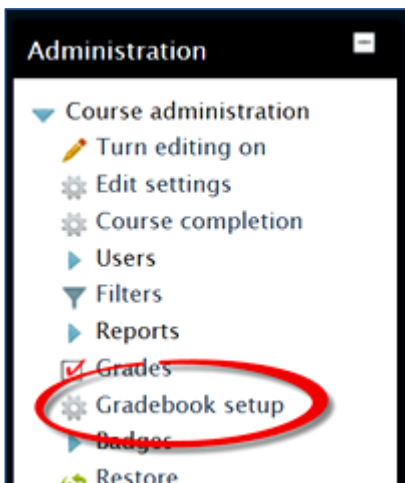


Moodle's gradebook offers an excellent way of communicating to students how well they are doing in your course. It is also an efficient way to manage grades and makes calculating final grades a snap. Graded activities that you create in Moodle are automatically added to the gradebook, making it even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

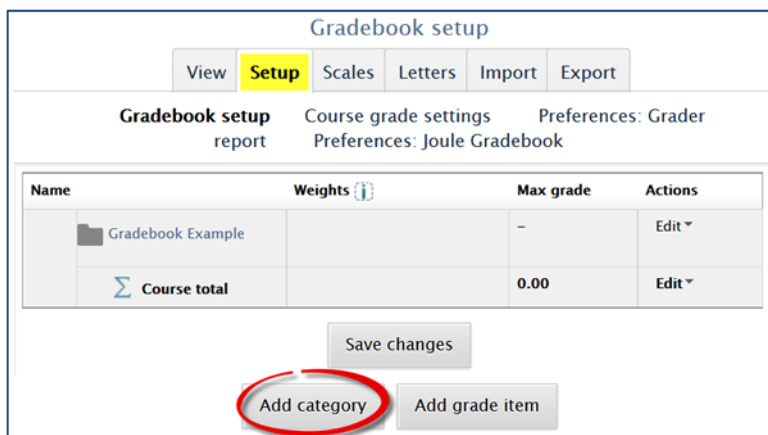
## Getting Started: Create Categories & Assign Weights

If you weight your grades, Moodle's gradebook manages that process very well. It all starts with categories.

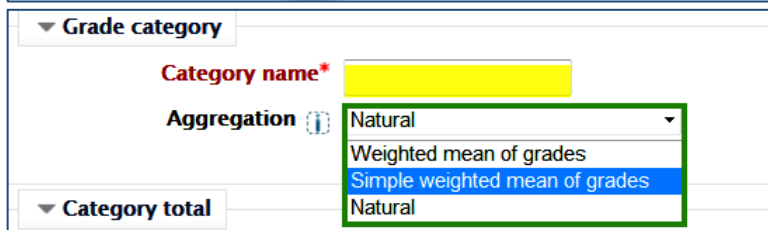


Click on **Gradebook setup** in the **Course administration** block to begin.

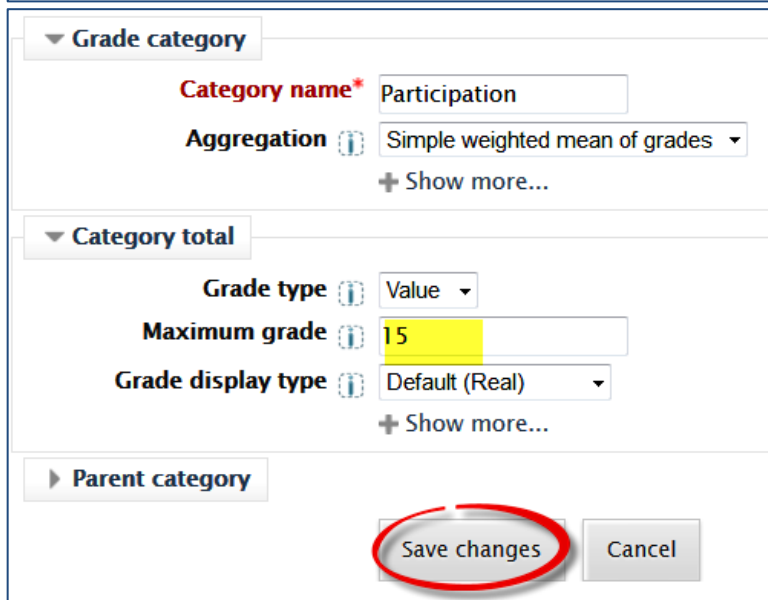
Once you're in the gradebook setup page, click on **Add category** to create the first kind of activity that you plan to grade.



Name the category, then use the pull-down menu in the **Aggregation** method (how grades are calculated) field to select **Simple weighted mean of grades**.



Next, you need to set the weight that you intend to assign to that category of scores. Open the **Category total** options area, if it isn't already open, and enter the weight for the category. In this example, *Participation* will account for 15% of each student's final score.



**Save changes.** (You don't need to adjust any of the other default settings.)

Repeat these steps until you have assigned weights for all of the kinds of activities that you intend to grade.

**Note:** If you will have some ungraded items, you might want to set up a separate category for them with a weight of 0.

# Gradebook Set-Up: Weighted Grades

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

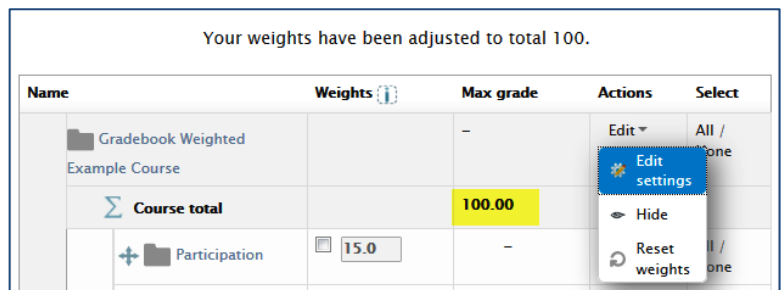
Note how each category has been **labeled** to show you that it has been set to calculate the weighted mean.

The weight you have assigned to each category appears in the **Weights** column. The percentages that you have assigned to each category are added up in the **Course total** 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.) Check to make sure that you have correctly entered the weights—your course total should be 100.

Name	Weights	Max grade	Actions	Select
Gradebook Weighted Example Course		-	Edit	All / None
<b>Course total</b>		<b>100.00</b>	Edit	
+ Participation	<input type="checkbox"/> 15.0	-	Edit	All / None
<b>Participation total</b> Simple weighted mean of grades.		15.00	Edit	
+ In-Class Assignments	<input type="checkbox"/> 35.0	-	Edit	All / None
<b>In-Class Assignments total</b> Simple weighted mean of grades.		35.00	Edit	
+ Exams	<input type="checkbox"/> 30.0	-	Edit	All / None
<b>Exams total</b> Simple weighted mean of grades.		30.00	Edit	
+ Term Paper	<input type="checkbox"/> 20.0	-	Edit	All / None
<b>Term Paper total</b> Simple weighted mean of grades.		20.00	Edit	

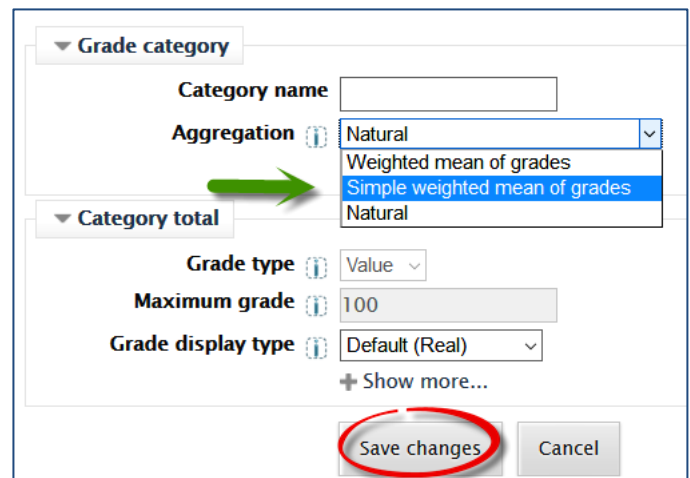
## Set Gradebook to Simple Weighted Means

To ensure that the course correctly calculates grades, you need to set the entire gradebook to *Simple weighted means*. Click on the **Edit** link circled in the example above (the link associated with the course name, not the course total). Click on **Edit settings**.



This time, leave the **Category name** field blank. Select **Simple weighted mean of grades** one last time, leave the **Value** field set to 100, and **Save changes**.

Click on **Continue** on the **Recalculating grades** message page to return to your gradebook setup (you don't have to wait for Moodle to recalculate—it's already done!).



# Gradebook Set-Up: Weighted Grades

Now, the gradebook might look something like this:

Note how the weights column has been renamed to **Max grade** and the course total reflects the new status of **Simple weighted mean of grades**.

Now, you're ready to add grade items to the gradebook!

Name	Max grade	Actions	Select
Gradebook Weighted Example Course	-	Edit ▾	All / None
<b>Course total</b> Simple weighted mean of grades.	100.00	Edit ▾	
+ Participation	-	Edit ▾	All / None
<b>Participation total</b> Simple weighted mean of grades.	15.00	Edit ▾	
+ In-Class Assignments	-	Edit ▾	All / None
<b>In-Class Assignments total</b> Simple weighted mean of grades.	35.00	Edit ▾	
+ Exams	-	Edit ▾	All / None
<b>Exams total</b> Simple weighted mean of grades.	30.00	Edit ▾	
+ Term Paper	-	Edit ▾	All / None
<b>Term Paper total</b> Simple weighted mean of grades.	20.00	Edit ▾	

## 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 it 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.

Grade options area showing the 'Grade category' dropdown menu. The menu is open, showing options: 'Not categorized', 'Exams', 'In-Class Assignments', 'Participation', and 'Term Paper'. A green arrow points to the 'In-Class Assignments' option.

## 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**.

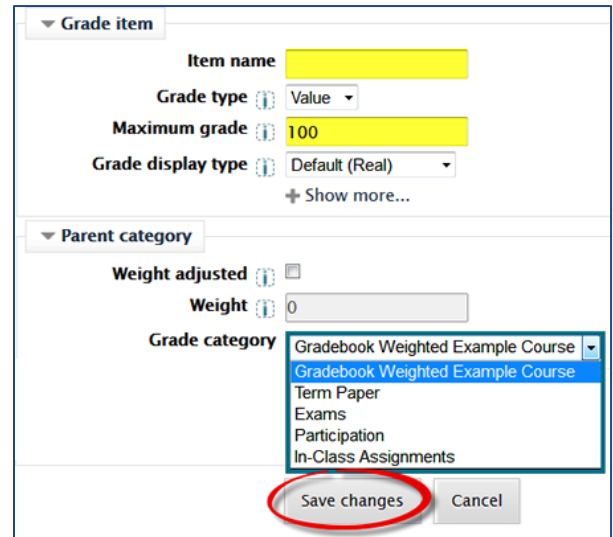
Gradebook setup page showing the 'Add grade item' button circled in red.

# Gradebook Set-Up: Weighted Grades

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.**

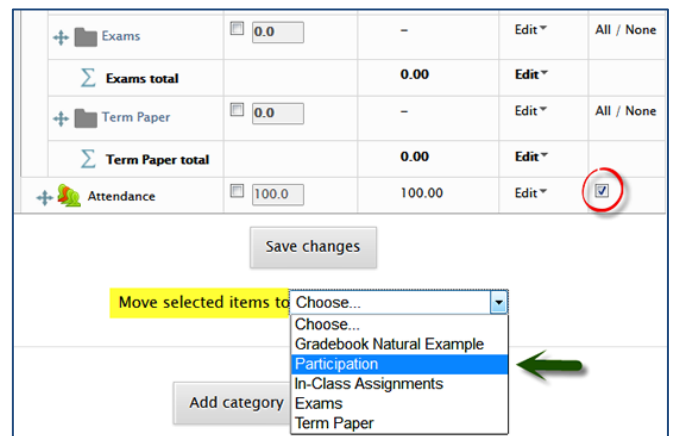


## Rearranging Items

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.



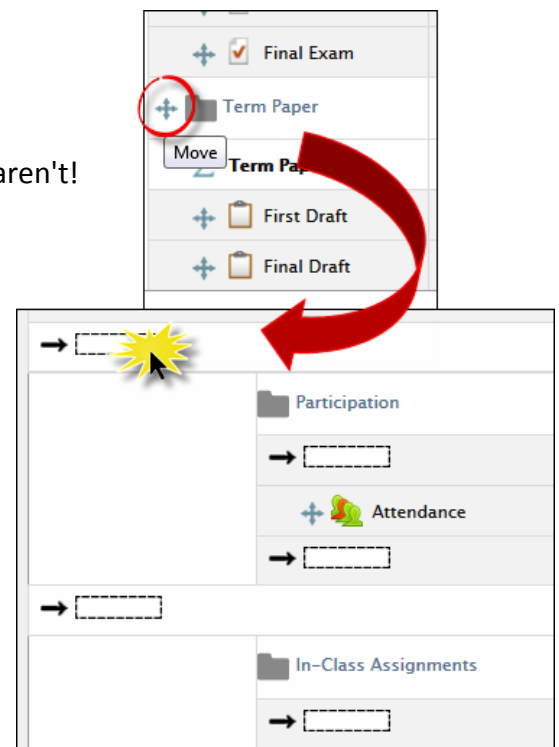
## Rearranging Categories

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 position where you want the category to appear.

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



# 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

View
Setup
Scales
Letters
Import
Export

**Gradebook setup**
Course grade settings
Preferences: Grader report
Preferences: Joule Gradebook

Name	Max grade	Actions	Select
Gradebook Weighted Example Course	-	Edit ▾	All / None
<b>Course total</b> Simple weighted mean of grades.	<b>100.00</b>	<b>Edit ▾</b>	
Participation	-	Edit ▾	All / None
<b>Participation total</b> Simple weighted mean of grades.	<b>15.00</b>	<b>Edit ▾</b>	
Attendance	100.00	Edit ▾	<input type="checkbox"/>
In-Class Assignments	-	Edit ▾	All / None
<b>In-Class Assignments total</b> Simple weighted mean of grades.	<b>35.00</b>	<b>Edit ▾</b>	
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"/>
Exams	-	Edit ▾	All / None
<b>Exams total</b> Simple weighted mean of grades.	<b>30.00</b>	<b>Edit ▾</b>	
<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	-	Edit ▾	All / None
<b>Term Paper total</b> Simple weighted mean of grades.	<b>20.00</b>	<b>Edit ▾</b>	
First Draft	50.00	Edit ▾	<input type="checkbox"/>
Final Draft	50.00	Edit ▾	<input type="checkbox"/>

Save changes

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