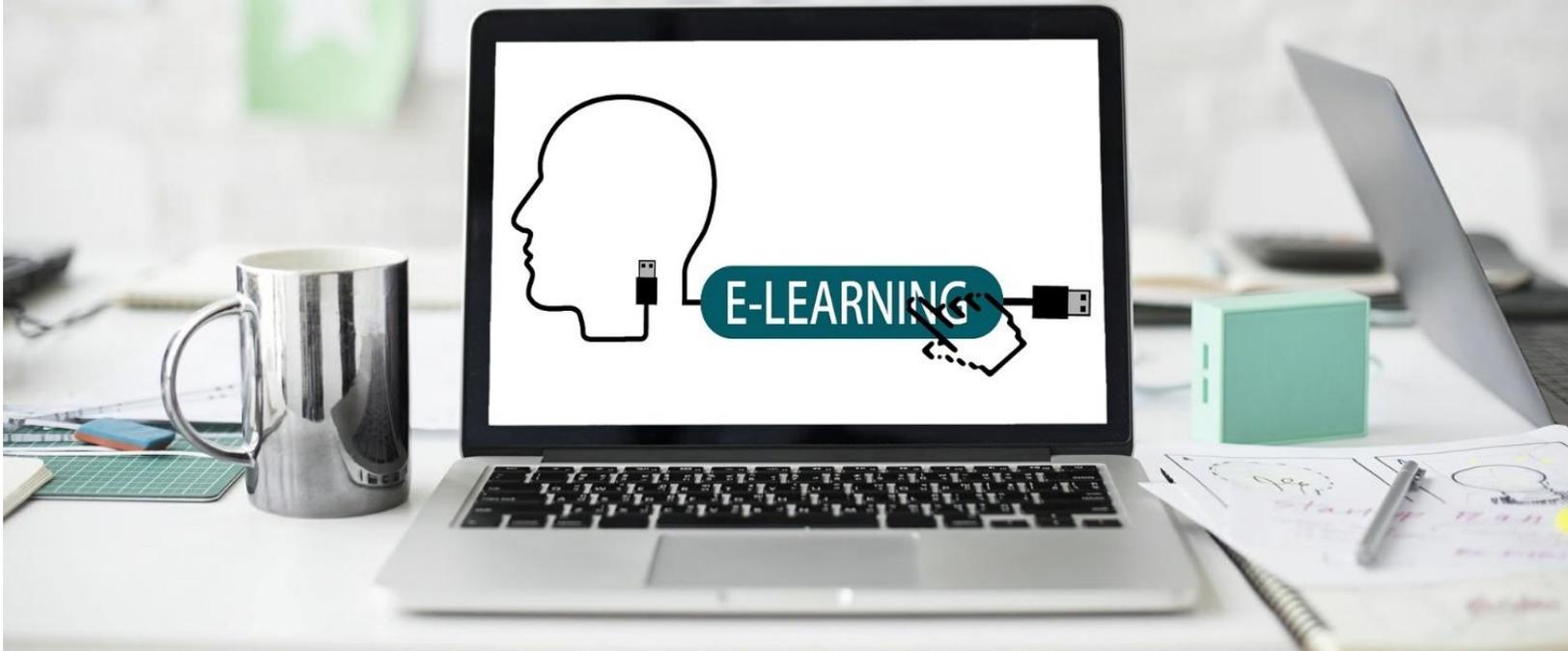


KECOS



User Guide for Teachers



About this Guide

Welcome to Moodle! KECOS is excited to introduce the long-term solution for course management and online learning. The following user guide is designed as a quick reference guide for the basic functionality you will use everyday with Moodle. You can read lecture notes, participate in discussion forums, turn in assignments, take quizzes, view grades, and communicate with your teacher, your classmates, or anyone in our academic community.

Moodle

Moodle is a free and open-source learning management system (LMS) written in PHP and distributed under the GNU General Public License. Developed on pedagogical principles, Moodle is used for blended learning, distance education, flipped classroom and other e-learning projects in schools, universities, workplaces and other sectors.

With customizable management features, it is used to create private websites with online courses for educators and trainers to achieve learning goals. Moodle (acronym for modular object-oriented dynamic learning environment) allows for extending and tailoring learning environments using community-sourced plugins.

Note: KECOS uses Moodle version 3.1.

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System Requirements

Minimum Hardware and Software Requirements for KECOS Course Interaction:

Students must have access to a broadband Internet connection, a personal computer manufactured within the last three years. Students taking online or blended courses will also need a USB Headset (the built-in microphone and speakers of a computer is not sufficient) and a USB Webcam (if one is not built into the computer).

PCs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: Pentium IV 3.0 Ghz / equivalent or better processor (dual core processor recommended)
- Operating System: Windows Vista Service Pack 2, Windows 7 with all current updates installed (updates available at <http://update.microsoft.com>)
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte
- Sound card and speakers
- Headset with microphone or audio recordable microphone that plugs into your sound card (not a USB connection)
- Monitor with 1024 x 728 pixel resolution or better
- Software - install latest versions unless otherwise specified:
 - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater
 - Microsoft Word 2003 or newer (or Word-format compatible word processor)
 - Java/JRE: <http://java.sun.com/javase/downloads/index.jsp>
 - Adobe Flash Player: <http://get.adobe.com/flashplayer/>
 - Adobe Reader: <http://get.adobe.com/reader>
 - QuickTime: <http://www.apple.com/quicktime/download/>
- Mac OS X, GNU/Linux and other operating systems. The interface is translated into many languages.
 - Zoom Video Conferencing: <https://www.zoom.us/>

Macs:

- Access to high-speed network connection (not dial-up, i.e., cable, dsl, etc.)
- Processor: PowerPC G4 or Intel
- Operating System: OS X 10.4.9
- Memory: 2+ Gigabytes RAM Memory
- Hard drive: 120 Gigabyte
- Sound card and speakers
- Headset with microphone or audio recordable microphone that plugs into your sound card
- Monitor with 1024 x 728 pixel resolution or better
- Software - install latest versions unless otherwise specified:
 - Internet Browser: Chrome / Firefox / Internet Explorer 8 or greater
 - Zoom Video Conferencing: <https://www.zoom.us/>

Logging In

To log in to KECOS, open a web browser and type <http://www.kecosschool.org> or <http://www.ikeneducate.org> in the address bar. When you visit www.ikeneducate.org site, click the tab showing **KECOS Login** then you can login to KECOS site from there. In the top right corner on KECOS homepage, click Log in. After clicking **Log in**, you will be taken to the login page. You can also log in to KECOS course on your mobile device.

Your username and password will be given by your teacher.

KOREAN Education Center Online School

You are not logged in. (Log in)

KECOS

Online Korean Course

Welcome to the Korean Education Center Online School! This online course is for anyone who wishes to learn Korean but does not have the means at his/her home school. By enrolling in this course, you will go up the steps to mastering the reading, writing, listening, and speaking skills of Korean in a fluent manner using multimedia interactive learning resources. And you can do this in the comforts of your own home and at your own pace. Please click the appropriate level below (Level 1 - 6) to start your learning.

Courses

- Korean Language Courses
 - Korean Placement Test
 - LEVEL I
 - LEVEL II
 - LEVEL III
 - LEVEL IV
 - LEVEL V
 - LEVEL VI

▼ Collapse all

OCTOBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAIN MENU

- Content Standards
- Language Performance Standards
- Student Information - getting started
- System Requirements
- Site News




Log in

Username

Password

Remember username

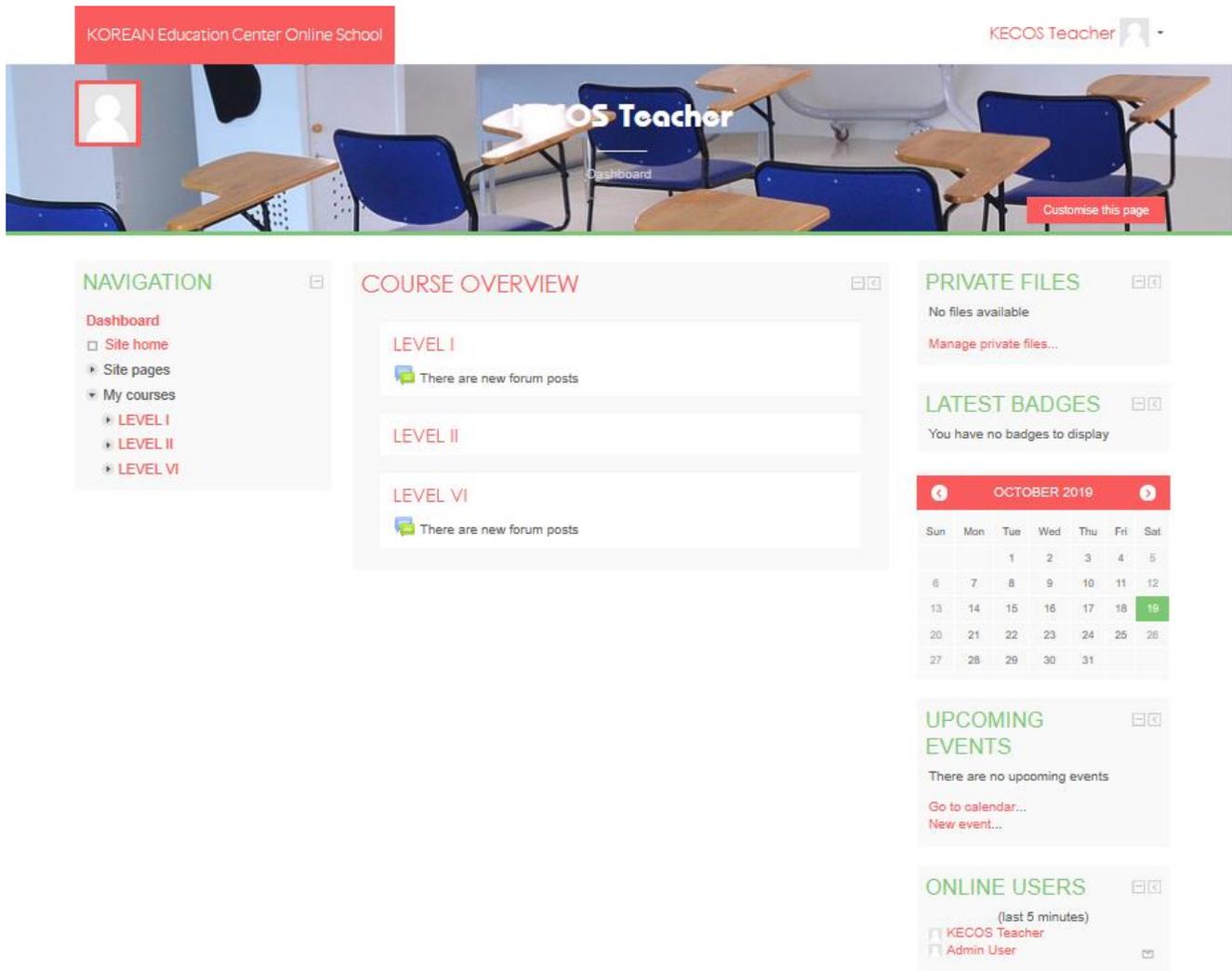
[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

Is this your first time here?

For full access to this site, you first need to create an account.

Dashboard



Once you log in, you will see the KECOS Dashboard.

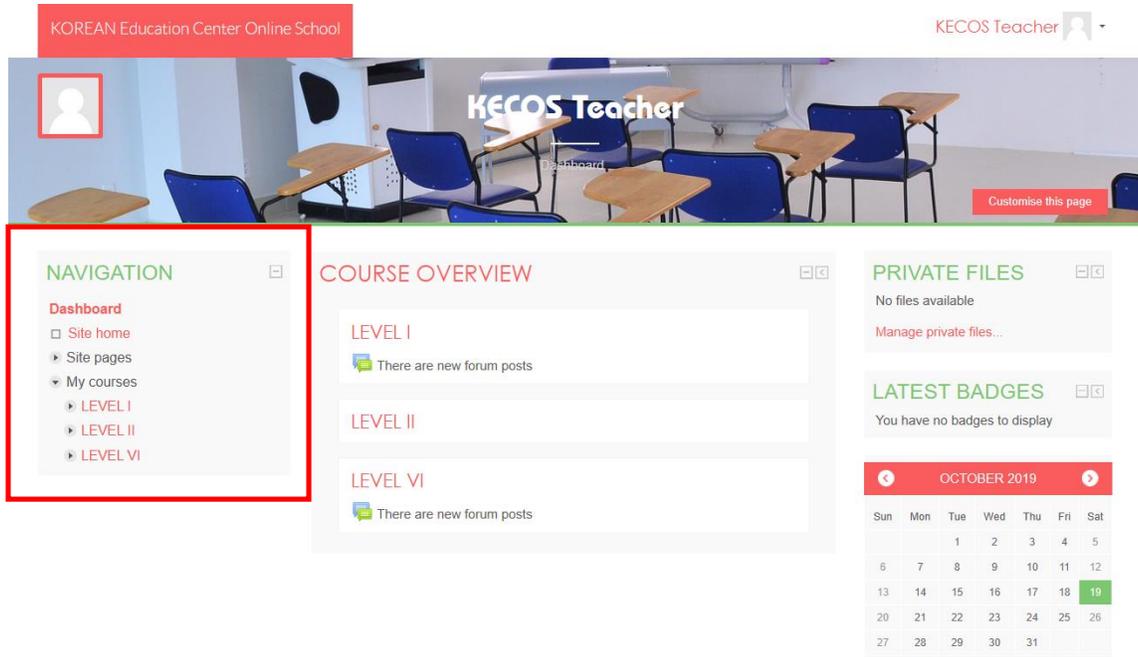
Course Overview Block.

By default, the Timeline displays upcoming assignments and calendar from all classes. To access your courses, click your course level. Here, you will see all courses that are enrolled in. It is important to actually access your course by clicking on the course title and entering into the course view, rather than just clicking on assignments in the Timeline.

Note: Various blocks can be added above or below the **Course Overview Block**. See more about adding blocks on page 8 under **Customizing Your Dashboard**.

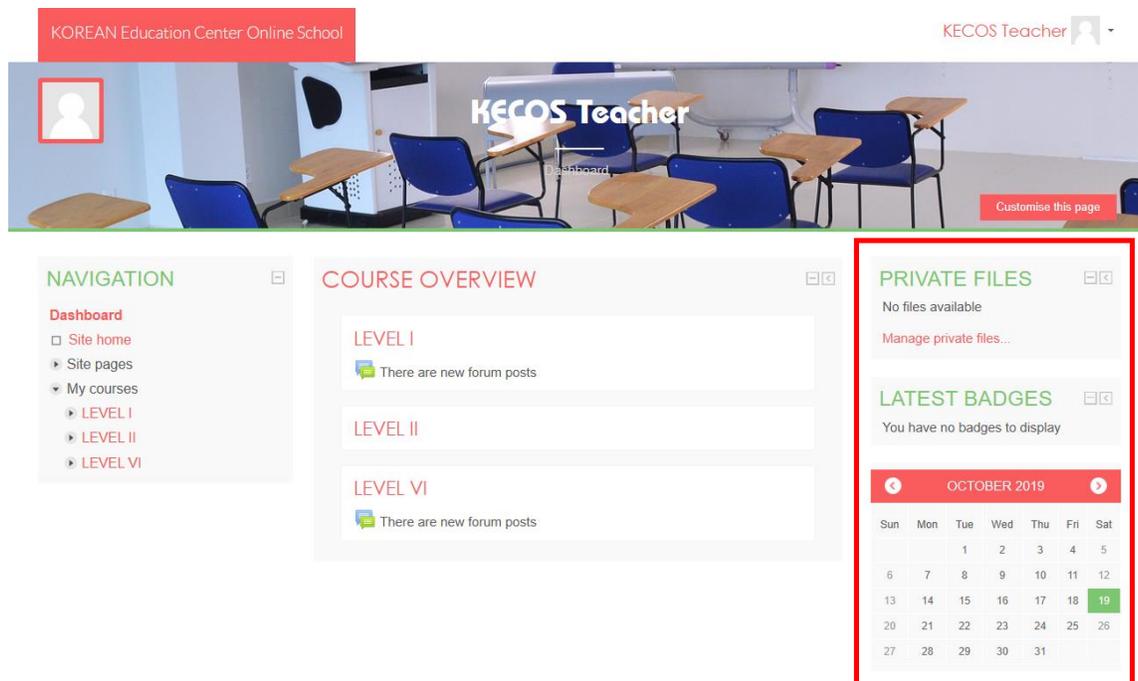
Navigation Drawer

This drawer can be visible or collapsed, depending on the user's preference. When visible, it provides quick links to all courses (see listings under **My Courses**). When you are inside a course, this drawer provides quick links to all topic/week sections within the course. The user can show or hide this drawer by clicking the button with three lines in the upper left corner of the page.



Right Column

This column can be customized with various blocks. Default blocks are **Private Files**, **Online Users**, **Latest Badges**, **Calendar**, and **Upcoming Events**. You will have to scroll down to see all of the blocks.



Customizing Your Dashboard

Your dashboard can be customized by clicking **Customise this page** in the top right corner. This will allow you to add or edit blocks or delete some of the blocks you do not want displayed. In addition, you can re-arrange blocks by dragging the crosshair icon.

If you wish to add a block, show the **Navigation Drawer** (see page 7). At the bottom of the **Navigation Drawer**, click Add a block. Here, a selection of blocks can be added to your dashboard page. Once a block has been added, it can be configured using the gear icon.

Once you are done, click **Stop customizing this page** in the top right corner.

The screenshot displays the KECOS Teacher dashboard interface. At the top, there is a header with the school name 'KOREAN Education Center Online School' and the user's name 'KECOS Teacher' next to a profile icon. Below the header is a banner image of a classroom with the text 'KECOS Teacher Dashboard'. In the top right corner of the banner, two buttons are highlighted with a red box: 'Reset page to default' and 'Stop customising this page'.

The main content area is divided into several sections:

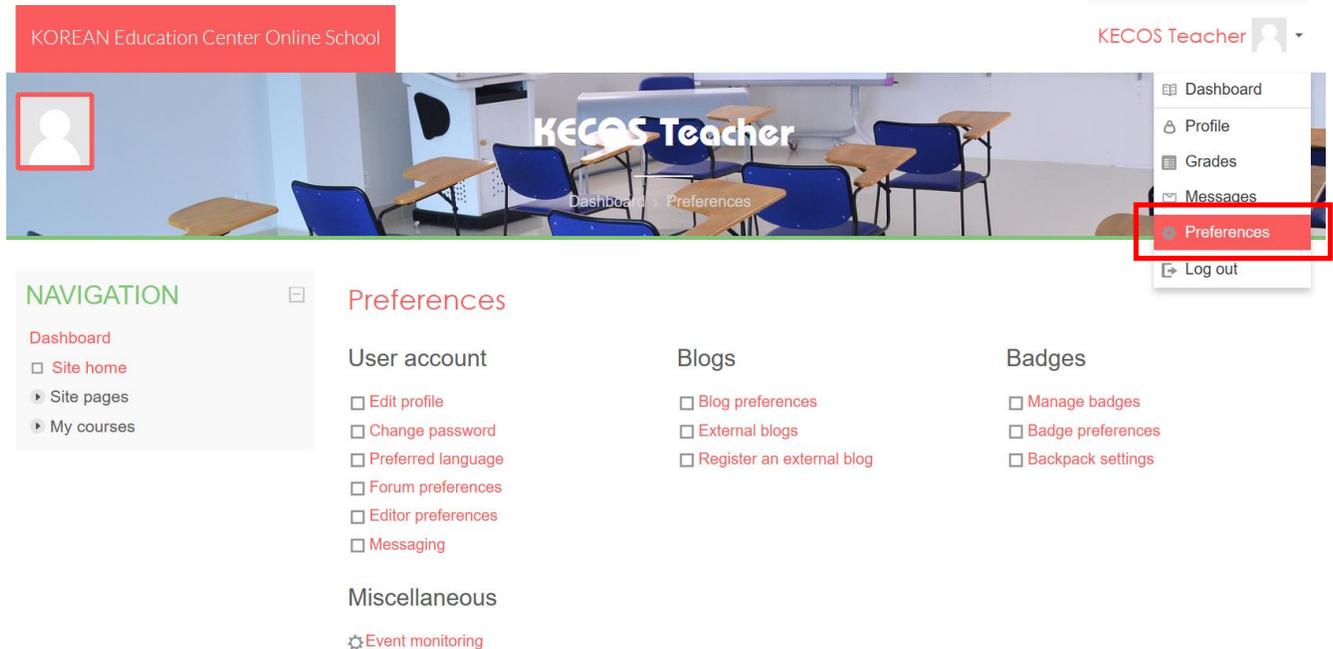
- NAVIGATION**: A sidebar menu with options like 'Dashboard', 'Site home', 'Site pages', 'My courses', and 'LEVEL I', 'LEVEL II', 'LEVEL VI'.
- COURSE OVERVIEW**: A section showing the number of courses to display (set to 'Always show all') and three course levels: 'LEVEL I', 'LEVEL II', and 'LEVEL VI'. Each level has a notification: 'There are new forum posts'.
- PRIVATE FILES**: A section indicating 'No files available' and a link to 'Manage private files...'.
- LATEST BADGES**: A section indicating 'You have no badges to display'.
- CALENDAR**: A calendar for 'OCTOBER 2019' with the 19th highlighted.
- UPCOMING EVENTS**: A section indicating 'There are no upcoming events' and links to 'Go to calendar...' and 'New event...'.
- ONLINE USERS**: A section showing '(last 5 minutes)' and the user 'KECOS Teacher'.

At the bottom left, a red box highlights the 'ADD A BLOCK' section, which includes a dropdown menu labeled 'Add...'.

Editing Your Profile

Your profile is your identity on KECOS. All KECOS users can see it, including your teachers. Your profile also contains email information. To view your profile, click your name in the top right corner, then click **Profile**.

On the next page, click the gear in the top right corner. This brings up a menu with several preference options. It is recommended that you explore the preferences below.



Edit Profile - Among other settings, you can add/change your picture. To add a new picture, browse and select an image (in JPG or PNG format) then click "Update profile". The image will be cropped to a square and resized to 100x100 pixels. Again, remember that this profile is accessible to all members of the KECOS community, and your teachers will see this picture. Please keep your image tasteful and only use an image of yourself.

The same caution is applicable to your description.

Forum preferences

- Email digest type: Limit your emails by selecting Subjects.
- Forum auto-subscribe: If you select **Yes**, you will be automatically subscribed to forums you post on and will receive email copies of all messages from that forum. Selecting **No** will limit the number of emails you receive.
- If you enable Forum tracking, new forum posts will be highlighted for you.

* If you want to know more about these functions, please visit the following link.

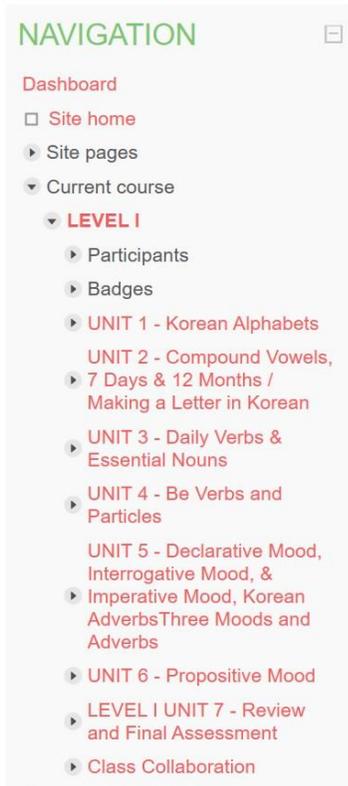
<https://docs.moodle.org/37/en/Preferences>

Accessing and Navigating a Course

To access your course, navigate to your dashboard. Once on the dashboard, under the **Course Overview Block** (see page 6), click **Courses**. This will display a list of all courses in which you are enrolled. Click on the course you would like to access.

Once you are in the course, the course name appears in bold. Breadcrumb links appear just under the course name. Breadcrumbs display the pages you have passed through to get to your current location. More breadcrumb links are added as you navigate farther into the course.

After you enter your course, the **Navigation Drawer** now displays the hierarchical navigation for the course.



hierarchical navigation for the course.

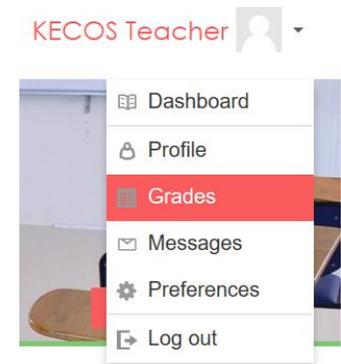
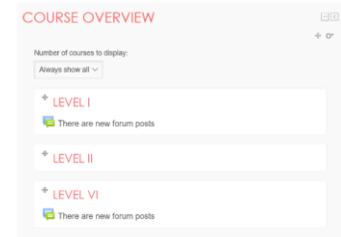
- The course name is in bold.
- Participants displays the course roster.
- You can check your grade from **Grades** menu.

While the KECOS technical department has set some guidelines for course layout, teachers are free to design their courses as they please.

Therefore, your courses will not look the same.

Typically, however, each course is divided into

either weeks or topics, with a general heading section at the top. The general heading section contains the name of the course and will typically contain important documents such as the course syllabus, tentative schedule, and an announcements forum.



Common Course Activity Icons

Each topic/week of the course will be made up of activities and instructions. These activities and instructions will vary within each course. It is important to read all instructions and click all links for the current section in the course. Each link is accompanied by an icon. Common course activity icons are listed in the box below.



Chat



External Tool



Feedback



Forum



Quiz



File



Label



Page



URL

Forum: Allows participants to have asynchronous discussions.

Assignments: Enable teachers to grade and give comments on uploaded files and assignments created on and off line.

Quiz: Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.

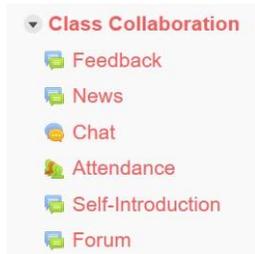
Chat: Allows participants to have a real-time synchronous discussion.

Folder: The link next to this icon will take you to a page with additional files.

Page: The link next to this icon will take you to a page with additional text and resources.

Forums

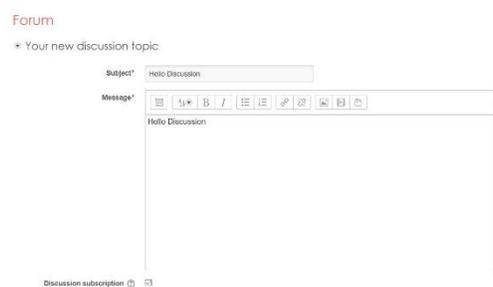
Most teachers use forums in a course to allow students to communicate with one another, as an assignment, or to post questions or concerns. If your teacher has a forum in the course, the link on the main page will look similar to this:



Note: It is a good practice to type forum posts in a word processor (such as Microsoft Word) and copy and paste the text into Moodle's text editor. This will prevent you from losing your work if your Internet connection suddenly goes out or other incidences occur. In addition, most word processors have tools for spelling and grammar error checking.

Adding a New Thread

1. Click the link to the forum.
2. Click **Add a new topic** at the top of the list of threads.
3. Give your post a title in **Subject** heading.
4. Type (or paste from a word processor) your post in the **Message** section.
5. When finished, check your post for errors, and click the **Post to forum** button at the bottom of the page. Note: If you leave this page without hitting **Post to forum**, the post will not be saved.
6. After you have posted, you have one minute to edit your post.



Be sure to change the subscription setting to suit your needs. If you want to receive emails of all posts in this specific forum, keep the **Discussion Subscription** box (under the **Message** box) ticked. If you do not want to receive emails about new posts to this forum, untick the Discussion Subscription box. Some instructors may have set the forums to force you to be subscribed, in which case this option will not appear.

Replying to a Thread

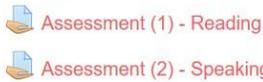
1. Click the name of the thread in the forum.
2. Reply to a post by clicking the **Reply** link at the bottom right of the post.
3. Give your post a title in **Subject** heading.
4. Type (or paste from a word processor) your post in the **Message** section.
5. When finished, check your post for errors, and click the **Post to forum** button at the bottom of the page.

Some teachers use groups within forums. If you want to see the forum posts for a particular group, select the group name from the drop-down menu that will appear on the forum's page. Depending on the course's setting, set by the teacher, you may only be able to see posts made by members of your own group.

Assignments

The assignment feature in KECOS allows teachers to easily collect external documents from students. Instead of physically printing out a document and handing it to your instructor, you upload a file into KECOS for your teacher to view and grade. To submit an assignment, click the name of the assignment in your class. A description of the assignment and a box showing the submission status, date and time due, and time remaining for the assignment will appear.

Assignments links will be similar to this:



Once you click on the assignment link, you will see a screen that looks similar to this:

Assessment (1) - Reading

You will be given 35 words when you are ready and click 'Add Submission'. You are going to read one word at a time within 5 minutes. You can read to yourself to check several times by clicking "PLAY" button. However, once you click "Submit", you CANNOT correct it. Be sure YOU read them. Once you click "Submit", your recording will be saved and automatically sent to your teacher.

How to record your assignment and upload it for grading by your class teacher.

1. Activate Adobe Flash Player Settings

- 1) Mark on 'Allow' & 'Remember'.
 - 2) Then 'Close' to start.



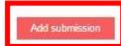
2. Record and Upload your assignment.

- If you haven't used it before, you may need to allow access to your microphone
- Click the red circle button to begin recording
 - Click the blue square button (or the red circle button again) to stop recording
 - Enter a file name and click "Save"
 - Wait for it to state that it's "Ready to upload" and click the "Upload" button (You can re-record your assignment before clicking 'Upload' button.)
 - Click 'Save Changes' to complete the assignment.

가수-수학-학교-교실-실천-천사-사진-진실-실장-장사-사고-고민-민간인-인간-간식-식사-사
과-관목-목사-사무원-원장-장소-소장-장가-가장-장식-식구-구두-두목-목요일-일요일-일시-시
간-간첩-첩자

Submission status

Group	Review Group - Non-Editing Teachers (Level 1)
Attempt number	This is attempt 1 (1 attempts allowed).
Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)



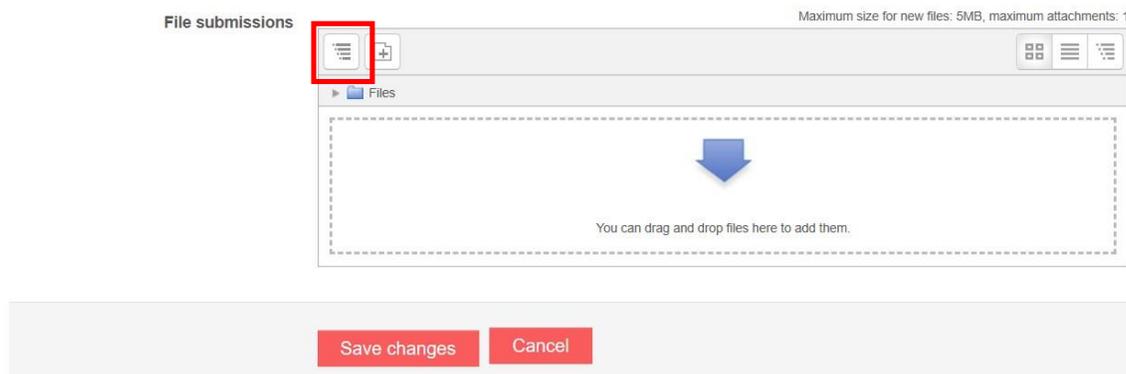
Make changes to your submission

Uploading Files

Click **Add submission** at the bottom of the above image. The maximum upload size for files and number of attachments are listed above the submissions box under the **File submissions** heading.

Practice (6.1.7) –Propositive Mood - ~(으)ㄹ래요? (1)

Complete the table below.



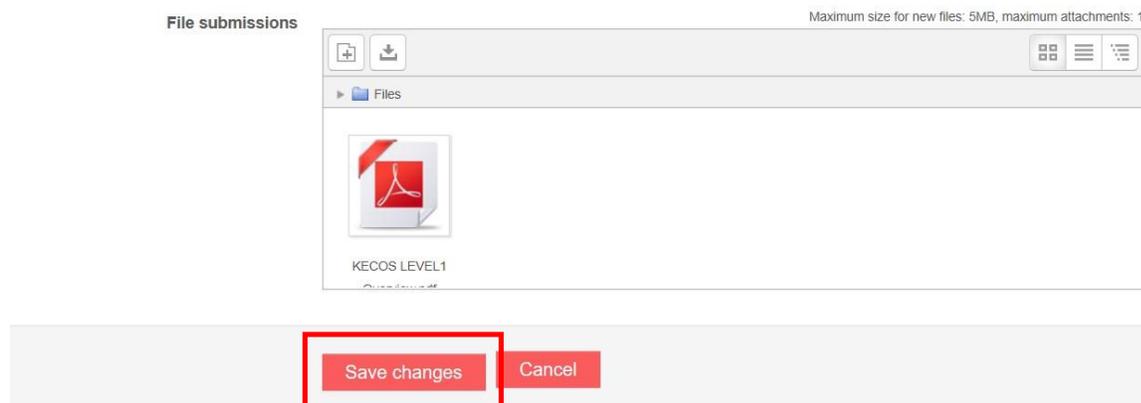
There are two ways to upload files:

1. The easiest method is to locate the file within your computer's file system, click and hold down on the file, and drag it into the box that says You can drag and drop files here to add them (see figure above). 2. Click the **Add submission** button (see red box in figure above). Next, choose **Upload a file** in the left sidebar. Click the Choose File button under **Attachment** field. Locate your file within your computer's file system. Click **Open**. Lastly, click **Upload this file**.

You should now see the **Uploaded file** (see figure below). If you accidentally uploaded the wrong file, simply click the file you uploaded and click **Delete** in the pop up window. If there are additional files your instructor requires you to submit, repeat the submission process. Once you have uploaded the correct file(s), click **Save changes**.

Practice (6.1.7) –Propositive Mood - ~(으)ㄹ래요? (1)

Complete the table below.



The file has been uploaded. Once you hit Save changes, the file will be submitted for grading.

Quizzes and Exams

Many teachers require students to take quizzes and exams within KECOS. To take a quiz or exam, click the name of the quiz next to the quiz icon. Your quiz link will look similar to this:

Note: The quizz created by Moodle Activity functions will be graded automatically by the system. Otherwise you need to enter the grade manually in the gradebook the result of the quizzes. The quizzes created by Google Form or Quizlet must be graded manually. You can get the instructions on grading manually in Grades page.

UNIT 4 - Be Verbs and Particles

K-Culture Virtual Lecture 1-2

-  OVERVIEW - LEVEL I UNIT 4
 -  K-Culture Virtual Lecture 1-2
-  Virtual Lecture 1 - Particles (1)
-  Virtual Lecture 2 - Particles (2)
 -  Instruction (4.2.1) - Particles
 -  Practice (4.2.1) - Particle Practice (QUIZLET)
 -  Practice (4.2.1) - Particle Practice - Subject, Object, & Locative
 -  Practice (4.2.2) - Particle Practice - Subject & Object
 -  Practice (4.2.3) - Completing Sentences

When you click your quiz or exam link, you will see this page:

Practice (4.2.2) - Particle Practice - Subject & Object

Tell if the underlined word is a Subject or an Object in the sentence. If it is none of any, write None. Then translate each sentence into Korean. Be sure to use correct particles.

Attempts allowed: 3

Grading method: Highest grade

Attempt quiz now

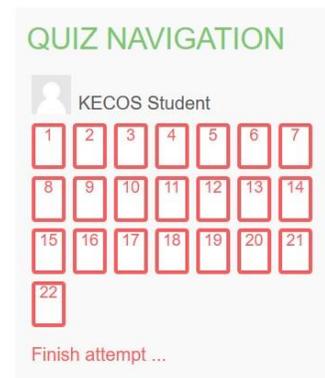
This page should provide a student with information about the quiz. This includes the date and time the quiz is due as well as its time limit (if applicable).

Note: The time and due date set is when the quiz must be submitted, not attempted. If students are in the middle of the quiz when time expires, the students will not be allowed to finish. Once your students are ready to begin the quiz, they need to click **Attempt quiz now**. After your students begin the test, your student will see the question page. There are several different question types, including *multiple choice*, *essay*, *true/false*,

short answer, or matching questions. On the right of your screen, a block titled **Quiz Navigation** appears (see figure). This block shows the question(s) your students are attempting and how many questions are left on the quiz. The question(s) your students are currently on will have a bold border around it.

The quiz allow a student to navigate through the questions by clicking the question number. If the quiz is timed, the timer will be located at the bottom of the block.

When all questions are answered on a page, click Next. Once your students have answered all the questions and are ready to submit the quiz or exam, a student need to click **Next** on the last page or click **Finish attempt...** in the **Quiz Navigation Block**. Your student will then be directed to the Summary of **Attempt page**, which displays whether or not you have answered each question. If your students are ready to submit the quiz, a student need to click **Submit** all and finish at the bottom of the page.



Grades

This page describes how to enter grades directly in the Grader report, how editing grades in this manner causes overrides, and how to enable or disable grade overrides and locks.

To edit all grades for a single student, or all grades for a single grade item, you can also work from the gradebook's Single view tab (visit: https://docs.moodle.org/37/en/Grading_quick_guide).

Manually Edit and Override Grades in the Grader Report

Moodle allows you to enter or edit grades directly in the Grader report. This method is different than grading submissions from within an activity such as an assignment.

1. Select **Course Administration**.
2. On the **Course Administration** panel, select **Grader report**. The **Grader Report** page will open.
3. With the gradebook on the **Grader report** tab, click **Turn editing on**.

The screenshot displays the Moodle Grader report interface. At the top, the breadcrumb navigation reads "LEVEL I: View: Preferences: Grader report". A red rectangular box highlights the "Turn editing on" button in the top right corner. The main content area is titled "Grader report" and shows the "Review Group - Non-Editing Teachers (Level I): 1/1". Below this, there are fields for "First name" and "Surname", both with dropdown menus containing the letters "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". A table below these fields shows the gradebook data. The table has columns for "Surname First name", "ID number", "Email address", and several activity columns: "Attendance", "Practice (4.2.5)", "Practice (4.2.6)", and "Practice (4.2.8)". The first row shows a student named "KECOS Student" with a grade of "-" in all activity columns. Below the student row are "Group average" and "Overall average" rows, both showing "-" grades. The left sidebar contains "NAVIGATION" and "ADMINISTRATION" sections. Under "ADMINISTRATION", "Grade administration" is expanded, and "Grader report" is highlighted in red. Other options in "Grade administration" include "Grade history", "Outcomes report", "Overview report", "Single view", and "User report".

Grade cells will change to show an entry field and a message appears at the top of the page explaining that if another grader for this course updates the gradebook while you are editing grades, your changes will be lost:

Notice: Changes you make to this page cannot be saved if gradebook records are updated by another user, or in a different browser window, while this page is open.

4. Search for the column that you want to edit or override. Manually input grades into blank cells in the table, or edit grades already recorded for particular activities (e., quizzes, etc.).
5. To save changes, click **Save** changes or press Enter on your keyboard. If you have edited grades linked to a Moodle activity, Moodle will highlight the cells in orange to show that the grade has been overridden.

Note: If another grader in your course has updated the gradebook while you had editing turned on in the gradebook, as soon as you try to save changes you will see a red message for each column and username affected:

The grade entered for [ColumnName] for [UserName] was ignored because it was more recently updated by someone else.

For more, visit https://docs.moodle.org/37/en/Using_Assignment. You may get video tutorials from YouTube by searching with the keyword. (ex.: Assignment grading in Moodle)

Modify Grades on the Single View Grading Page

1. Select **Course Administration**.
2. On the **Course Administration** panel, select **Grader report**. The Grader Report page will open.
3. Each column and row heading contains a **Single view** icon (Edit pencil icon). To view and edit the **Single View** page:
 - For a student, click the pencil icon to the right of a student's name.
 - For a grade item, click the pencil icon in the grade item's column heading.

A grading page will open showing all the grades for the student, or all the students for the grade item.

4. In the *Override* grade column (at left), select the check boxes for the items you wish to grade. You can select individual boxes, or in the column heading, click All to make all grades editable.

Note: Manual grade items do not require this step, all others that have *Override* grade deselected will be skipped.

5. At the bottom of the page, below the table, select the Perform bulk insert check box.
6. From the drop-down menu:
 - To enter the grade only in cells that are blank, select Empty grades.
 - To enter the grade in all cells, select All grades.
7. Enter the grade you wish to give in the Insert value field.

Note: All entries must be numeric. This function does not work with grade items graded with scales or letters.

8. Click **Save** to save grade changes. A confirmation message will appear. Click **Continue** to refresh the **Single View** grading page.
9. When you return to the **Grader report**, overridden grade items will be displayed with an orange background and marked "**Overridden**" to indicate grades have been edited in the gradebook.

Note: If you enter mistaken grades and wish to start over, see Remove *Overrides* from **Grade Items**, below.

Working with Multiple Graders

Only one grader (Instructor or TA) can manually enter grades in the gradebook at the same time. Moodle will not allow you to save changes to a gradebook that has been updated by someone else after you opened the page for editing. This is to prevent grading conflicts and unintended overrides if multiple graders use a gradebook at the same time.

To avoid this issue:

- Don't open grading screens in multiple windows on your own computer. For example, don't turn on editing in the gradebook **Grader report** in one browser window, while entering grades on the **Assignment submission** screen, or rating **Forum** posts in another browser window.
- If more than one person will need to manually enter grades in a course gradebook, we recommend you agree on a plan to alert each other when you are entering grades and when you complete a grading session.

Note: More than one grader can safely grade **Moodle Assignments** at the same time if they work from the **Assignment submission** page, grade one student at a time, and do not use the Quick grade feature. For more, see https://docs.moodle.org/37/en/Using_Assignment.

About Grade Overrides

Overrides are triggered when you manually edit grades for Moodle activities such as Quizzes, Forums, Assignments, or Category totals in the gradebook. Once saved, these items become highlighted in orange and will display "**Overridden**" in red text, indicating that the grade is overridden. The override prevents further updates to the grade from outside the gradebook.

Grade overrides occur with several types of gradebook activity:

- **Editing Category or Course Totals in the Gradebook**
If you edit cells in a Calculated column, such as a Category total, the calculated column will be overridden and will not recalculate if grade items within the category are changed.
- **Manually Grading Moodle Activities from within the Gradebook**
If you manually edit grades in the gradebook for an activity such as a Quiz, Assignment, or Forum, grades will be overridden and will no longer automatically update if changed from outside the gradebook (e.g., if a quiz is re-graded or an assignment is graded from the Assignment submission page).
- **Changing Grades from the Grade Page**
To make changes on the Grade page, users must first select the Override grade checkbox. This page also includes a column of Exclude from totals checkboxes.
- **Importing Grades from a Spreadsheet**
If you import grades for a Moodle activity or category from a spreadsheet, the grades will be flagged as overridden and will no longer automatically update if grades are changed from outside the gradebook (e.g., if a Quiz is re-graded, or an Assignment is graded from the Assignment submission page).

In all of these cases, overridden grades can still be changed from the Grader report by further manual editing, but will not change if grades are updated somewhere else in the course.

Note: Grades can also be locked, meaning the value cannot be changed even when editing is turned on in the Grader report. Locks are turned on by editing settings in the gradebook (see below) and are not triggered by editing a single grade.

Reasons to Override or Lock Grades

- You no longer want grades to be updated by assignments.
- You want to override a grade received on a quiz.
- You do not want teaching assistants to change grades after a certain deadline.

Potential Issues When Grades Are Overridden or Locked

- Overridden Calculated columns will not automatically update when changes to grade items are made.
- If a grade is overridden in the Grader report, you cannot change a grade or edit comments on the activity grading screen unless you disable the override/unlock the grade.

Lock/Unlock a Grade Column

To prevent further changes for an entire column, you can lock that column and preserve the currently displayed grades.

- Open the **Grader report** and click **Turn editing on** (pencil icon **Turn editing on** (pencil icon), top right). Grade cells will change to show an entry field and settings icons will appear in the table.
- In the Controls row, click **Edit** immediately below the column heading. The Edit grade item screen will open.
- Under Grade Item, select or deselect Locked, then click **Save** changes. The Grader report will reload reflecting the changes made (e.g., highlight color or edit fields).

Enable/Disable an Override or Lock for a Single Student's Grade

If you release an override or remove a lock, grades will revert to the value recorded in the activity or, for a calculated column, the calculated value.

- Open the **Grader report** and click **Turn editing on** (pencil icon **Turn editing on** (pencil icon), top right).
- Click Edit next to the overridden grade. The Edit grade page will open.
- Select or deselect the Overridden box and/or the Locked box, then click **Save** changes. When the **Grader report** loads the display will change to indicate the state (i.e., previously overridden grades will not be highlighted, or locked grades will not be editable when editing is on).

Note: To release the override for all grades for a grade item, use the Single View tool (see, Edit Grades for Individual Students or Assignments in Moodle).

Exclude Grades from Category Calculations

On the Edit grade page, you can exclude grade items from the grade calculations for particular activities. This can be used to excuse a student from a graded activity, or to show students a grade for an activity (e.g., practice quiz, etc.) that will not count towards their final grade.

If a grade is excluded, it will not be part of the aggregation calculation that you have selected for the category. It will also be excluded from any Drop the lowest category settings you have selected. Once saved, these items become highlighted in orange and will display "**Excluded**" in red text indicating that the grade is excluded.

Note: A grade item that is excluded from a category calculation is also excluded from the **Course Total**.

- Open the **Grader report** and click **Turn editing on** (pencil icon **Turn editing on** (pencil icon), top right).
- Click **Edit** next to the grade you wish to exclude. The Edit grade page will open.
- Select **Excluded**, then click **Save** changes. When the **Grader report** loads the excluded grade will be marked.

If you need more help on Moodle, please visit the following site. https://docs.moodle.org/37/en/Main_page

**KOREAN Education Center Online School
(KECOS)
By IKEN**

kecosschool.org

ikeneducate.org