



# Grading in Moodle in Case of Exams

Notes for MSM lecturers on how to add grades and feedback to Moodle in case of exams



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In case an individual exam is taken as final assessment of a course, the grade and graded exam script need to be added to Moodle by the lecturer.



# 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

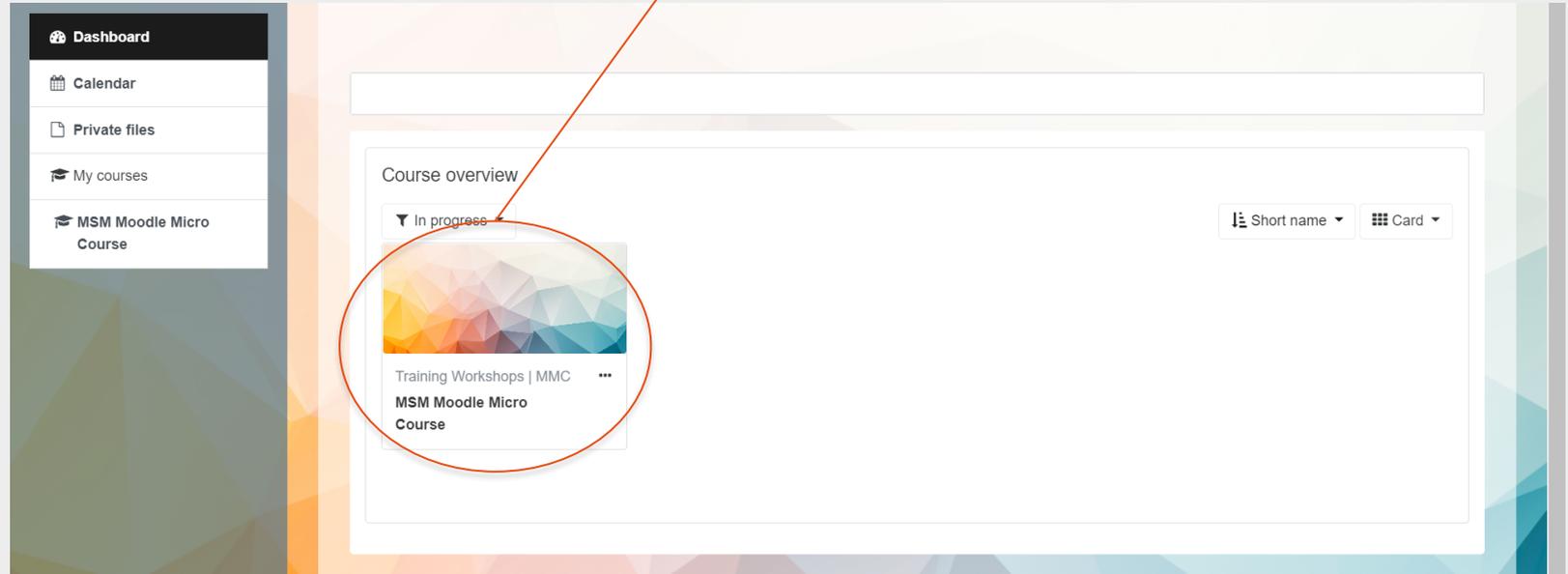
Is this your first time here?

**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.





## Using Moodle in case of exams

Even though exams are not uploaded in Moodle by the participants, the grade and feedback needs to be added to Moodle by the lecturer.

After you have graded the exams based on the model answers and saved the graded script as PDF per participants, please follow the steps on the next slides.



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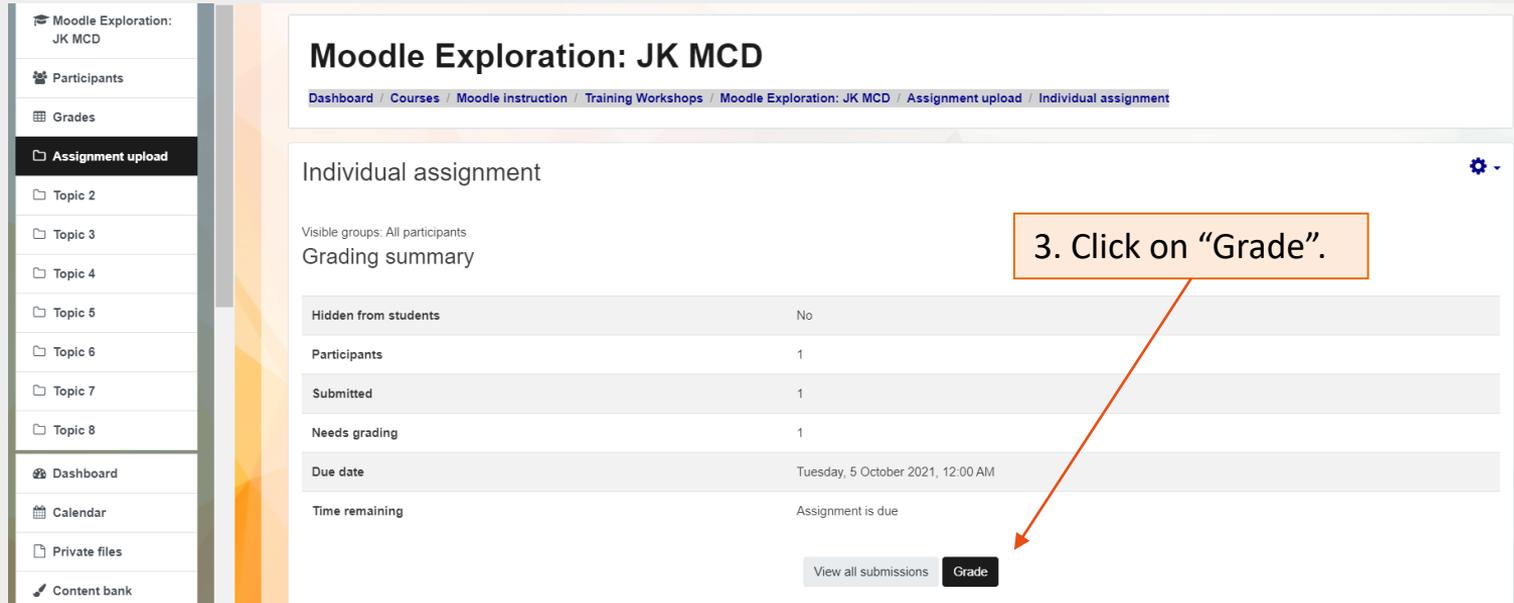
# Using Moodle in Case of Exams

1. Go to the Examination tab of the course.

The screenshot displays the Moodle course interface for 'Economics for Managers KW15'. The left sidebar contains a navigation menu with items: Managers KW15, Participants, Grades, Welcome, Lecturer instructions, Course slides, Articles, Cases, Other material, Communication, Examination (highlighted with a red circle), and Exam and model answer. The main content area features a breadcrumb trail: Dashboard / Courses / Global Programs / Kuwait / MSM-Kuwait Intake 15 / Economics for Managers KW15 / Examination. Below this is a horizontal navigation bar with tabs: Welcome, Lecturer instructions, Course slides, Articles, Cases, Other material, Communication, Examination (highlighted with a red circle), and Exam and model answer. The Examination tab is active, showing a list of assignments: Individual assignment (microeconomic), Group assignment (macroeconomic), and Re-submission individual assignment. A red arrow points from the 'Examination' tab to the 'Individual assignment (microeconomic)' item. On the right side, there are three checkmarks and a link for 'Exam and model answer'.

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

# Using Moodle in Case of Exams



The screenshot shows 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 is titled 'Moodle Exploration: JK MCD' and shows the breadcrumb trail: Dashboard / Courses / Moodle instruction / Training Workshops / Moodle Exploration: JK MCD / Assignment upload / Individual assignment. The page title is 'Individual assignment' with a settings gear icon. Below the title, it says 'Visible groups: All participants' and 'Grading summary'. A table displays the following data:

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.

# Using Moodle in Case of Exams

The screenshot shows the Moodle submission interface for a student named Johanna Korff. At the top left, the course and assignment details are visible: "Course: ME MCD Moodle Exploration: JK MCD" and "Assignment: Final Exam". The student's name and email, "Test Student Johanna Korff" and "johanna.korff@gmail.com", are displayed in a header bar. A red circle highlights the student's name. To the right, a "Change user" dropdown menu is also circled in red, with a red arrow pointing from the student's name to it. The main content area is mostly blank, with a submission status of "No attempt" and "Not graded". The grade section shows "Grade out of 10" and "Current grade in gradebook". A "Feedback comments" section is visible at the bottom right, containing a rich text editor with a toolbar and a text area. At the bottom of the page, there are buttons for "Save changes", "Save and show next", and "Reset".

4. 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".

# Using Moodle in Case of Exams

The screenshot displays the Moodle gradebook interface for a student named Johanna Korff. The top bar shows the student's name and email, along with a 'Change user' dropdown and a '1 of 1' indicator. Below this is a toolbar with various icons. The main content area is divided into three sections: 'Grade', 'Feedback comments', and 'Feedback files'. The 'Grade' section has a 'Grade out of 10' label and a text input field. The 'Feedback comments' section features a rich text editor with a toolbar and a 'Path' field. The 'Feedback files' section includes a 'Maximum size for new files: Unlimited' label and a dashed box for file uploads with a blue arrow pointing down and the text 'You can drag and drop files here to add them.' At the bottom, there are buttons for 'Notify students', 'Save changes', 'Save and show next', and 'Reset'.

5. Enter the grade in the grade box.

6. You can add some general feedback/comments in the feedback box.

7. 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).

# Using Moodle in Case of Exams

Course: ME MCD Moodle Exploration: JK MCD

Assignment: Exam

View all submissions

Test Student Johanna Korff

johanna.korff@gmail.com

Due date: 7 December 2022, 12:00 AM

Change user

Page 1 of 1

8. 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).

9. Click on the course name in the upper left corner to return to the course sections.

Notify students

Save changes

Save and show next

Reset

# Using Moodle in Case of Exams

The screenshot displays the Moodle course interface for 'Economics for Managers KW15'. On the left is a sidebar menu with items: Participants, Grades, Welcome, Lecturer instructions, Course slides, Articles, Cases, Other material, Communication, and Examination. The main content area has a breadcrumb trail: Dashboard / Courses / Global Programs / Kuwait / MSM-Kuwait Intake 16 / Economics for Managers KW15 / Exam and model answer. Below this is a horizontal navigation bar with tabs: Welcome, Lecturer instructions, Course slides, Articles, Cases, Other material, Communication, Examination, and Exam and model answer. The 'Exam and model answer' tab is circled in red. Below the navigation bar, there is a section titled 'Hidden from students' containing two items: 'Exams not graded' and 'Graded exams', with the latter circled in red. A checkbox is visible to the right of this section. At the bottom left of the main content area, there is a link labeled '← Examination'. Two callout boxes with orange borders provide instructions: '10. Go to the Exam tab.' points to the 'Exam and model answer' tab, and '11. Upload the graded exam scripts.' points to the 'Graded exams' item.

Managers KW15

- Participants
- Grades
- Welcome
- Lecturer instructions
- Course slides
- Articles
- Cases
- Other material
- Communication
- Examination

## Economics for Managers KW15

Dashboard / Courses / Global Programs / Kuwait / MSM-Kuwait Intake 16 / Economics for Managers KW15 / Exam and model answer

Welcome Lecturer instructions Course slides Articles Cases Other material Communication Examination Exam and model answer

Hidden from students

- Exams not graded
- Graded exams

← Examination

10. Go to the Exam tab.

11. Upload the graded exam scripts.

# Using Moodle in Case of Exams

12. 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 for 'Economics for Managers KW15'. The 'Grades' tab is selected in the left sidebar. The main area displays a table of grades for all participants (26/26). The table has columns for various assignments and a 'Course total' column. Red circles highlight specific data points in the table, and callout boxes provide instructions.

**Grader report**  
View Setup Scales  
Grader report Grade history

Visible groups: All participants

All participants: 26/26

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

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

*If you want to see an overview of the grades of all participants, please go to the "Grades" tab.*

*Please don't forget to "grade" the class attendance. Additional instructions are available.*

*Please note that final grades are rounded to whole and half grades according to the Education and Examination Regulations (EER).*