Entering Grades for Assignments Using Moodle

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


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 – MATH 111004” 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 that have been added to your course. To enter grades for a particular assignment click on the “No attempts have been made on this assignment” link – this will appear to the right of the assignment name (see figure 4).

Figure 4: “No attempts have been made on this assignment”
6. The first time that you log into a course you will want to set your grading preferences. In the lower right portion of the screen locate the “Submissions shown per page”. If you would like to see all your students listed on one page increase that number from “10”. Put a check in the “Allow quick grading” box and then click the “Save preferences” button (see figure 5). **Note:** you will only need to do this once – Moodle will remember your preferences.

![Figure 5: Setting your preferences](image)

7. 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.](image)

8. After entering the grades scroll down and click “Save all my feedback” (see figure 7). If the “Send notification emails” is checked students will get an email letting them know that new grades are available. **Note:** If you forget to click “Save all my feedback” the grades will not be recorded.

![Figure 7: “Save all my feedback” button.](image)

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