Gradebook in Moodle

This article is separated into two sections: Gradebook Setup and Gradebook Review. Gradebook setup instructions are for setting up a new gradebook in a new course or if you are completely revising the calculation of your current course's gradebook. The Gradebook review instructions are for instructors wanting feedback on how their current course's gradebook is calculating a final grade for the course.

Gradebook Setup

Instructors can create an AI prompt to get instructions to setup their gradebook. To organize the information needed for the prompt, please use the table below to answer a few questions about how grades will be calculated in the course.

Prep Questions for Gradebook Setup

Do you organize your course into weekly sections, topics, or another method? List of all Moodle Course Formats. How many weeks or topics are graded in the course.	Course Format
How many assignments, quizzes, or activities will contribute to the final grade? Please list each assessment type along with its weight or point value.	Assessment Breakdown
Do you want to categorize your assessments in the gradebook? For example, instructors can group assignments and quizzes separately or have a single category for all graded activities in the course.	Grade Categories
How do you plan to calculate the final grade? For example, should the gradebook calculate grades based on a weighted mean of grades, simple sum of points, or another method? List of all Moodle Grade Aggregation Types	Grading Aggregation Method
What grading scale do you use for your course (e.g., percentage, letter grades, pass/fail)?	Grading Scale
Do you offer extra credit in your course? If so, how would you like this to be factored into the gradebook?	Extra Credit
How do you want students to see their grades? Should they see their cumulative grade throughout the course, or just individual assignment grades?	Grade Visibility and Reporting

Using the responses from the questions in the table, you are now ready to compile all of the information into an AI prompt. Example of an AI gradebook prompt:

I organize my course into weekly sections. There are 15 weeks in my course.	Course Format
I have three assignments (20% each) and two quizzes (10% each), plus a final exam worth 30%.	Assessment Breakdown

I would like to group assignments and quizzes separately.	Grade Categories
I want to use a weighted mean of grades.	Grading Aggregation Method
I use a percentage grading scale.	Grading Scale
I offer extra credit for participation in an optional discussion board and I want this to be added to the final grade.	Extra Credit
I want students to see their cumulative grade, and I'd like a report showing overall course performance at the end.	Grade Visibility and Reporting

Now you can copy and paste all of the information into one paragraph; then enter the paragraph into ChatGPT 4o - Moodle Expert GPT.

As a Moodle 3.11.18 course instructor, I need grade book setup instructions for my course. I organize my course into weekly sections. There are 15 weeks in my course. I have three assignments (20% each) and two quizzes (10% each), plus a final exam worth 30%. I would like to group assignments and quizzes separately. I want to use a weighted mean of grades. I use a percentage grading scale. I also offer extra credit for participation in an optional discussion board and I want this to be added to the final grade. Finally, I want students to see their cumulative grade, and I'd like a report showing overall course performance at the end.

If needed, use the steps in this article To Move Grade Items and Categories in Gradebook.

Gradebook Review

If you currently have a gradebook setup in a course and want a summary of how the final grade will be calculated, you can get a summary from Chat GPT 4o.

- Login to Chat GPT 4o.
- Login to Moodle and open your course.
- In Moodle, select "Grades" from the menu on the left side of course.
- From the course gradebook, select Setup > Gradebook Setup
- Starting from the top of the gradebook setup, select and copy all of the lines text in the gradebook from the Course Name to the Course Total.
- Return to Chat GPT 4o and type:

  "As an instructor using Moodle, please explain how the final grade in this course will be calculated, "

- Then paste all the text from the gradebook setup into Chat GPT 4o. You do not need to edit any of the text you just pasted into the prompt.
- Select enter. Chat GPT will analyze the information and provide a brief summary outlining how the final course grade is calculated. If you want to change the calculation, use the Gradebook setup instructions in this article to change the gradebook.

If needed, use the steps in this article To Move Grade Items and Categories in Gradebook.