



## Change Marks in the Gradebook

Unless you are marking an activity that was **conducted offline**, you will generally not be entering marks directly in the Moodle Gradebook. But if you want to change grades after they've been assigned, you'll need to go to the *Grader report* in the Gradebook to do so.

All changes you make to marks in the *Grader report* are treated by Moodle as grade overrides, and highlighted as such.

## Who can override marks and edit feedback in the Gradebook?

Sometimes an Instructor or a Teaching Assistant will want to change a mark that's been forwarded to the Gradebook, and this can be done in the Gradebook itself. These two are the only roles that can edit marks in the Gradebook, although a Grading Tutor can view the Gradebook for a course.

Role	View Gradebook	Edit Gradebook
Instructor	Yes	<b>Yes</b>
Teaching Assistant	Yes	<b>Yes</b>
Grading Tutor	Yes	No
Non-Grading Tutor	No	No

## Overriding marks

- Users with the role of **Instructor** and **Teaching Assistant** can override grades in the Gradebook as described below in the **How to override marks** section.
- A **Grading Tutor** wanting to:
  - **grade an assignment** clicks the assignment's heading link in the Gradebook, or accesses the assignment's *Grading summary* page using the assignment link on the course home page. On that page they click **View/grade all submissions**. On the assignment's *Grading* page they enter their marks, which will display in the Gradebook.
  - **override a quiz grade** cannot change the quiz grade just by changing the total in the Gradebook (as an Instructor or a Teaching Assistant can). To re-grade a quiz, they must click the quiz link *inside the Grader report*

- **A Non-Grading Tutor:**

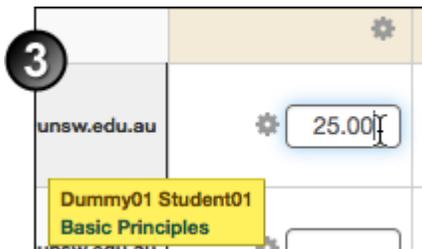
- can only access an **assignment's** *Grading summary* page from the link on the course main page. On the *Grading summary* page, they click **View/grade all submissions**. They can view, but cannot grade, submissions.
- cannot view the Grader report, so cannot re-grade a **quiz**.

## Editing comments/feedback

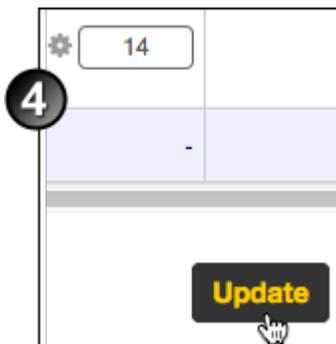
The same permissions apply to editing comments as apply to overriding marks in the Gradebook. Only **Instructors** and **Teaching Assistants** can override comments directly in the *Grader report*. We do not advise doing this. It results in the comments in the assignment view differing from those in the *Grader report*, as the assignment grading page information is used to update the Gradebook, not the other way around.

## How to override marks in the Gradebook

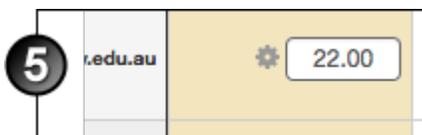
1. Open the Grader report and click **Turn editing on** .
2. Scroll down to the appropriate student's row, and scroll across to the relevant grade item column.
3. Highlight the entered mark.



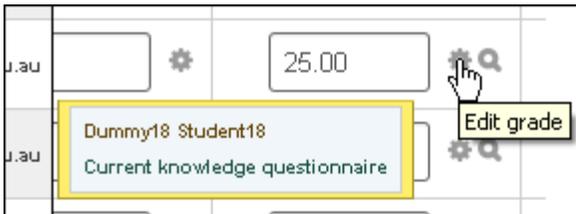
4. Enter the new mark and click **Update** at the bottom of the page.



5. The new mark displays - the cell is highlighted to indicate a changed grade.



Instead of following steps 3 to 5 above, you can click the Edit grade icon  beside the cell. This will open the *Edit grade* page, where you can perform more complex edits on an individual mark:



### Edit grade

User:

Item name:

Overridden 

Final grade 

Excluded 

Hidden 

Hidden until:

Locked 

Lock after:

Feedback 

Font family  Font size  Paragraph

**B** *I* U ~~S~~  $x_2$   $x^2$          

What you say about oral history generally is qu  
think you're ignoring the very great value this d  
of giving some lively, current commentary on e  
of great historical significance in this industry.

Path: p

Once a mark is overridden in the Gradebook, the mark can no longer be changed from within the related activity. If you want to be able to change the mark from within the activity, on the *Grader report* page click the Edit grade  icon, then in the *Edit grade* page de-select the **Overridden** check box and click **Save changes**.



## Overriding a category total

When you **override a category total**, the Gradebook will no longer calculate the category total automatically.

To turn automatic calculation back on:

- Click the Edit icon  for the relevant category total in the *Grader report*.
- In the *Grader report: Edit grade* page, de-select the **Overridden** check box and click **Save changes**.

## Overriding feedback

When you modify feedback for online activities in the Gradebook, the changes do not display in the original activity.

To avoid a situation where students see conflicting feedback in different locations, we recommend that you **make any necessary changes to feedback within the original activity** wherever possible.

## Don't override a Turnitin assignment mark in the Gradebook!

For assignments that were originally graded using GradeMark, do not override the mark in the Gradebook. **Only enter or override the grade in GradeMark itself.** Because of the structural design of the Moodle-Turnitin integration modules in relation to the Gradebook, Moodle does not pass such grades back to Turnitin/GradeMark, so students who view the assignment in GradeMark will only see the old grade, or no grade at all.

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<https://teaching.unsw.edu.au/moodle-change-marks-gradebook>