

Course Title: Moodle Gradebook Setup Training

Course Description: The 9-hour training course is designed for educators, trainers, LMS Administrators, and those who have basic or advanced knowledge about the Learning Management System, Moodle. This training course will be focused on Moodle grading and setting up your Moodle gradebook for your courses. The participants will be given a sandbox course where they can create sample activities and set up their gradebook as part of the workshop.

Guidelines:

1. Participants will be enrolled in the course for 1 month.
2. There will be a live webinar session for the full discussion and demonstration.
3. The participants will be given a sandbox course where they can create sample activities and set up their gradebook as part of the workshop. They will be given feedback by the trainers.
4. At the end of the course, the participants will take an assessment. This can be theoretical and situational assessment.
5. Before generating their Certificate of Completion the participants will answer a Final Course Survey

General Objectives:

At the end of this course, participants should be able to;

- Learn and understand the Moodle Gradebook
- Setup their own gradebook with customized formula for grade computations
- Import and export grader reports

MODULES	TOPICS	LEARNING OUTCOMES	METHODOLOGIES	DURATION
Module 1	1. Gradebook overview	<ol style="list-style-type: none"> 1. Define and learn the overview of the Gradebook Setup. 2. To access Gradebook Setup in the Moodle course, and view different roles 3. Recognize the difference between Points and Scales 4. Manage grade letters and outcomes reports. 	<ul style="list-style-type: none"> ● Presentation ● Discussion ● Assessment 	3 hours
Module 2	<ol style="list-style-type: none"> 1. Grade Categories and Grade Items 2. Grade Aggregation 3. Grade Calculation 	<ol style="list-style-type: none"> 1. Discuss the Grade categories and Grade Items; Categorize course activities; 2. Identify and Enumerate the aggregation strategy used to calculate the overall grade of a grade category. 3. Explain and demonstrate the use of Grade calculation 4. Organized the Gradebook setup and Formulated the Grading system. 	<ul style="list-style-type: none"> ● Presentation ● Discussion ● Assessment ● Workshop 	3 hours
Module 3	<ol style="list-style-type: none"> 1. Grade settings 2. Grade Import and Export 	<ol style="list-style-type: none"> 1. Identify and discuss the grade settings and grader report preferences 2. Import Grades by copying a relevant column from a spreadsheet; and define other methods. 3. Exporting Grades in an excel spreadsheet. 	<ul style="list-style-type: none"> ● Presentation ● Discussion ● Assessment 	3 hours