

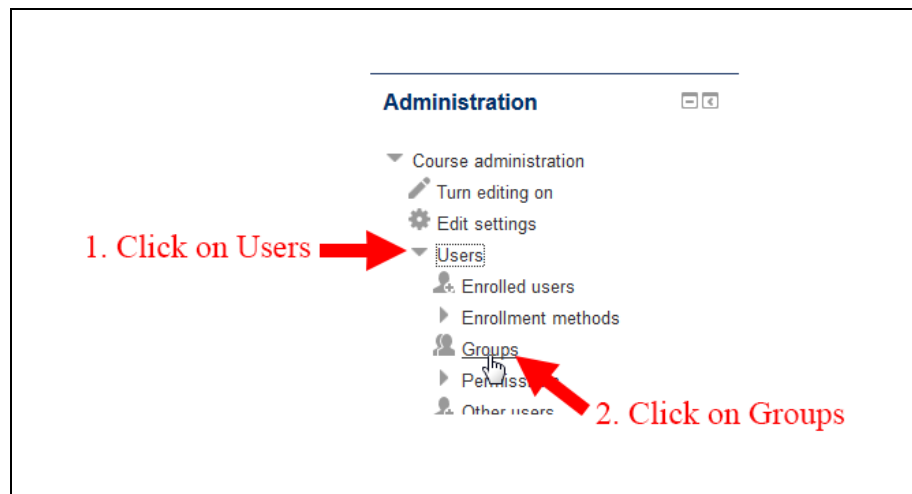
Moodle Quick Start Guide: Sorting the Gradebook by Groups

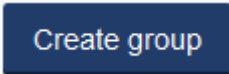
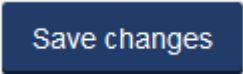
If you are teaching a course with more than one section, it is often very efficient to use just one Moodle course that merges those section(s). You can then upload course-related documents into the single merged course, rather than needing to maintain two or more separate Moodle courses with the same or similar content. The one disadvantage of using a merged course, though, is the combining of course rosters in the Gradebook. From Moodle's perspective, the merged course is just a single course, and all the students enrolled in it are listed in the Gradebook in alphabetical order, regardless of their individual section. To make grading easier, you can create section groups in the course and then change the settings for the course, allowing you to sort the Gradebook by section. The process involves three steps that we will describe separately:

- I. Creating groups in your course
- II. Changing the group mode for the course (temporarily)
- III. Sorting the Gradebook by group.

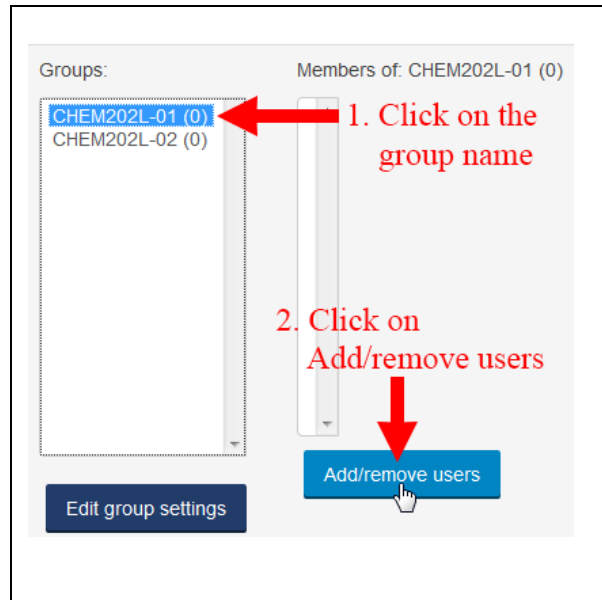
I. Creating Groups in your Moodle Course

1. If you are teaching a multi-section lab course, then it would be time-consuming to create all the groups manually. A Moodle administrator can batch upload groups into your course based on the section information in Banner. Please contact Leslie Harris (ldh007@bucknell.edu) if you would like the groups created by that batch upload process.
2. For smaller courses, you begin the process of creating group by clicking on Users in the Administration block and then on Groups:

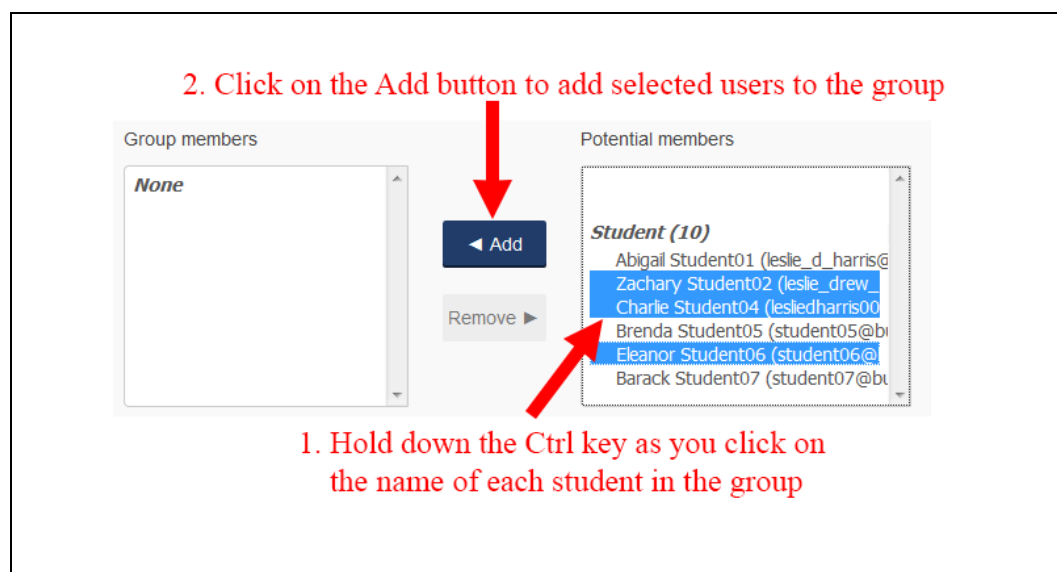


3. At the bottom of the page, on the left-hand side, click on the  button.
4. Type a name for the group in the "Group name" field, and scroll down to the bottom to click on the  button.

- Moodle will return you to the Groups page. Repeat steps 3 and 4 just above until you have created all the groups you need.
- You will now need to add users to each group. Click on the name of one of the groups that you just created, and click on the Add/remove users button:



- You will most likely want to add all of the students to the group at once. To do that, hold down the “Ctrl” key on your keyboard as you click on the name of each student who belongs in the group. When you have highlighted all the names, click on the “Add” button:



- Once you have added all the names to the first group (and the names appear in the “Group members” column), scroll down to the bottom of the page, and click on the

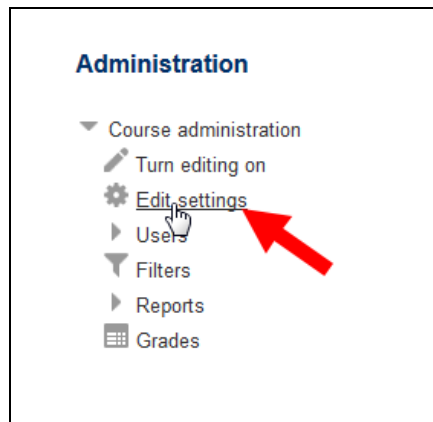
Back to groups

button.

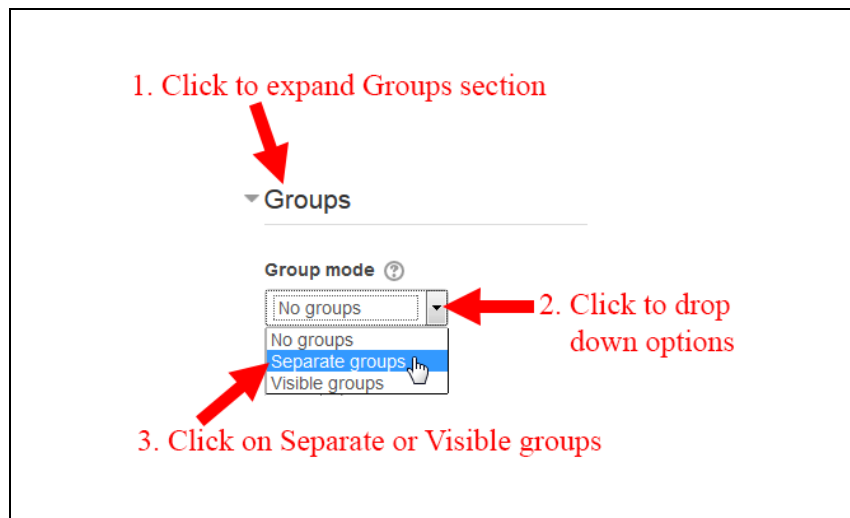
- Repeat steps 6 through 8 above for the rest of your groups.

II. Changing the Group Mode for your Course

- In order to sort the Gradebook based on the groups that you just created, you need to edit the Group mode setting for your course. In the Administration block on the right-hand side of the page, click on the “Edit settings” link:



- Scroll down to the Groups section of the course settings page, and click on “Groups” to expand that section. In the “Group mode” area, click on the downward-facing triangle to drop down the possible group modes, and click on Separate groups or Visible groups:

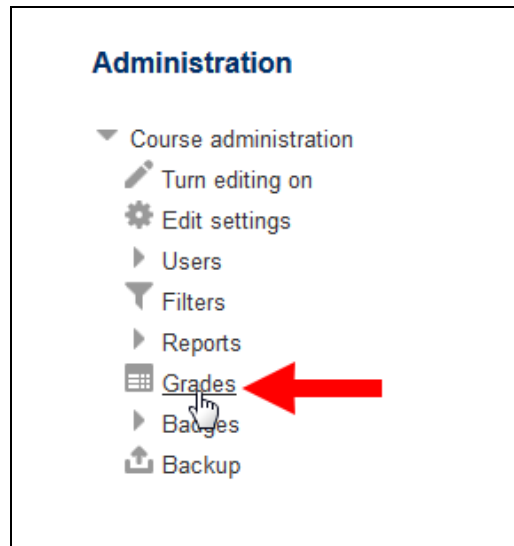


Save changes

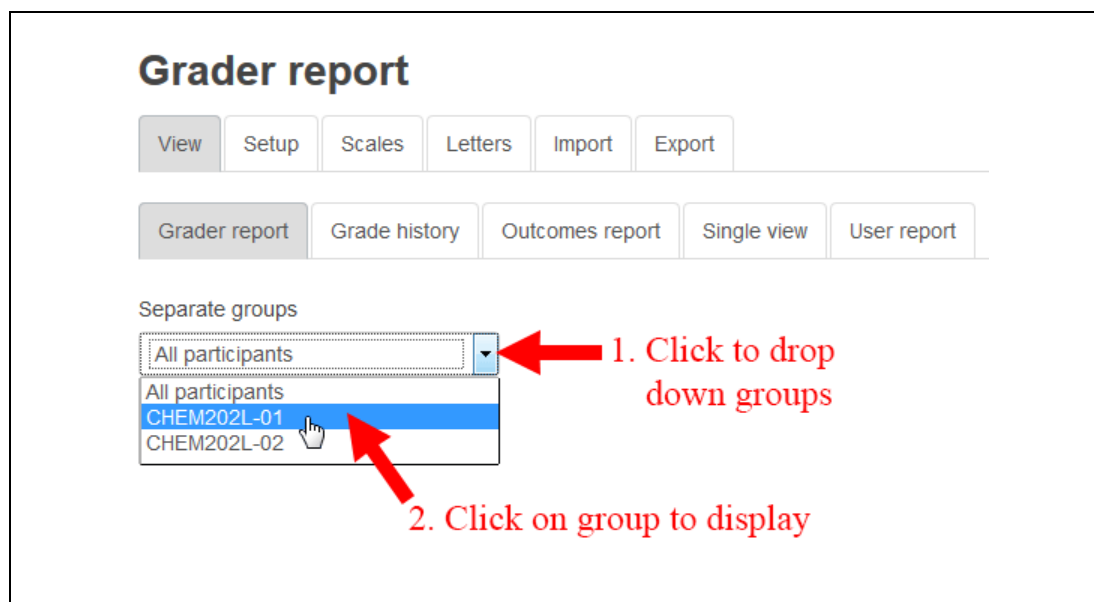
- Scroll down to the bottom of the page, and click on the button.

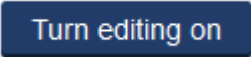


III. Sorting the Gradebook by Group

1. “Separate groups” means that any content restricted to a group can be seen only by that group. “Visible Groups” means that all the content is visible, but only members of a group can click on content restricted to each group. For the Gradebook sorting, that distinction isn’t important. What is important is that you have changed your default group mode to one of those two choices. You are now ready to click on the Grades link in the Administration block so that you can sort your Gradebook by each group:



2. Near the top of the page, just under the “Grader report” tab is a new drop-down menu. Click on the downward-facing triangle to display the list of groups you created, and click on a particular group to display in the Gradebook only that group’s grades:



3. If you want to add grades to the Gradebook (for the group that you chose), you need to click on the  button at the top of the page, near the right. Don't forget to click on the  button to save the grades that you entered.
4. When you have finished adding grades for that group, you can choose a different group at the top of the Gradebook (as in the figure just above), add grades for those students, and click on the  button once again.
5. When you are done entering grades, I recommend that you click on Edit settings in the Administration block again to restore the Group mode for the course to "No groups." (See Section II above.) That way, any content you add to the course will be available to all students in the course by default, rather than being limited to students in a particular group. You can repeat the actions in Sections II and III of these instructions the next time you want to enter grades for your course.