

Overriding a Grade in Moodle

You can always modify any grade in Moodle by overriding it. The process is very simple, and the gradebook is set up to clearly mark which grades have been modified and overridden for future reference.

1. Go to the Grades tile and on the first page, confirm that the View and the Grader Report tabs are enabled.

The screenshot shows the Moodle interface for a course named 'Rubric course'. The left sidebar contains a 'Grades' tile. The main content area is titled 'Rubric course: View: Preferences: Grader report'. Below the title, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Grader report' tab is selected. Below the tabs, there are sub-tabs for 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The 'Grader report' sub-tab is selected. Below the sub-tabs, there is a section for 'All participants: 2/2' with filters for 'First name' and 'Surname'. Below the filters, there is a table with columns for 'First name / Surname', 'Email address', 'Written Responses', 'Written Responses total', 'short paper', 'short paper total', 'final', 'final total', and 'Course total'. The table contains two rows of data: 'Reiley Noe' and 'Joe Student'. The 'Written Responses' column for 'Reiley Noe' has a value of 88.00. The 'Written Responses' column for 'Joe Student' has a value of 74.00. The 'Overall average' row shows an average of 81.00 for 'Written Responses' and 89.00 for 'short paper'. There are two red circles with numbers '1' and '2' pointing to the 'View' and 'Grader report' tabs respectively.

First name / Surname	Email address	Written Responses	Written Responses total	short paper	short paper total	final	final total	Course total
Reiley Noe	noe@hanover.edu	88.00	88.00	83.00	83.00	-	-	85.50
Joe Student	student16@hanover.edu	74.00	74.00	95.00	95.00	-	-	84.50
Overall average	Overall average	81.00	81.00	89.00	89.00	-	-	85.00

2. Click on the pen icon at the top of the column for the grade item that you need to change.

The screenshot shows the Moodle interface for a course named 'Rubric course'. The left sidebar contains a 'Grades' tile. The main content area is titled 'Rubric course: View: Preferences: Grader report'. Below the title, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Grader report' tab is selected. Below the tabs, there are sub-tabs for 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The 'Grader report' sub-tab is selected. Below the sub-tabs, there is a section for 'All participants: 2/2' with filters for 'First name' and 'Surname'. Below the filters, there is a table with columns for 'First name / Surname', 'Email address', 'Written Responses', 'Written Responses total', 'short paper', 'short paper total', 'final', 'final total', and 'Course total'. The table contains two rows of data: 'Reiley Noe' and 'Joe Student'. The 'Written Responses' column for 'Reiley Noe' has a value of 88.00. The 'Written Responses' column for 'Joe Student' has a value of 74.00. The 'Overall average' row shows an average of 81.00 for 'Written Responses' and 89.00 for 'short paper'. A red circle highlights the pen icon at the top of the 'Written Responses' column for 'Reiley Noe'.

First name / Surname	Email address	Written Responses	Written Responses total	short paper	short paper total	final	final total	Course total
Reiley Noe	noe@hanover.edu	88.00	88.00	83.00	83.00	-	-	85.31
Joe Student	student16@hanover.edu	74.00	74.00	95.00	95.00	-	-	85.31
Overall average	Overall average	81.00	81.00	89.00	89.00	-	-	85.31

3. You'll see the grades for this particular grade item. The students are arrayed vertically. Find the student whose grades need to be overridden and tick on the box across from his or her name. If you need to override everyone's grades, just click on the All at the top of the Override All/None column.

Rubric course: View: Single view

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Single view

Grade item: Written response

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select grade item... Select user... Save

User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
Reiley Noe	0.00 - 100.00	88.00		<input type="checkbox"/>	<input type="checkbox"/>
Joe Student	0.00 - 100.00	74.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Perform bulk insert
For Empty grades Insert value 0

Items per page 100 Save

Select grade item... Select user... Category total

4. The grayed-out field becomes white, and you can make the change to the grade value there.

Rubric course: View: Single view

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Single view

Grade item: Written response

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select grade item... Select user... Save

User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
Reiley Noe	0.00 - 100.00	88.00		<input type="checkbox"/>	<input type="checkbox"/>
Joe Student	0.00 - 100.00	74.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Perform bulk insert
For Empty grades Insert value 0

Items per page 100 Save

Select grade item... Select user... Category total

5. We'll change Joe's 74 to an 82. He made a good case for the change.

Rubric course: View: Single view

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Single view

Grade item: Written response

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select grade item... Select user... Save

User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
Reiley Noe	0.00 - 100.00	88.00		<input type="checkbox"/>	<input type="checkbox"/>
Joe Student	0.00 - 100.00	82.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Perform bulk insert
For Empty grades Insert value 0

Items per page 100

Select grade item... Select user... Save

6. After you've made the change or changes, click on Save.

Rubric course: View: Single view

Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Single view

Grade item: Written response

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Select grade item... Select user... Save

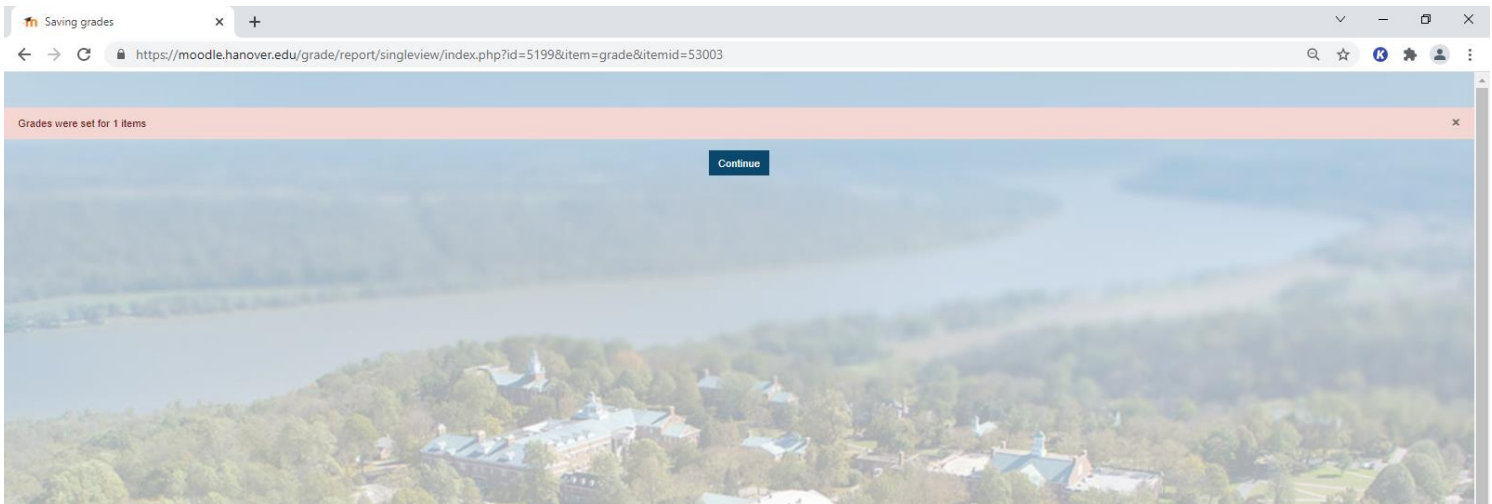
User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
Reiley Noe	0.00 - 100.00	88.00		<input type="checkbox"/>	<input type="checkbox"/>
Joe Student	0.00 - 100.00	82.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>

☐ Perform bulk insert
For Empty grades Insert value 0

Items per page 100

Select grade item... Select user... Save

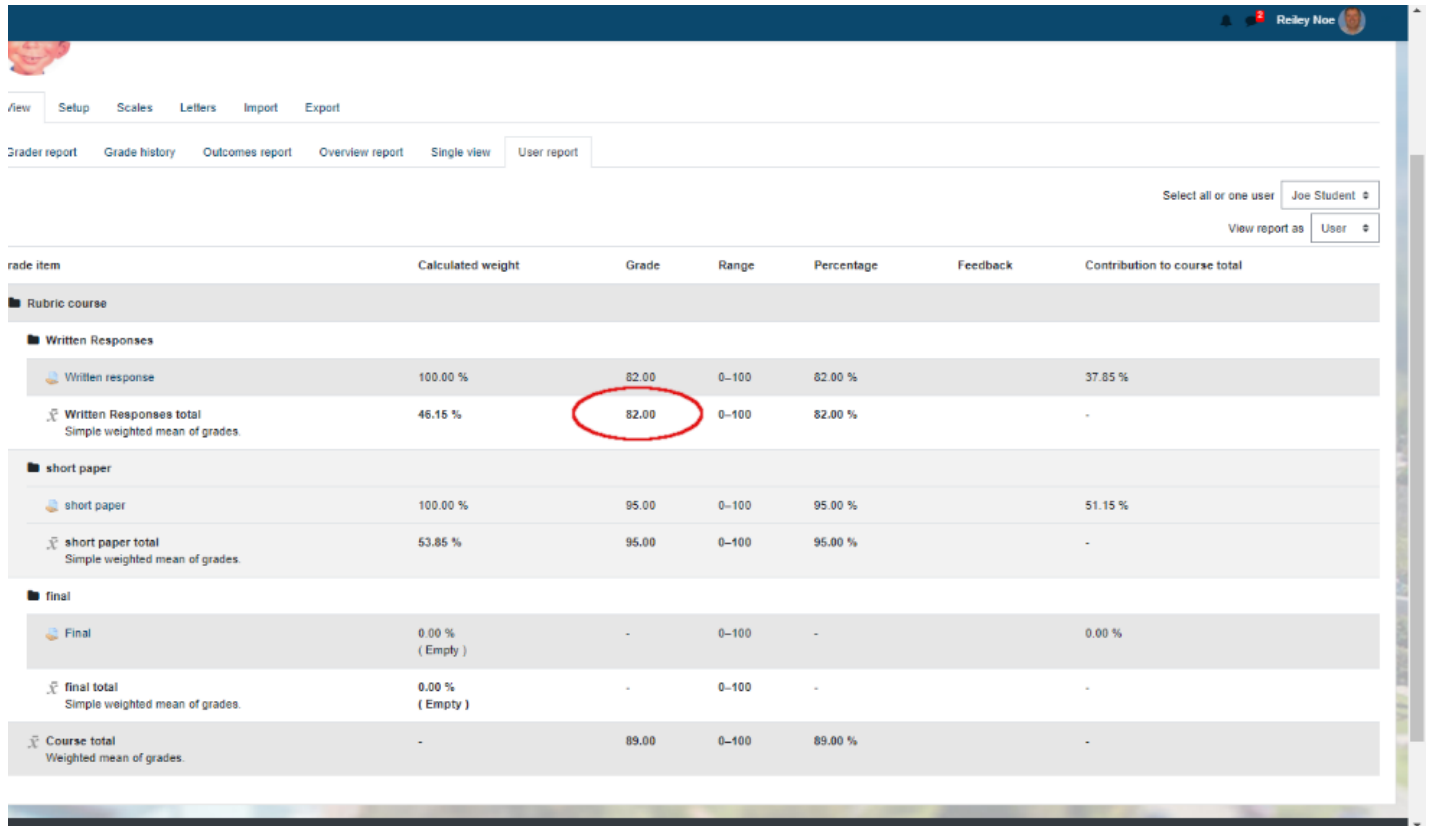
- After you've clicked Save, you'll be sent to this screen. Click continue.



- You can check the User Report to see how the change appears to a student.

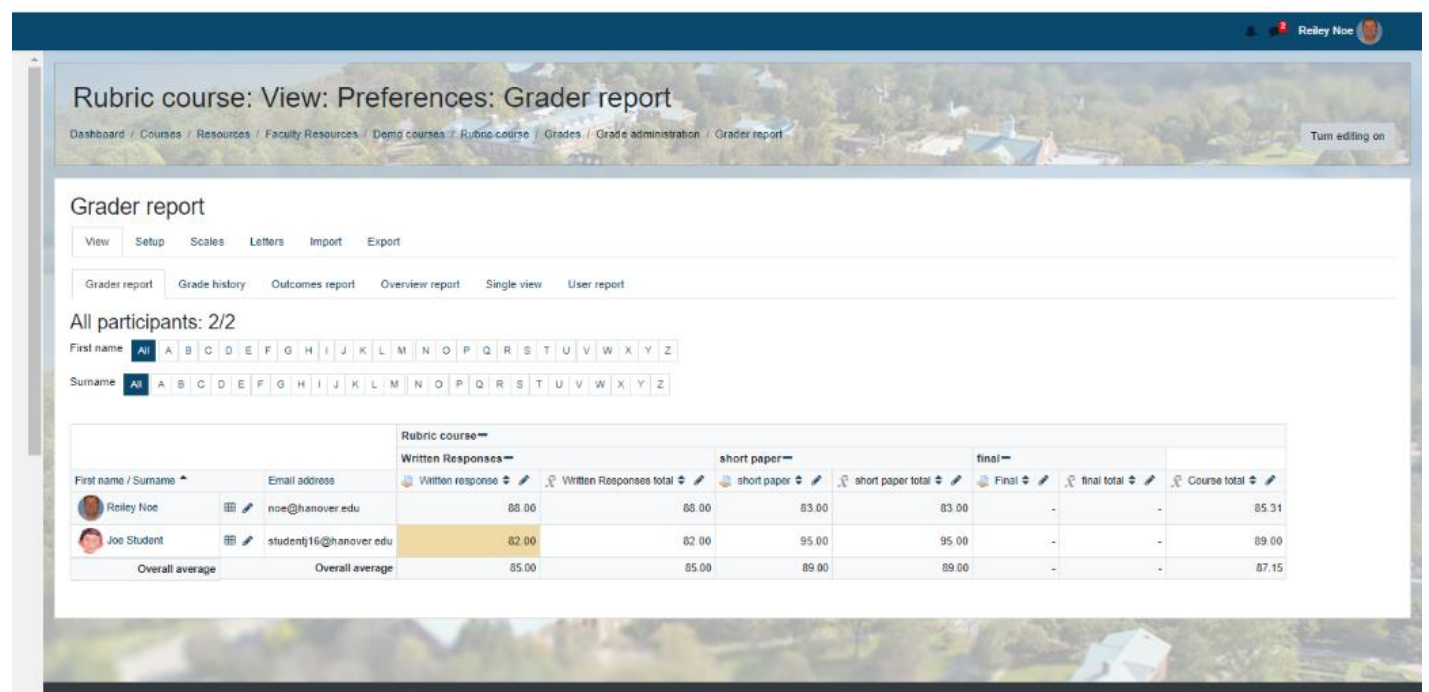
A screenshot of the Moodle 'User report' for a grade item. The page title is 'Rubric course: View: Single view'. Below it is a breadcrumb trail: 'Dashboard / Courses / Resources / Faculty Resources / Demo courses / Rubric course / Grades / Single view'. The main heading is 'Grade item: Written response'. There are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below these are tabs for 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The 'User report' tab is selected and circled in red. On the right side, there are dropdown menus for 'Select grade item...' and 'Select user...', and a 'Category total' link. Below these is a 'Save' button. The main content area is a table with the following columns: 'User full name', 'Range', 'Grade', 'Feedback', 'Override All / None', and 'Exclude All / None'. The table has two rows: one for 'Reiley Noe' with a grade of 88.00, and one for 'Joe Student' with a grade of 82.00. Below the table, there is a checkbox for 'Perform bulk insert', a 'For' dropdown set to 'Empty grades', and an 'Insert value' input field with the number '0'. At the bottom right, there is another 'Save' button and the same dropdown menus as above. The footer of the page says 'Moodle Docs for this page'.

9. Joe Student's user report shows an 82 as the score now, rather than a 74.



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Rubric course						
Written Responses						
Written response	100.00 %	82.00	0-100	82.00 %		37.85 %
Written Responses total Simple weighted mean of grades.	46.15 %	82.00	0-100	82.00 %		-
short paper						
short paper	100.00 %	95.00	0-100	95.00 %		51.15 %
short paper total Simple weighted mean of grades.	53.85 %	95.00	0-100	95.00 %		-
final						
Final	0.00 % (Empty)	-	0-100	-		0.00 %
final total Simple weighted mean of grades.	0.00 % (Empty)	-	0-100	-		-
Course total Weighted mean of grades.	-	89.00	0-100	89.00 %		-

10. One last thing. On the Grader Report screen, you'll notice that the cell with the revised grade is marked in Tan to let you know that that grade is a revision.



Rubric course: View: Preferences: Grader report

Dashboard / Courses / Resources / Faculty Resources / Demig courses / Rubric course / Grades / Grade administration / Grader report

Turn editing on

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 2/2

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Rubric course		short paper		final		
		Written Responses		short paper		final		
First name / Surname	Email address	Written response	Written Responses total	short paper	short paper total	Final	final total	Course total
Riley Noe	noe@hanover.edu	88.00	88.00	83.00	83.00	-	-	85.31
Joe Student	student16@hanover.edu	82.00	82.00	95.00	95.00	-	-	89.00
Overall average	Overall average	85.00	85.00	89.00	89.00	-	-	87.15