

Entering Grades for Assignments Using Moodle

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

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

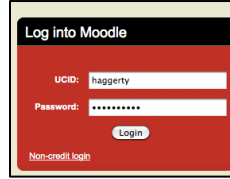


Figure 1: Log into Moodle

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.

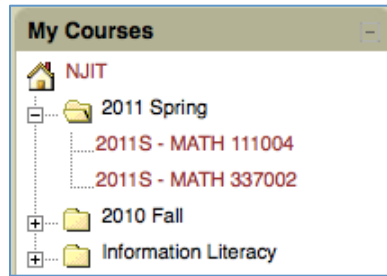


Figure 2: My Courses

3. Enter a course by clicking on the course title. For example, **“2011S – 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).

Due date	Submitted
Friday, 18 February 2011, 09:45 AM	No attempts have been made on this assignment
Friday, 25 March 2011, 09:45 AM	No attempts have been made on this assignment

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

- 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.

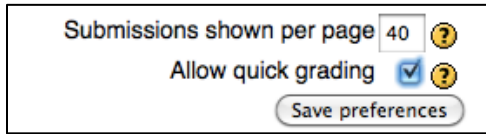


Figure 5: Setting your preferences

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

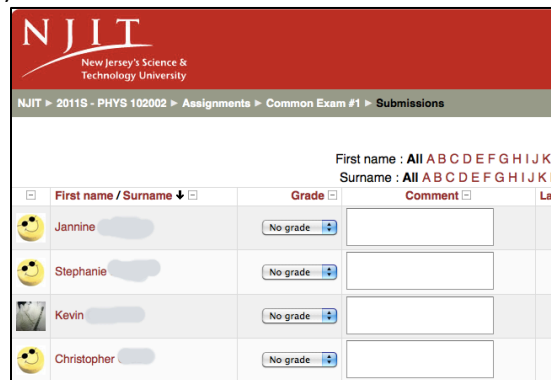


Figure 6: Enter grades.

- After entering the grades scroll down and click **“Save all my feedback”** (see figure 7). If 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.**

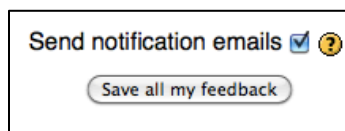


Figure 7: **“Save all my feedback”** button.

- 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”**.