

Moodle's gradebook offers an excellent way of communicating to students how well they are doing in your course. It is also an efficient way to manage grades and makes calculating final grades a snap. Graded activities that you create in Moodle are automatically added to the gradebook, making it even easier to record grades.

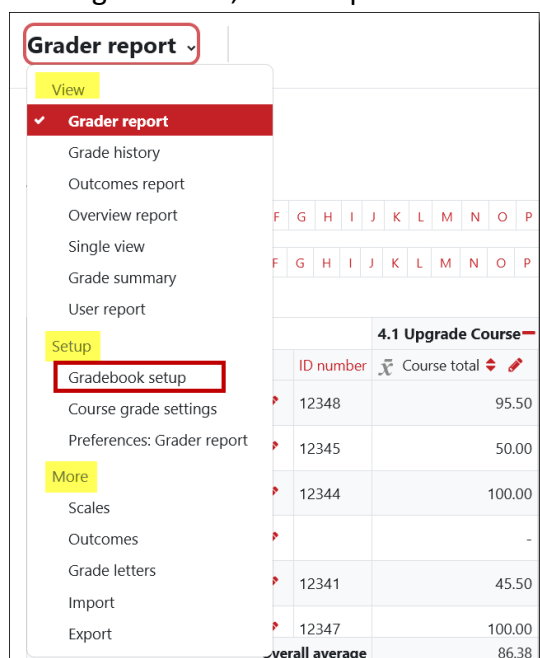
Getting Started: Create Categories & Assign Weights

If you weight your grades, Moodle's gradebook manages that process very well. It all starts with **categories** that act as "buckets" for the different types of learning activities that you plan to weight.

To get to your gradebook, click on the **Grades** link at the top of your course page.



In the gradebook, use the pull-down menu in the upper left corner to locate the **Gradebook setup** link. Then:



1. Click on **Add category** to create a bucket for the first type of activity that you plan to grade.
2. **Enter a name** and verify that the **Aggregation** method (how grades are calculated) is set to *Simple weighted mean of grades*. (**Note:** Adding the percentage in the name is helpful for everyone.) **TIP:** Keep both category and item names short—the length of each name sets the column width in the gradebook.

New category

Grade category

Category name: Participation (15%)

Aggregation: Simple weighted mean of grades

Show more...

☒ **Category total**

Show more...

Grade type: Value

Maximum grade: 15

Grade display type: Default (Real)

> **Parent category**

Save changes Cancel

3. Next, open the **Category total** options area, if it isn't already open, and enter the weight for the category in the **Maximum grade** field. In this example, *Participation* will account for 15% of each student's final score.
4. **Save changes.** (You don't need to adjust any of the other default settings.)

Repeat these steps until you have created categories and assigned weights for every kind of activity that you intend to grade. **Note:** For ungraded items, you might want to set up a separate category with a weight of 0.

Gradebook Set-Up: Weighted Grades

When you're done, the gradebook might look something like this example.

Numbers in the **Weights** column should match the numbers in the **Max grade** column and, if your math is right (😊), the **Course total** at the top of the page should be 100.

Edit Categories

The only challenge to editing a category is selecting the correct **Edit** link! Instead of opening the link associated with the **bolded name** of the category (which only shows or hides it), use the non-bolded link to the right of the category title that has the folder icon next to it to display an **Edit settings** link. That link returns you to the create category dialogue box. Deleting a category will **not** delete any items within it.

Set Gradebook to Simple Weighted Means

To ensure that the course correctly calculates grades, you need to set the entire gradebook to **Simple weighted means**.

Click on the **Edit** link shown here, then select **Edit settings**.

This time, leave the **Category name** field blank. Select **Simple weighted mean of grades** from the **Aggregation** pull-down menu, leave the **Maximum grade** field set to **100**, and **Save changes**.

Bonus: Add Letter Grade to Total Display

While you're here, if you would like to have a letter grade shown with the course total score, use the **Grade display type** pull-down menu to select **Real (letter)**. (You can check the letter grade scale by clicking on **Grading letters** in the gradebook menu in the upper left corner.)

Name	Weights?	Max grade	Actions	Select
Quick Gradebook		-	Edit ▾	<input type="checkbox"/> All
Course total		100.00	Edit ▾	
Participation (15%)	15.0	-	Edit ▾	<input type="checkbox"/> Participation (15%)
Participation (15%) total			Edit settings Delete Hide	
In-Class Assignments (35%)	35.0	-	Edit ▾	<input type="checkbox"/> In-Class Ass...
In-Class Assignments (35%) total		35.00	Edit ▾ Hide	
Exams (30%)	30.0	-	Edit ▾	<input type="checkbox"/> Exams (30%)
Exams (30%) total		30.00	Edit ▾	
Term Paper (20%)	20.0	-	Edit ▾	<input type="checkbox"/> Term Paper (20%)
Term Paper (20%) total		20.00	Edit ▾	

Name	Weights?	Max grade	Actions	Select
Gradebook Weighted Example Course		-	Edit ▾	<input type="checkbox"/> All
Course total		100.00	Edit settings Hide Reset weights	

Edit category

Grade category

Category name

Aggregation

Show more...

Category total

Show more...

Grade type

Maximum grade

Grade display type

Save changes

Cancel

Natural

Weighted mean of grades

Simple weighted mean of grades

Natural

Value

100

Default (Real)

Gradebook Set-Up: Weighted Grades

Once you have set the course total for simple weighted means, the gradebook might look something like this example.

The weights column has disappeared, and the **Max grade** column represents the weights that you have assigned to each category.

Now, you're ready to add grade items to the gradebook! (See **Moving Items into Categories** below if you already have graded items in your gradebook.)

Populating the Gradebook

Assign Items to Categories

When you create a graded activity like a quiz or assignment using **Add an activity or resource...**, a link for the activity will automatically be entered in the gradebook. With categories set up, you can assign a graded activity to a category as you add it to your course. In the new activity's **Grade** options area, use the pull-down menu in the **Grade category** field to select the appropriate category.

Create "Manual" Items

Gradebook setup ▾ **Add grade item** Add category

New grade item

▼ **Grade item**

Item name

Show more...

Grade type

Maximum grade

Grade display type

▼ **Parent category**

☐ Weight adjusted

Weight

☐ Extra credit

Grade category

- Gradebook Natural
- Gradebook Natural
- Participation
- In-Class Assignments
- Exams
- Term Paper

Name	Max grade	Actions	Select
Quick Gradebook	-	Edit ▾	<input type="checkbox"/> All
Course total Simple weighted mean of grades.	100.00	Edit ▾	
Participation (15%)	-	Edit ▾	<input type="checkbox"/> Participation (15%)
Participation (15%) total Simple weighted mean of grades.	15.00	Edit ▾	
In-Class Assignments (35%)	-	Edit ▾	<input type="checkbox"/> In-Class Ass...
In-Class Assignments (35%) total Simple weighted mean of grades.	35.00	Edit ▾	
Exams (30%)	-	Edit ▾	<input type="checkbox"/> Exams (30%)
Exams (30%) total Simple weighted mean of grades.	30.00	Edit ▾	
Term Paper (20%)	-	Edit ▾	<input type="checkbox"/> Term Paper (20%)
Term Paper (20%) total Simple weighted mean of grades.	20.00	Edit ▾	

▼ **Grade**

Grade

Type

Maximum grade

Grading method

Grade category

- Uncategorized
- Exams
- In-Class Assignments**
- Participation
- Term Paper

Grade to pass

Anonymous submissions

To enter grades for an assignment that isn't associated with an activity link in Moodle, create a *manual grade item*.

In the **Setup** page, click on **Add grade item**.

Enter a **name** for the item and the **maximum** number of points possible (up to 500).

To make the item count as **extra credit**, check the box in the **Parent category** options area. (Learn more about [extra credit](#).)

In the **Grade category** field, use the pull-down menu to select the category that represents the activity. **Save changes**.

Manual grade items are represented by an open **black box** as shown in this example.

☐ Presentation

Gradebook Set-Up: Weighted Grades

Change the Points Set for an Item

There are two ways to adjust the total possible for a graded item, depending on where the item was created:

1. For activities like assignments, forums, and quizzes, changes must be made on the main course page where they were created. (The **Edit** link only allows you to hide the activity in the gradebook.)

↑ ↻ Exercise #3	20.00	Edit	✖	<input type="checkbox"/>
↑ ↻ Exercise #4	20.00	Edit	✖	<input type="checkbox"/>
↑ ☐ Peer Review Session	10.00	Edit	✓	<input type="checkbox"/>

2. Items manually created in the gradebook can only be changed in the gradebook.

See these [instructions for adjusting points for activity links](#) if you have already entered scores.

Note: Total points possible for **Attendance** activity links **cannot** be adjusted if you have taken attendance for a session. Contact the CATL for assistance if you find yourself in this situation.

Moving Items into Categories

Creating categories when you already have items in your gradebook can present a minor challenge. Looking at the illustration below, at first glance, it looks like the **Attendance** item is part of the **Participation** category because it's right beneath it. Actually, the **Participation** category has no items in it and the **Attendance** link is stranded on its own without being assigned to a category. How can you tell? If you look closely, you'll see that both of the **Move** icons are vertically aligned—that means both items are at the same level in the gradebook hierarchy. We need to move that **Attendance** link into the **Participation** category.

↑ ↻ Participation (15%)	7.5	-	Edit	☐ Participation (15%)
↻ Participation (15%) total	15.00		Edit	
Simple weighted mean of grades.				
↑ ↻ Attendance	50.0	100.00	Edit	✓

To move existing grade items where they belong:

1. Click in the **selection box** in the righthand column of any item you wish to move.

Simple weighted mean of grades

Choose...

Gradebook Weighted Example Course

Participation (15%)

In-Class Assignments (35%)

Exams (15%)

Term Paper (20%)

Save changes

Move selected items to Choose...

2. Scroll down to the **Move selected items to** field at the bottom of the page, then use the pull-down menu to select the **category** where you want the item to go.

Moodle will move the item automatically—you don't need to click on anything else to move it.

Note: Click on **Continue** any time the **Recalculating grades** notice appears.

↑	📁	Participation (15%)
↔		Participation (15%) total
Simple weighted mean of grades.		
→	↑	👤 Attendance

Recalculating grades

100%

Continue

Once the item has been moved to its category, it will appear indented beneath the category total as shown in the lowest image of the illustration above.

Gradebook Set-Up: Weighted Grades

Rearranging Items and Categories

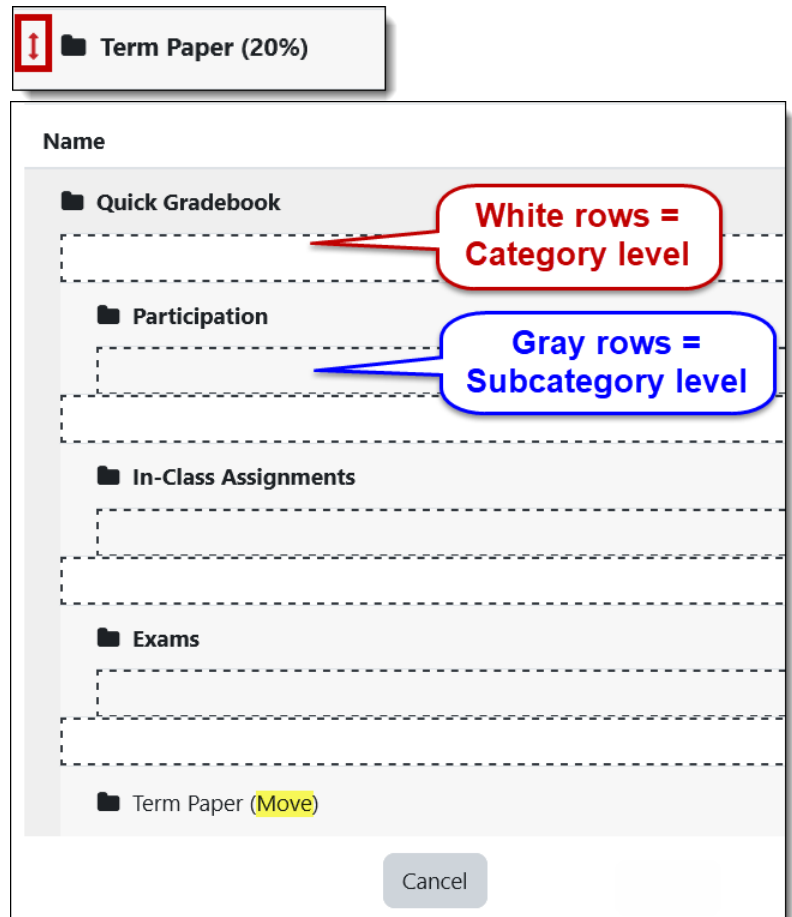
Speaking of moving, you might find that you need to reorder the categories in your gradebook.

To reposition a category, click on the **Move** icon to the left of the category name. You'll see a series of rows throughout the gradebook. Click on the row that represents the position where you want the category to appear. (Choose the row carefully—placing a category in a gray row below another category transforms it into a subcategory.) In a moment, you'll see the category in its new position.

You can also reposition an individual item within a category by using its move icon and selecting its destination.

In a moment, you should see the item or category in its new position.

The screenshot on the next page illustrates what your gradebook might look like with categories and related items. All of the items listed were generated by links on the main course page except for the manually created item for a Peer Review Session in the **In-Class Assignments** category.



Now that you know how to set up your gradebook, you might be interested in learning about these related topics:

- [Assign Extra Credit or Bonus Points](#) — [Sample Calculations](#)
- [Change Points Possible for an Assignment](#)
- [Create and Grade Assignments: Complete Guide](#)
- [Display Letter Grades in Gradebook](#)
- [Download the Gradebook](#)
- [Drop the Lowest Score](#)
- [Enter Grades Using "Single View"](#) — [Single View Video](#)
- [Grade Forums Using "Whole Forum" Grading](#)
- [Grade Forums with Ratings](#)
- [Gradebook Overview](#)
- [Set Grade to Pass](#)

Gradebook Set-Up: Weighted Grades

Here's what your gradebook might look like after adding graded activities and a manual item to your course:

Gradebook setup

Name	Max grade	Actions	Select
Gradebook Weighted	-	Edit ▾	<input type="checkbox"/> All
Course total Simple weighted mean of grades.	100.00	Edit ▾	
Participation (15%)	-	Edit ▾	<input type="checkbox"/> Participation (15%)
Participation (15%) total Simple weighted mean of grades.	15.00	Edit ▾	
Attendance	100.00	Edit ▾	<input type="checkbox"/>
In-Class Assignments (35%)	-	Edit ▾	<input type="checkbox"/> In-Class Ass...
In-Class Assignments (35%) total Simple weighted mean of grades.	35.00	Edit ▾	
Exercise #1	20.00	Edit ▾	<input type="checkbox"/>
Exercise #2	20.00	Edit ▾	<input type="checkbox"/>
Exercise #3	20.00	Edit ▾	<input type="checkbox"/>
Exercise #4	20.00	Edit ▾	<input type="checkbox"/>
<input type="checkbox"/> Peer Review Session	10.00	Edit ▾	<input type="checkbox"/>
Exams (15%)	-	Edit ▾	<input type="checkbox"/> Exams (15%)
Exams (15%) total Simple weighted mean of grades.	30.00	Edit ▾	
<input checked="" type="checkbox"/> Midterm #1	100.00	Edit ▾	<input type="checkbox"/>
<input checked="" type="checkbox"/> Midterm #2	100.00	Edit ▾	<input type="checkbox"/>
<input checked="" type="checkbox"/> Final Exam	100.00	Edit ▾	<input type="checkbox"/>
Term Paper (20%)	-	Edit ▾	<input type="checkbox"/> Term Paper (20%)
Term Paper (20%) total Simple weighted mean of grades.	20.00	Edit ▾	
First Draft	50.00	Edit ▾	<input type="checkbox"/>
Final Draft	50.00	Edit ▾	<input type="checkbox"/>

Save changes

Move selected items to

Choose... ▾