



**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.

**Purpose and Approach**

20 min

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

**1** Open the tab "Grading"

**1a** Grading

**1b** Assignment

**1c**  Show only sources entries I graded  
 Show only groups with missing grades  
 Overwrite existing grades

**1d** Group or groups: Without conflicts

**1e** Refresh preview

**1f**  Group 1: Einstein Alfred (96 / 100 Well done!)  
 Group 2: Teststudent Eva (75 / 100 Not always ...)

**1g** Copy

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

**2** Check the preview of copying the grades

Administration Grading Registration Manage group users Participants

To Moodle groups

**Preview**

Groups (1)	Full name	Grade	Feedback
Group 1 (3)	Muster Alex	96 / 100	Group grading +Submission from: Einstein Alfred +Graded by: Teacher E. +Original Date/Time: 16/08/18, 14:08 +Feedback: Well done!
Group 1 (3)	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!

Confirm

Continue Cancel

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".

**3** List of users with updated grades

The following grades were successfully updated:

Group 1 (3): ✓ Muster Alex (96 / 100) ✓ Muster Chris (96 / 100)  
96 / 100  
Group grading  
+Submission from: Einstein Alfred  
+Graded by: Teacher E.  
+Original Date/Time: 16/08/18, 14:08  
+Feedback: Well done!



### 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).

