**Grouptool: Copy Grades**

**Cheat Sheet**

**Purpose and Approach**

- Transfer grades and feedback of a student to other group members.
- Use the correct settings to filter data.

**PREPARATION:**

1. Create a Grouptool, generate groups and carry out the registration as shown in the Cheat Sheet “Grouptool: Preparation”.
2. Add an activity in moodle.
3. Grade a student of a group directly in the activity.
4. Open the Grouptool.

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**Open the tab “Grading”**

**Filter data**

- Activity: Assignment
- Show only sources entries I graded
- Show only groups with missing grades
- Overwrite existing grades

**Group selection**

- Name: Group 1: Muster Alex (96 / 100 Well done)
- Group 2: Muster Chris (96 / 100)

**List of users with updated grades**

- The following grades where successfully updated:
  - Group 1 (3): Muster Alex (96 / 100) Muster Chris (96 / 100)
  - Group grading
  - Submission from: Einstein Alfred
  - Graded by: Teacher E.
  - Original Date/Time: 16/08/18, 14:08
  - Feedback: Well done!

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**Check the preview of copying the grades**

Groups without conflicts are groups where only one group member was graded for the chosen activity.

In the preview you see all group members on whom the grades and the feedback will be copied. Information on the data that will be transferred is shown in the column “Feedback”.

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Short description of the procedure

Before the instructions of this Cheat Sheet can be carried out, you have to add the activity “Grouptool” to your Moodle course and create groups as shown in the Cheat Sheet “Grouptool: Preparation”. Fulfill the group registration. Then add an activity that can be graded (e.g. an assignment). After the students have fulfilled the required task grade one student per group.

1. Then open the Grouptool. Under the tab “Grading” [1a] choose the activity for which you want to copy the grades from the drop-down menu [1b]. Several filter options allow to specify the group selection [1c]. Set the parameter “Group or groups” to “Without conflicts” [1d]. Then click on “Refresh preview” [1e] to display all groups where the grades and the feedback can be copied onto the other group members. Check reference grades and feedback carefully. Then mark the groups you want to transfer [1f]. To start the process click “Copy” [1g].

2. In the preview you see all group members on whom the grades and the feedback will be copied. Check the data carefully, especially under the column “Feedback”. If you are sure you want to start the process click “Continue”.

3. After the successful update you will receive a notice and a list of changes (updated grades).