



Grading in Moodle Based on a Rubric

Notes for MSM lecturers on how to grade in Moodle using a Moodle assessment rubric



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This can apply to both individual and group assignments.



Accessing Moodle



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Accessing Moodle

1. Go to moodle.msm.nl and enter your username and password.

moodle.msm.nl/login/index.php

MSM Virtual Learning Environment

Username / email

Password

Remember username

Log in

[Click here to reset your password!](#)

Cookies must be enabled in your browser

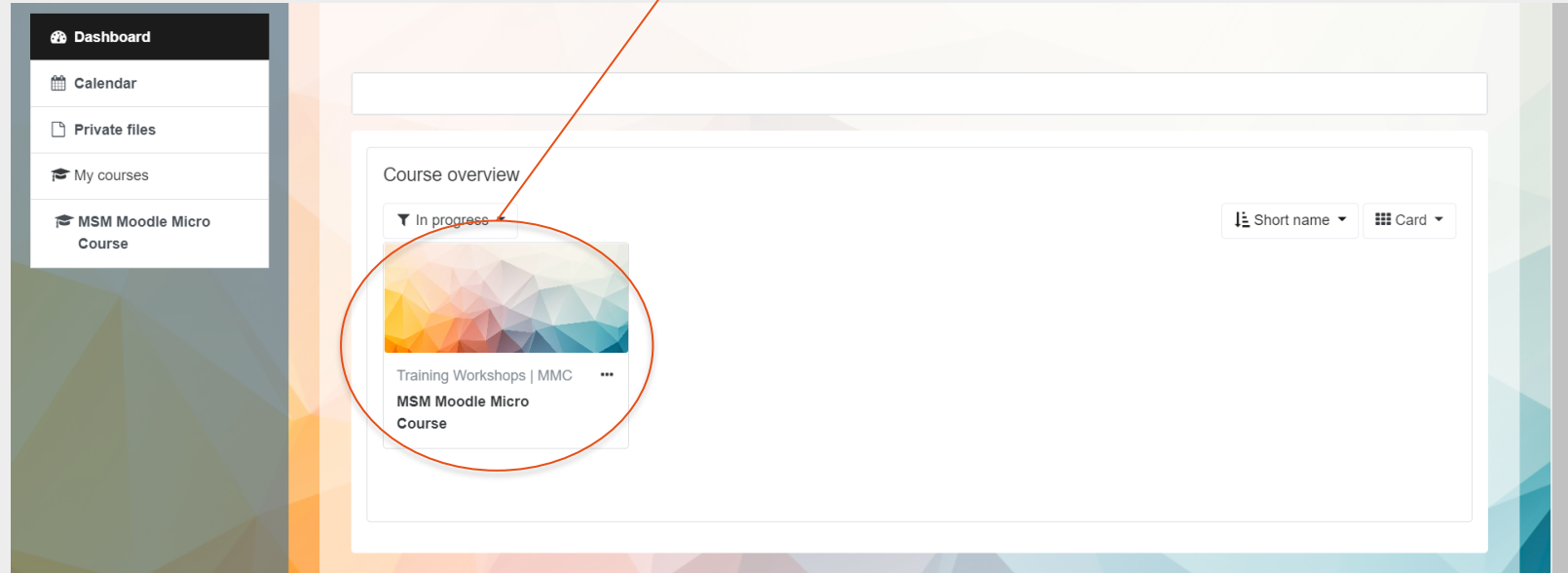
Is this your first time here?

Note

The username and password for Moodle are not necessarily the same as those for your MSM account.

Accessing Moodle

2. Click on the course you need to grade.



The background of the slide is a photograph of a large, multi-story brick building with a gabled roof and many windows. A semi-transparent red banner is overlaid across the middle of the image, containing the title text. Below the banner, a paved walkway leads through a grassy area with some people walking.

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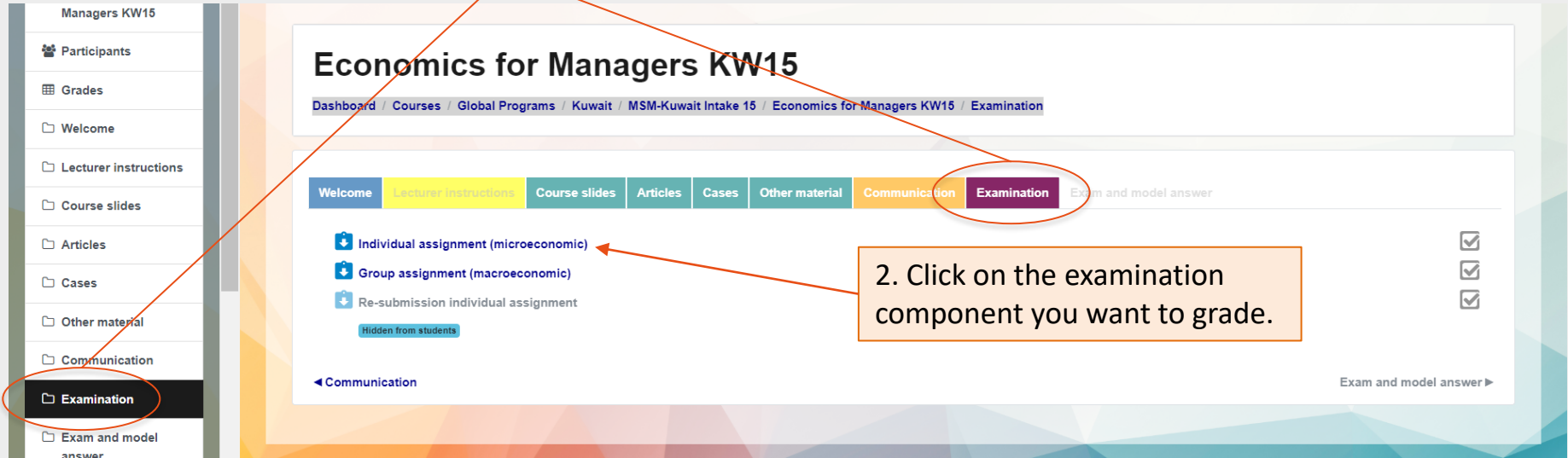
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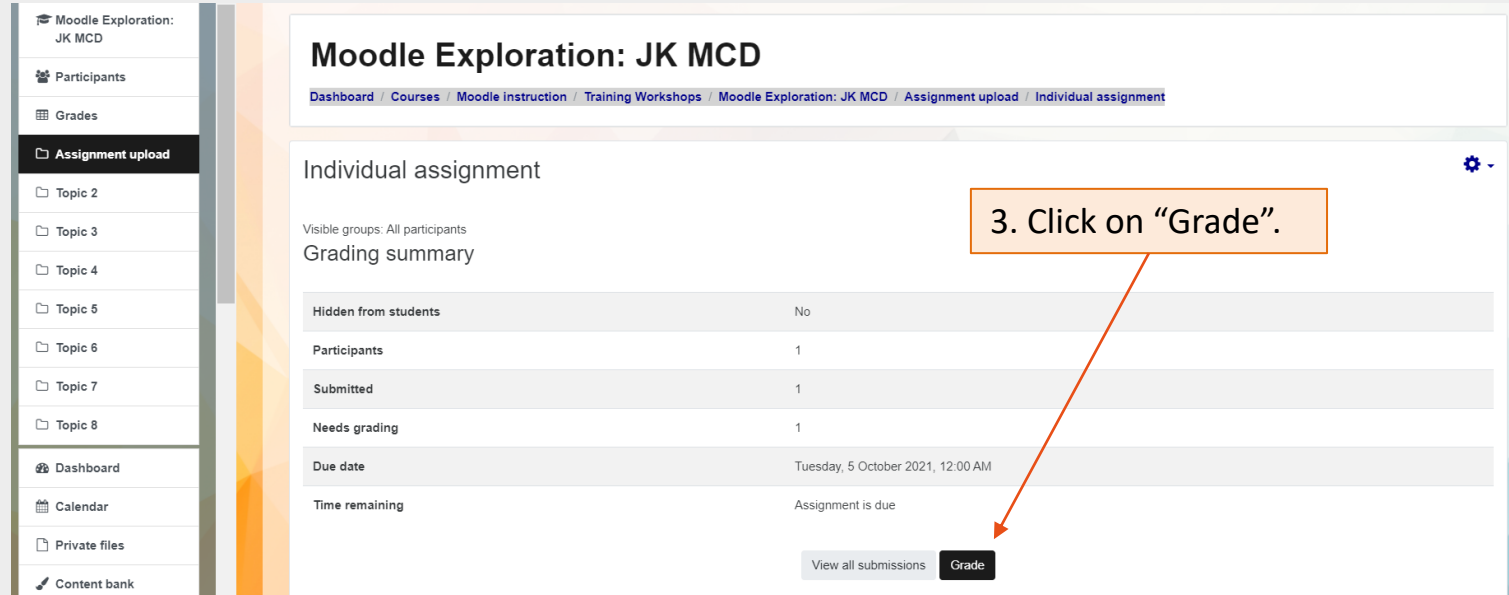
1. Go to the Examination tab of the course.



The screenshot displays the Moodle course interface for 'Economics for Managers KW15'. The breadcrumb trail is: Dashboard / Courses / Global Programs / Kuwait / MSM-Kuwait Intake 15 / Economics for Managers KW15 / Examination. The navigation tabs include: Welcome, Lecturer instructions, Course slides, Articles, Cases, Other material, Communication, Examination (highlighted in purple), and Exam and model answer. The main content area shows three assignment components: Individual assignment (microeconomic), Group assignment (macroeconomic), and Re-submission individual assignment (with a 'Hidden from students' tag). The left sidebar menu has 'Examination' highlighted. A red circle highlights the 'Examination' tab, and an arrow points from it to the 'Individual assignment (microeconomic)' component. Another red circle highlights the 'Examination' tab, and an arrow points from it to the 'Individual assignment (microeconomic)' component. A third red circle highlights the 'Examination' tab, and an arrow points from it to the 'Individual assignment (microeconomic)' component.

2. Click on the examination component you want to grade.

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The screenshot displays the Moodle interface for 'Moodle Exploration: JK MCD'. The left sidebar contains navigation options: Moodle Exploration: JK MCD, Participants, Grades, Assignment upload (highlighted), Topic 2 through Topic 8, Dashboard, Calendar, Private files, and Content bank. The main content area shows the 'Individual assignment' page with a breadcrumb trail: Dashboard / Courses / Moodle instruction / Training Workshops / Moodle Exploration: JK MCD / Assignment upload / Individual assignment. Below the breadcrumb, it says 'Visible groups: All participants' and 'Grading summary'. A table lists assignment details:

Hidden from students	No
Participants	1
Submitted	1
Needs grading	1
Due date	Tuesday, 5 October 2021, 12:00 AM
Time remaining	Assignment is due

At the bottom of the page, there are two buttons: 'View all submissions' and 'Grade'. An orange box with the text '3. Click on "Grade"' and an arrow points to the 'Grade' button.

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MSM handles a 0% plagiarism rate. Therefore, all assessments should be checked for plagiarism and any other form of academic misconduct such as data forgery and academic outsourcing.

Johanna Korff
Korff@msm.nl, MSM

Change user

1 of 1

Submission

Submitted for grading

Not graded

Student can edit this submission

MMC - Individual assignment. Johanna Korff.docx

46%

27 October 2021, 4:28 PM

Comments (0)

Grade

Grade:		
Criterion 1 (DD1): Does the participant	Very poor: Sustainability	Unsatis Some o

4. Check the plagiarism rate of the assignment. When you click on the percentage, you will be forwarded to the detailed plagiarism report.

5. In case any form of academic misconduct is observed, report the case in writing to the [MSM Board of Examiners](#). Please do not grade this assignment. The student will receive a “No grade”.

Using a Moodle Rubric for Grading

You can see the assignment on the left-hand side and the rubric on the right (it can be easier to use two screens/devices, with the assignment on one screen and the rubrics on another – so you can read the assignment and fill in the rubrics at the same time).

Course: MMC MSM Moodle Micro Course
Assignment: Individual assignment submission
View all submissions

Johanna Korff
Korff@msm.nl, MSM

Change user

Submission
Submitted for grading
Not graded
Student can edit this submission

MMC - Individual assignment. Johanna Korff.docx
45%
27 October 2021, 4:28 PM

Comments (0)

Grade

Criterion 1 (DD1):	Very poor:	Unsatis
Does the participant appropriately understand the sustainability challenges on the	Sustainability challenges are not mentioned or referred to country/industry/compan	Some o sustain; challeng; mention; pacifier

6. On the top you see the name of the student. To grade a specific student, select him/her in the dropdown box under “Change user”.

7. Click on the assignment name to download the file.

8. You can expand the rubric by clicking on the expand symbol.

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9. To grade the assignment, click on the chosen level per criterion, which will turn green.

10. Add your comments per criterion explaining why you selected this level, to help the student to improve.

11. Click again on the expand symbol to close the rubric.

12. Once the rubric is completed, click on “Save changes”. You can always adjust the rubric and feedback for a student at a later stage. Grades are not visible to students at this stage.

Course: ME MCD Moodle Exploration: JK MCD
Assignment: Individual assignment
View all submissions

Test Student Johanna Korff
johanna.korff@gmail.com

Submission
Submitted for grading
Not graded

Grade:

Criterion 1 (DD1): Does the participant appropriately mention the concepts/tools covered in the course (showing clear understanding)? (10%)	Very poor: Concepts/ tools not mentioned or referred to incorrectly in every case.	Unsatisfactory: Some of the concepts/ tools mentioned but references inadequate to show understanding and mostly misunderstood.	Satisfactory: Around half the concepts/ tools are mentioned and generally correctly referred to but very basic.	Good: Most of the concepts/ tools are mentioned and mostly showing evidence that clearly understood.	Outstanding: All of concepts and tools mentioned in detail and all clearly understood.	
Criterion 2 (DD1): Does the participant remember the origins, purpose and authors of the concepts/tools referred to in class? (5%)	Very poor: None of the origins, purpose and authors are mentioned.	Unsatisfactory: Some of the origins, purpose and authors are mentioned but mostly	Satisfactory: Many of the origins, purpose and authors are mentioned, correctly	Good: Most of the origins, purpose and authors are mentioned, correctly	Outstanding: All of the origins, purpose and authors are mentioned correctly.	Very well done!

Notify students Save changes Save and show next Report

Please note that the rubric needs to be entirely completed (for each criterion a level needs to be selected) before saving!

Grading in Moodle Based on a Rubric

The screenshot shows the Moodle gradebook interface for a user named 'Test Student Johanna Korff'. The current grade in the gradebook is 7.1, which is circled in red. Below the grade, there is a 'Feedback comments' box, also outlined in red, containing a rich text editor with a toolbar and a text area. At the bottom of the interface, there are buttons for 'Save changes', 'Save and show next', and 'Reset'.

13. After you have clicked on “Save changes” you will see the grade – automatically calculated on the completed rubric.

14. Scroll down on the right-hand side to see the grade (and add more feedback if required).

15. If you want to add some general feedback/comments, you can add them in the feedback box at the end.

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The screenshot displays the Moodle grading interface for a student named Johanna Korff. The interface includes a header with the student's name and email, a toolbar with various icons, and a main content area. The 'Feedback files' section is visible, showing a dashed box for file uploads and a 'Feedback Poodll' section with a red-bordered error message: 'Poodll not displayed because it has not been registered. Ask your teacher/administrator to register Poodll at Poodll.com.' At the bottom of the interface, the 'Save changes' and 'Save and show next' buttons are circled in red.

16. You can also add a file for the student, e.g. an article you advise the student to read (or you can attach a file of the student's downloaded assessment item, if you have added additional comments directly on it).

17. When you are finished with this student, click on "Save changes" (if you stop grading) or on "Save and show next" (if you want to continue with the next student).

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18. Once you have added all grades and feedback for this course, please inform your program administrator, who will then take care that the grades are published to the students.

The screenshot shows the Moodle Grader report interface for the course 'Economics for Managers KW15'. The left sidebar contains a menu with 'Grades' highlighted. The main content area shows a table of grades for 'All participants: 26/26'. The table has columns for 'Group assignment (mac...', 'Individual assignment (...', 'Re-submission individu...', 'Individual assignment total', 'Class attendance', and 'Course total'. The 'Grades' tab is selected, and the 'View' button is active. Three callout boxes provide instructions: 1. 'If you want to see an overview of the grades of all participants, please go to the "Grades" tab.' 2. 'Please don't forget to "grade" the class attendance. Additional instructions are available.' 3. 'Please note that final grades are rounded to whole and half grades according to the Education and Examination Regulations (EER).' The 'Grades' tab is circled in red. The 'Class attendance' column is circled in red, and the 'Course total' column is circled in red. The 'Individual assignment (...' column is circled in red. The 'Group assignment (mac...' column is circled in red. The 'Individual assignment total' column is circled in red. The 'Class attendance' column is circled in red. The 'Course total' column is circled in red.

Group assignment (mac...	Individual assignment (...	Re-submission individu...	Individual assignment total	Class attendance	Course total
8.6	7.0	-	7.0	Pass	7.5
7.5	8.9	-	8.9	Pass	8.5
8.0	2.6	-	2.6	Pass	4
8.6	8.0	-	8.0	Pass	8
7.1	5.5	-	5.5	Pass	6