

Entering Common Exam Grades Using Moodle

Please follow the below directions to enter the results of Common Exams into Moodle.

1. Go to <http://moodle.njit.edu> and login using your **UCID login** and **password**.

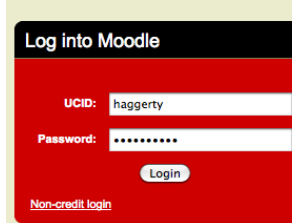


Figure 1: Log into Moodle

2. After logging in users will be taken to the “**My Moodle**” screen where they see their courses. To enter a course, go to the “**My Courses**” block located in the upper left portion of the screen. Below the little icon of the house with the words “**NJIT**” there will be folders for each semester (see figure 2). Click on the “**+**” sign to expand the folder and list all of your courses.

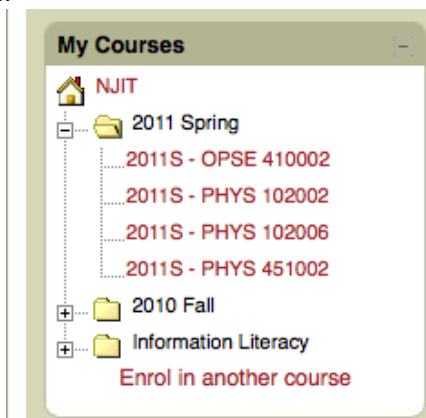


Figure 2: My Courses

3. Enter a course by clicking on the course title. For example, “**2011S – PHYS 102002**” in figure 2.
4. Locate the “**Activities**” block and click on the “**Assignments**” link (see figure 3).

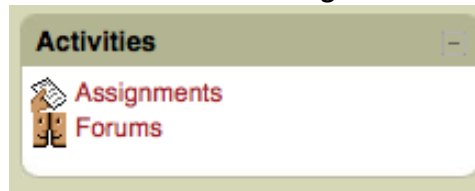


Figure 3: “Assignments”

5. The “**Assignments**” screen will list all of the Assignments/Common Exams that have been added to your course. To enter grades for a particular assignments click on the “**No attempts have been made on this assignment**” link (see figure 4).



Week	Name	Assignment type	Due date	Submitted
4	Common Exam 1	Offline activity	Wednesday, 9 February 2011, 05:40 PM	No attempts have been made on this assignment

Figure 4: “No attempts have been made on this assignment”

- In the bottom right portion of the page locate the “**Submissions shown per page**”. If you would like to see all your students listed on one page increase that number from “10” to something like “40”. Put a check in the “Allow quick grading” box and then click “**Save preferences**” (see figure 5). **Note:** you will only need to do this once – Moodle will remember your preferences.

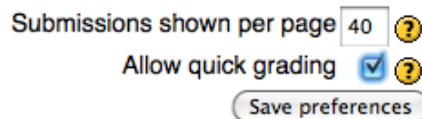


Figure 5: Setting your preferences

- To the right of each name will be a “**Grade**” drop-down menu. Enter the grade for each student (see figure 6).

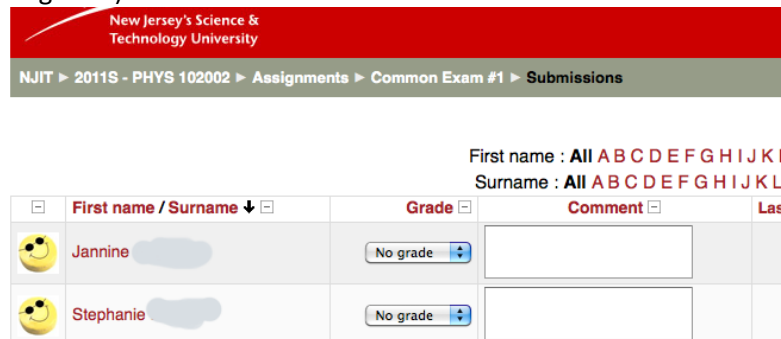


Figure 6: Enter grades.

- After entering the grades scroll down and click “Save all my feedback” (see figure 7). If you do not do this the grades will not be saved.** Note: if the “Send notification emails” is checked students will get an email letting them know that new grades are available. (Note: The results for Math are hidden so students will not be able to see grades even if this option is checked).

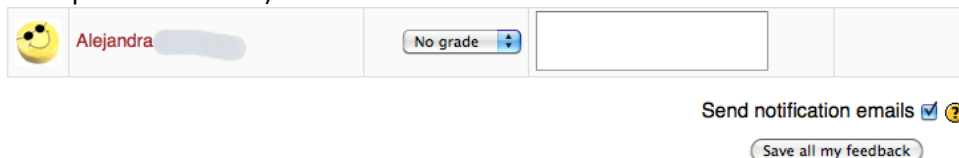


Figure 7: “Save all my feedback” button.

- It is possible to sort students alphabetically either by first or last name (surname). To sort by last name click on the “Surname” link. To sort by first name click “First name”.