# Gradebook Set-up: Unweighted Grades

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

If you don't weight your grades, setting up your course gradebook is very easy. Each point assigned to an item in your gradebook carries the same weight as every other point. Moodle refers to this as "Natural" grading.
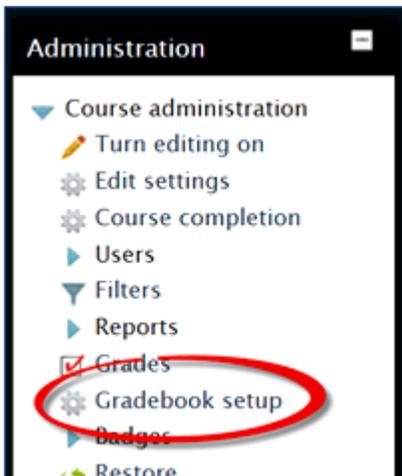
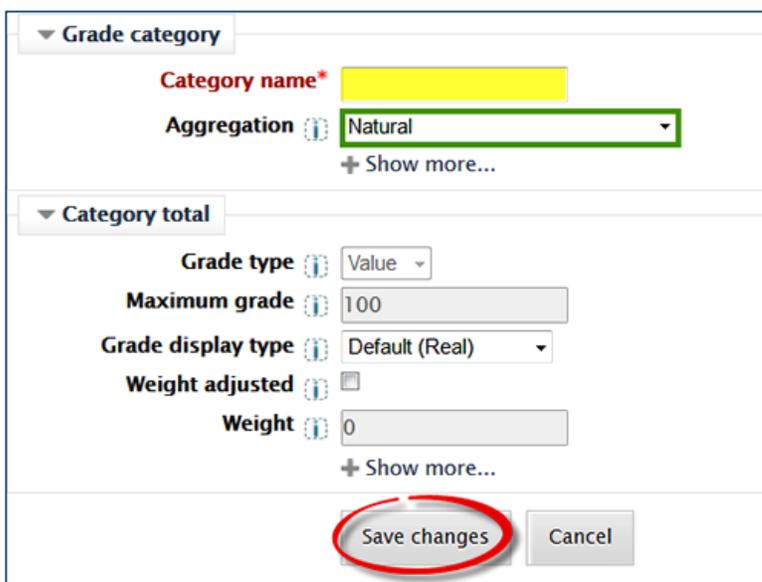Click on **Gradebook setup** in the **Course administration** block to begin.

Once you're in the gradebook setup page, we recommend creating categories to organize the graded activities in your course. Click on **Add category** to create the first kind of activity that you plan to grade.
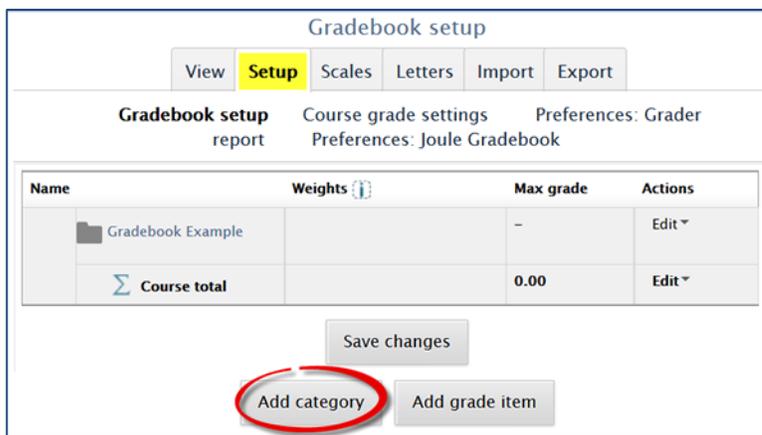
Name the category and **Save changes**. (You don't need to adjust any of the other default settings.)

Note that the default "aggregation" method (how grades are calculated) is *Natural*—that's what you want for unweighted grades.

Repeat these steps until all of the kinds of activities that you intend to grade are represented.

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

Assigning Items to Categories

Items created from the **Add an activity or resource…** link (like quizzes and digital assignments) will automatically be entered in the grade book. Now that you have categories set up, you can assign a graded activity to a category as you add the activity to your course.

In the **Grade** options area, use the pull-down menu in the **Grade category** field to assign an item to the appropriate category.

Creating "Manual" Items

To enter grades for an assignment that isn't associated with an activity in Moodle, create a *manual grade item*.
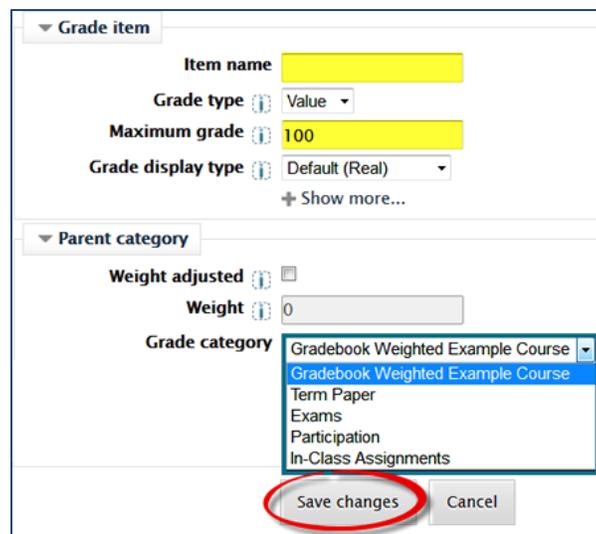
In the **Gradebook setup** page, click on **Add grade item**.

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Enter a **name** for the item and the **maximum** number of points possible (up to 250).

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

Save changes.

Rearranging Items

If you already have items in your gradebook that are not in categories, it's easy to move them where they belong:

1. Click in the **selection box** in the righthand column of any item you wish to move.
2. In the **Move selected items to** field, 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.
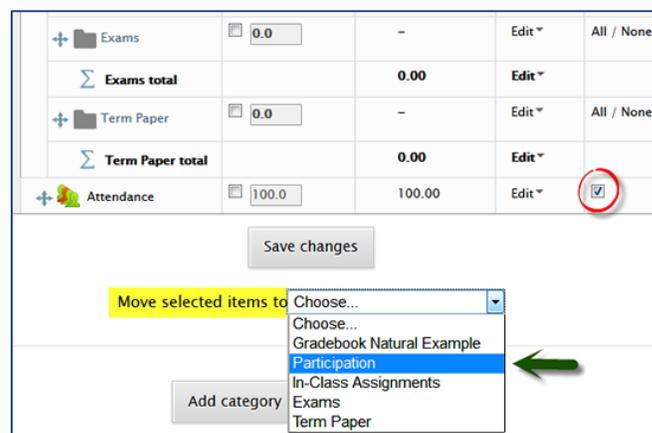
Rearranging Categories

Speaking of moving, you might find that you need to rearrange the categories that you've set up in your gradebook. This is a little tricky because the move icons look like they are drag and drop—but they aren't!

To move a category, click on the **Move** icon.

Moodle will provide a series of slots where you might want the category to go. Click on the slot that represents the postion where you want the category to appear.

In a moment, you should see the category in its new position.
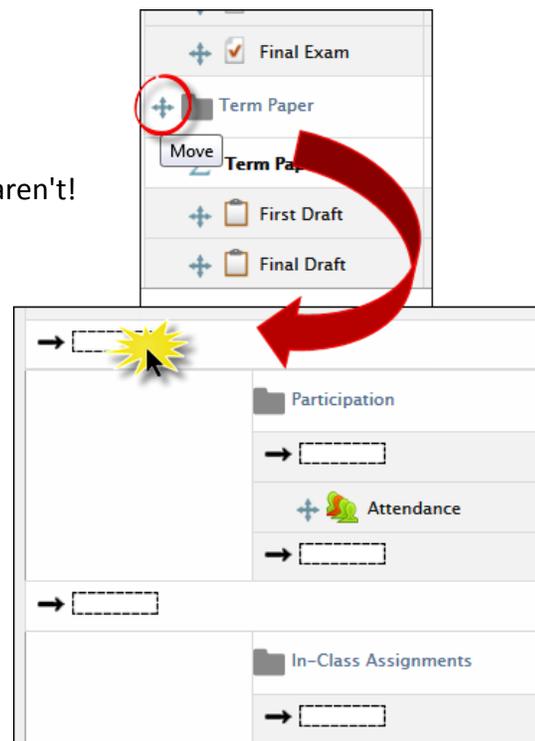
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Here's what your gradebook might look like after adding graded activities and a manual item to your course:

Name	Weights ⓘ	Max grade	Actions	Select
📁 Gradebook Natural Example		–	Edit ▾	All / None
Σ **Course total**		**580.00**	Edit ▾	
✛ 📁 Participation	☐ 17.241	–	Edit ▾	All / None
Σ **Participation total**		**100.00**	Edit ▾	
✛ 👥 Attendance	☐ 100.0	100.00	Edit ▾	☐
✛ 📁 In-Class Assignments	☐ 13.793	–	Edit ▾	All / None
Σ **In-Class Assignments total**		**80.00**	Edit ▾	
✛ 📋 Exercise #1	☐ 25.0	20.00	Edit ▾	☐
✛ 📋 Exercise #2	☐ 25.0	20.00	Edit ▾	☐
✛ 📋 Exercise #3	☐ 25.0	20.00	Edit ▾	☐
✛ 📋 Exercise #4	☐ 25.0	20.00	Edit ▾	☐
✛ 📁 Exams	☐ 51.724	–	Edit ▾	All / None
Σ **Exams total**		**300.00**	Edit ▾	
✛ ✓ Midterm #1	☐ 33.333	100.00	Edit ▾	☐
✛ ✓ Midterm #2	☐ 33.333	100.00	Edit ▾	☐
✛ ✓ Final Exam	☐ 33.333	100.00	Edit ▾	☐
✛ 📁 Term Paper	☐ 23.81	–	Edit ▾	All / None
Σ **Term Paper total**		**150.00**	Edit ▾	
✛ 📋 First Draft	☐ 33.333	50.00	Edit ▾	☐
✛ 📋 Final Draft	☐ 33.333	50.00	Edit ▾	☐
✛ 👆 Presentation	☐ 33.333	50.00	Edit ▾	☐

Save changes

In this example, we've highlighted the **total points possible** (so far) that appear at the top of the page. (Having the total there means that students' total scores appear right next to their names in other gradebook views, so you can see how they are doing without having to scroll.) We've also highlighted the totals in the **Weights** column. These figures demonstrate the actual weight each category contributes to the total possible score, as well as the percentage each item within the category represents of that figure. As items are added and removed throughout the term, weights are automatically adjusted to total 100% of the points possible.

Your gradebook is ready to go! See our other guides for entering grades, assigning extra credit, and more!