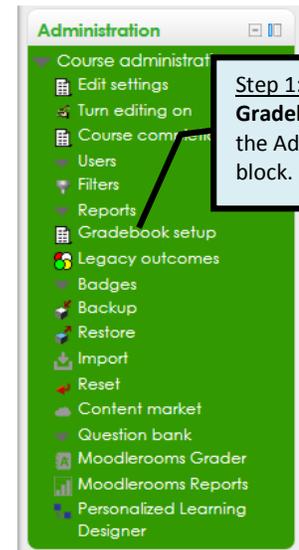


Gradebook Setup Users Guide

Set up Categories in your Moodle Gradebook before you start adding activities to your course. This will save you time, as you can assign the activity to a category while creating it, rather than having to move it into a category in the Gradebook later on.

These instructions assume you will calculate grades by **weighted categories** where each activity in a category is worth the same number of points.

If you want to use a different method, refer to <https://docs.moodle.org/29/en/Grades> for ideas.



Gradebook setup

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions
Pam_Online Course Template			
Submit information about yourself		-	Edit ▼
Syllabus Quiz	0.0	100	Edit ▼
	0.0	1	Edit ▼
		100	Edit ▼

Save changes

Add category Add grade item

Step 2: Click **Add category** at the bottom of the window to add the first category.

Grade category

Show advanced

Category name*

Aggregation Simple weighted mean of grades

Category total

Grade type Value

Scale Use no scale

Maximum grade 100

Minimum grade 0

Hidden

Locked

Save changes Cancel

Step 3: Type the name of the new category. To help students, include in the category name whether any grades are dropped and what weight % the category is.

Example of a descriptive category name:
Unit Exams (lowest grade dropped) 50% of course grade

Grade category

Category name*
Aggregation ?
Aggregate only non-empty grades* ?
Include outcomes in aggregation* ?
Aggregate including subcategories* ?
Drop the lowest* ?

Step 4: Choose **Mean of grades** if each graded activity that will be in this category is to be averaged and given equal weight within the category grade calculation.

Step 5: If you want to drop a certain number of the lowest grades in this category, chose that number here.

Category total

Category total name*
Item info* ?
ID number* ?
Grade type ?
Scale ?
Maximum grade ?
Minimum grade ?
Grade to pass* ?
Grade display type* ?
Overall decimal points* ?
Hidden ?
Hidden until* Enable
Locked ?
Lock after* Enable

Step 6: You will probably not need to make any changes to anything in the Category total section. Click the ? symbol beside an item if you want information about it.

Parent category

Item weight ?
Parent category
Current parent aggregation

If it asks for Item weight, you can put it here. Otherwise, you will do this after the category has been created.

If it asks for the **Parent category**, you would choose the name of the course from the drop down list.

Step 7: Click **Save changes** when you are finished making all choices for this new category.

After you add each new category you are taken back to the opening gradebook screen. Follow the same steps to add each new category.

Steps to edit common course grade settings are on the next page

Set up common course grade settings

General settings

Aggregation position ? Default (Last) ▾

Min and max grades used in calculation ? Min and max grades as specified in grade item settings

Grade item settings

Grade display type ? Default (Real) ▾

Overall decimal points ? Default (0) ▾

Overview report

Show rank ? Default (Hide) ▾

Hide totals if they contain hidden items ? Default (Hide) ▾

User report

Show rank ? Default (Hide) ▾

Show percentage ? Hide ▾

Show grades ? Default (Show) ▾

Show feedback ? Default (Show) ▾

Show weightings ? Hide ▾

Show average ? Hide ▾

Show letter grades ? Default (Hide) ▾

Show contribution to course total ? Hide ▾

Show ranges ? Hide ▾

Range decimal points ? 0 ▾

Show hidden items ? Default (Only hidden until) ▾

Hide totals if they contain hidden items ? Default (Hide) ▾

Save changes
Cancel

These are the common course grade settings to choose. If you have any questions, just click the question mark icons to help you make the right decision for your class situation.

This is what students would see if the course grade settings above were chosen. It would "clean up" what the students see in their gradebook to the most important items (grades and your feedback).

Assignments		
Chapter 1 Assignment	100	Excellent work! If you do that well through the whole course, you will be very successful.
Chapter 2 Assignment	96	Except for a few typographical mistakes, you did very well with this assignment.
Chapter 3 Assignment	0	
Chapter 4 Assignment	0	
Chapter 5 Assignment	100	
Chapter 6 Assignment	86	<p>Good summary information. You did need to cite the source of your information in your second paragraph highlighted typographical mistakes below.</p> <p>This will also allow minorities to have greater chance a starting a business and creating a business that might poverty areas where crime is high, and your risk of theft is increased.</p>

Steps to edit the gradebook are on the next page

How to Edit the Gradebook after Categories have been Created

Look over the information on this page to learn how to edit your gradebook once you have it created.

You can click the **Move icon** beside an activity to move it under a specific category so it will be calculated within that category.

You can click the **Move icon** beside a category name to move it and all activities in it under a different category so students see them in your preferred order.

			Actions	Select
Principles, Pam Dennis, Full Term				/ None
Chapter Quizzes	25.0	-	Edit ▾	All / None
Chapter 1 Quiz		100	Edit ▾	<input type="checkbox"/>
Chapter 2 Quiz		100	Edit ▾	<input type="checkbox"/>
Chapter 3 Quiz		100	Edit ▾	<input type="checkbox"/>
Chapter 4 Quiz		100	Edit ▾	<input type="checkbox"/>
Chapter 5 Quiz		100	Edit ▾	<input type="checkbox"/>
Chapter 6 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 7 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 8 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 9 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 10 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 11 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 17 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter 20 Quiz		10	Edit ▾	<input type="checkbox"/>
Chapter Quizzes total Mean of grades. Drop 2 lowest values.		100	Edit ▾	<input type="checkbox"/>
Discussion Forums	25.0	-	Edit ▾	

You can edit the choices you made for each category by clicking the **hand/pencil icon** for that category from the Edit drop down menu.

To **move** several activities to a different category at the same time, click boxes in the Select column then choose the correct category from the "Move selected items to" drop down menu.

Save changes

Move selected items to Choose...

Assign graded activities to specific categories

Once you have set up your grade categories, the easiest way to assign a graded activity to a specific category is to do it when you create the activity on the front page of your course. It can be assigned to a specific category right in the settings window of that activity.

However, some instructors forget to do that. Using the method on the previous page to move multiple activities at the same time is a way to do this quickly.

Recommendation about non-graded activities

As you add content to your course, you may have some non-graded assignments or lesson activities that appear in your gradebook (example: the Course Syllabus Quiz in your Class Orientation section). Seeing these in their gradebook can cause your students to be confused.

Recommendation: Create a new category called "Non-graded activities" and assign a weight of zero to it. Moving the non-graded activities to that category will let students see that they completed the activities but that they are not part of their grade.

Non-graded activities	0.0	-	Edit	All / None
Syllabus Quiz		100	Edit	
Syllabus Agreement EVA		1	Edit	
Non-graded activities total Mean of grades.		100	Edit	

Weight is set at zero so these activities won't be calculated into the course grade