step 5: If the **Allow access until** setting is enabled, **UNCHECK** the *Enable* checkbox for this setting. Enabling this setting automatically means that students cannot see their grades outside the date parameters.

### Are Grade Items Set to Be Visible?

Instructors can control the visibility of individual grade items by adjusting settings on the *Categories and Items* page of the grade book. From here, you can also show or hide assignments, category totals, and the course total in the gradebook.

#### QUICK FIX

- Step 1: On your course home page, find the Gear and choose Gradebook Setup.
- Step 2: Now you should be able to see a list of the categories or folders you have set up in your gradebook and the assignments you have created in the course. Under **Action** you will see **Edit**.

Name	Weights ?	Max grade	Actions	Select
Moodle Dummy Shell		-	Edit▼	All / None
Submit Your Quiz Here	0.0	25.00	Edit▼	<input type="checkbox"/>
PrepU Quizzes	10.0	-	Edit▼	All / None
Quiz 1	1.0	10.00	Edit▼	<input type="checkbox"/>
Quiz 2	1.0	10.00	Edit▼	<input type="checkbox"/>
Quiz 3	1.0	10.00	Edit▼	<input type="checkbox"/>
Quiz 4	1.0	10.00	Edit▼	<input type="checkbox"/>
Quiz 5	1.0	10.00	Edit▼	<input type="checkbox"/>

- Step 3: Click **Edit** to access the “Show” and “Hide” functions. If “Hide” is visible (like below) then the category or activity is visible to students and if “Show” is visible then the category or activity is not visible to students.

Submit Your Quiz Here	0.0	25.00	Edit▼	<input type="checkbox"/>
PrepU Quizzes	10.0	-	Edit settings	All / None
Quiz 1	1.0	10.00	Hide	<input type="checkbox"/>

## Can you not see students' grades or grade totals in your gradebook?

### *Are Grade Items Set to Be Visible?*

Instructors can control the visibility of individual grade items by adjusting settings on the *Categories and Items* page of the grade book. From here, you can also show or hide assignments, category totals, and the course total in the gradebook.

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📁 Moodle Dummy Shell		-	Edit ▾	All / None
📁 Submit Your Quiz Here	0.0	25.00	Edit ▾	<input type="checkbox"/>
📁 PrePU Quizzes	10.0	-	Edit ▾	All / None
📁 Quiz 1	1.0	10.00	Edit ▾	<input type="checkbox"/>
📁 Quiz 2	1.0	10.00	Edit ▾	<input type="checkbox"/>
📁 Quiz 3	1.0	10.00	Edit ▾	<input type="checkbox"/>
📁 Quiz 4	1.0	10.00	Edit ▾	<input type="checkbox"/>
📁 Quiz 5	1.0	10.00	Edit ▾	<input type="checkbox"/>

- Step 3: Click **Edit** to access the “Show” and “Hide” functions. If “Hide” is visible (like below) then the category or activity is visible to students and if “Show” is visible then the category or activity is not visible to students.

📁 Submit Your Quiz Here	0.0	25.00	Edit ▾	<input type="checkbox"/>
📁 PrePU Quizzes	10.0	-	Edit ▾	All / None
📁 Quiz 1	1.0	10.00	Edit ▾ ⚙ Edit settings 👁 Hide	<input type="checkbox"/>

## Are grades locked?

### QUICK FIX

Step 1: On your course home page, find the Gear and choose Gradebook Setup.

Step 2: Scroll to the assignment(s) that is(are) not showing up properly. Click on the Edit link and choose Edit Settings.

Lesson 3 Discussion Forum	<input type="checkbox"/>	12.5	10.00	Edit <input type="checkbox"/>
Lesson 2 Discussion Forum	<input type="checkbox"/>	12.5	10.00	Edit settings <input type="checkbox"/>
Lesson 1 Discussion Forum	<input type="checkbox"/>	12.5	10.00	Hide <input type="checkbox"/>

Step 3: Under Grade Item, make sure the Locked checkbox is unchecked.

▼ Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden  Whether this grade item is hidden is controlled by the activity settings.

Locked

[Show more...](#)

## Are the grades in your gradebook not calculating properly?

### *Are your Categories or Grades Locked?*

Locking prevents changes to grades. It disables the "quick grading" and "quick feedback" features of the Grader report, and prevents modules from updating grades. Locking affects grade items and grades differently, as outlined below.

#### IN GRADE CATEGORIES

Locking has no effect on the category itself, it is only used to affect a large number of grade items at once (bulk action), which in turns locks all their grades. The locking effect cascades down to all the category's children. If the category contains categories, the locking effect continues to cascade down, locking all categories, items and grades below the initial category. A grade item can be unlocked even though its parent category is flagged as locked.

#### IN GRADE ITEMS

A locked grade item doesn't accept changes to its settings or grades from its related module. When there is no related module (as for manual grades), the locking simply prevents grader report users from changing the grade using the grader report interface.

#### IN GRADES

If a grade item is locked, its grades are also locked, and cannot be unlocked until the grade item is also unlocked.

### QUICK FIX

Step 1: On your course home page, find the Gear and choose Gradebook Setup.

Step 2: Click **Edit** to access the "Edit Settings" selection.

Step 3: Then under **Grade item** uncheck the **Locked** box. The Graded activity should appear in the gradebook and be editable in the grader report.

Grade item

Item name

Grade type  Value

Scale

Maximum grade

Minimum grade

Hidden  Whether this grade item is hidden is controlled by the activity settings.

**Locked**

[Show more...](#)

*Are your Categories setup properly?*

Remember that your gradebook categories need to be setup properly in order for your gradebook to calculate properly.