



Entering and Editing Grades

1. At course page, enable **Edit mode** and then click on **Grades** at Course menu.

XMUM Moodle Home Dashboard My courses

Q 🔔 TT **Edit mode** ☒

Course Settings Participants **Grades** Reports More ▾

THE0205 Introduction to International Politics 2024/02
Premanathan

Arts In Advertising
2023 - 2024

▸ General Collapse all

▾ 13 February - 19 February

2. To edit a grade, select **Single view** from the drop-down menu.

THE0205 Introduction to International Politics 2024/02
Premanathan: View: Grader report

Arts In Advertising 2023 - 2024
Grader report

Grader report ▾

View

- ▾ **Grader report**
- Grade history
- Overview report
- Single view**
- Grade summary
- History report

	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

3. There are two methods to override grade:
 - Override grade for a specific student. Or
 - Override grade for multiple students for a specific activity.



4. To edit grade for a specific student, select **Users** at **View By** and select the student name from **Select a user list**.

Single view ▾

VIEW BY **Users** Grade items

Select a user ▾

Search users

JIAN HONG OO	fis2108277@xmu.edu.my
PREMANATHAN SAR...	premanathan@xmu.edu...
moodle tester Tester	FIS2108277@xmu.edu.my

Single view

Select a user above to view all their grades

In single view you can override or exclude selected grades and bulk insert grades.

5. Tick **Override** checkbox at the activity to edit grade. Enter **Grade** and **Feedback** columns. Click **Save** to save grade changes. A confirmation message will appear.

Single view ▾

JO **JIAN HONG OO** fis2108277@xmu.edu.my ▾

Actions ▾

VIEW BY **Users** Grade items

JO **JIAN HONG OO**

Grade item	Grade category	Grade	Range	Feedback	Override	Exclude
ASSIGNMENT Assignment PDF Submit	... THE0205 Introduction to International Politics 2024/02 Premanathan	90.00	0.00 - 100.00	<p>Good</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save



6. To edit grade for multiple students for a specific activity, select **Grade Items** and select the specific activity name from **Select a grade item** list. Repeat step 5 above.

Single view ▾ Select a grade item ▾ VIEW BY Users **Grade items**

Single view

Search grade items

- Assignment PDF Submit
- Assignment (April)
- Assignment 2 - Activity Instructions
- Assignment 2 - Activity Instructions (copy)
- Assignment 3
- Quiz 1

Select a grade item above

In single view you can override or exclude selected grades and bulk insert grades.

Single view ▾ Select a grade item **Assignment (April)** Actions ▾ VIEW BY Users **Grade items**

Editing grades for Assignment (April)

User full name	Grade	Range	Feedback	Override	Exclude
JO JIAN HONG OO	80.00	0.00 - 100.00	<p>Good job</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PS PREMANATHAN SARKUNAM		0.00 - 100.00		<input type="checkbox"/>	<input type="checkbox"/>
mT moodle tester Tester		0.00 - 100.00		<input type="checkbox"/>	<input type="checkbox"/>

Save

7. Override grade **highlighted in yellow** in Grader report.

				THE0205 Introduction to Int...
First name / Last name	ID number	Email address		Assignment PDF Submit
Controls				
PS PREMANATHAN SARKUNAM	2518138	premanathan@xmu.edu.my		
mT moodle tester Tester	Tester1	FIS2108277@xmu.edu.my		
JO JIAN HONG OO	FIS2108277	fis2108277@xmu.edu.my		
Overall average				80.00