

Set up and edit your Moodle gradebook

Additional help available at [Open LMS Help](#).

Gradebook Introduction

It is best to set up your Moodle gradebook before you start adding graded activities to your course although it can easily be done afterwards.

Most of the instructors calculate their grades by using weighted categories. This tutorial will demonstrate that method. This is an example. (*You should have included your grading method in your course syllabus.*)

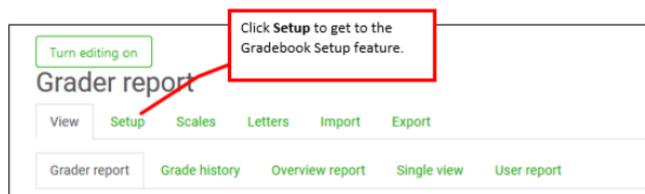
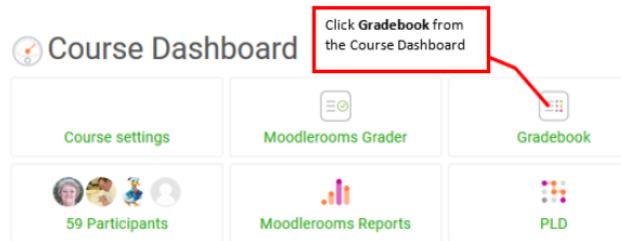
Average of Discussion Forums = 10%
Average of all Assignments = 30%
Average of Exams = 40%
Final Exam = 20%

For help with other methods of calculating grades, reference [Open LMS Help](#).

Instructions to set up the course for weighted categories

Click **Gradebook** on the Course Dashboard. Once the gradebook opens, click the **Setup** tab.

The easiest way to access the Gradebook Setup is through your Course Dashboard.



The image shows the 'Gradebook' setup page. A yellow box highlights the 'Name' field, which contains 'Name of your course'. A red box highlights the 'Edit' dropdown arrow next to the name field, with a callout: 'To set weighted grades as your grading method for the course, click the Edit dropdown arrow located to the right of the name of your course. Choose Edit settings.' Below the name field is a list of graded activities: 'Demonstrations', 'Windows Assignment', 'Discussion Forum 1: Exploring web brows...', 'Discussion Forum 2', 'Syllabus Agreement: EVA', 'Online lesson: Basic Components of a Computer', and 'Course total'. A yellow box highlights the 'Course total' section, stating 'If you already have some graded activities in your course, you will see them here.' At the bottom are buttons for 'Save changes', 'Add grade item', and 'Add category'.

The image shows the 'Grade category' setup form. A red box highlights the 'Category name' input field and the 'Aggregation' dropdown, which is set to 'Weighted mean of grades'. A yellow box highlights the 'Aggregation' dropdown, with a callout: 'Choose Weighted mean of grades and then click Save changes at the bottom of the screen.'

Instructions to add categories to the gradebook

If you do not see a column called **Weights** in your Gradebook Setup screen, then you did something wrong on the previous page. Try again.

Click **Add category** to add your first category and set the weight for it.

Type the name of the new category and set Aggregation at **Mean of grades**.

Click **Show more...** if you want so many of the lowest grades in this category dropped when course calculations are made.

Generally the maximum grades for each activity you will have in the category are set at 100.

After setting minimum grade at zero, click **Save changes**. (There shouldn't be any other changes needed.)

Grade category

Category name: Discussion Forums

Aggregation: Mean of grades

Grade type: Value

Scale: Use no scale

Maximum grade: 100

Minimum grade: 0

Hidden

Locked

Save changes **Cancel**

Repeat this process to add the each of the other categories (*Assignments, Exams, Project, etc.*)

Recommendation: Create a category called **Non-graded activities** so students aren't confused when they see some non-graded activities in their gradebook. (You will be giving it "0" weight.)

Instructions to set the weights for each category on next page.

Instructions to set weights for each category

Type the weight percentage for each category in these boxes. Make sure they add up to 100%

Example: Type **10** for a weight of 10%.

Name	Weights	Max grade	Actions	Select
I Discussion Forums	20	-	Edit	<input type="checkbox"/> Discussion Forums
Discussion Forums total Mean of grades.		100	Edit	
I Assignments	40	-	Edit	<input type="checkbox"/> Assignments
Assignments total Mean of grades.		100	Edit	
I Exams	40	-	Edit	<input type="checkbox"/> Exams
Exams total Mean of grades.		100	Edit	
I Non-graded activities	0.0	-		
Non-graded activities total Mean of grades.		100	Edit	
Course total Weighted mean of grades.		100	Edit	

Save changes

Instructions to place activities into the correct categories

Once you create activities in your course content, you can place them into the correct category in either of these two ways:

- Identify category in the activity itself
- Move activity into the right category in the Moodle gradebook

Identify category in the activity itself

Click the **Edit** icon below an activity. In the edit settings menu that appears is a place to choose the category.

The screenshot shows the Moodle Gradebook interface. On the left, there's a list of activities under 'OPEN FORUM'. One activity, 'Discussion Forum 1: Exploring web browsers', is selected. A red box highlights the 'Edit' icon next to it. To the right, a modal window titled 'Grade' is open for this activity. Inside the modal, there are fields for 'Grade Type' (set to 'Manual'), 'Grade' (with 'Type' set to 'Point' and 'Maximum grade' set to 100), 'Grading method' (set to 'Simple direct grading'), and 'Grade category'. A red arrow points to the 'Grade category' dropdown menu, which is open and shows a list of categories: 'Not categorized', 'Assignments', 'Discussion Forums', 'Exams', and 'Non-graded activities'. 'Not categorized' is highlighted with a green border.

The second method is demonstrated on the next page.

Move activity into the right category in the Moodle gradebook

The screenshot shows the Moodle Gradebook interface. At the top, there is a toolbar with a 'Windows Assignment' activity card, a '1.0' weight, a '100' maximum score, an 'Edit' button, and a delete icon. A yellow callout box points to the 'Move' icon (a small arrow) on the activity card. Below the toolbar is a sidebar with categories: 'Discussion Forums', 'Assignments' (which is currently selected), 'Exams', and 'Non-graded activities'. Under 'Assignments', there is another 'Windows Assignment' card with a '40.0' grade. A yellow callout box points to this card with the text: 'This will appear next for you to click under the category where you want it placed.' A line connects the 'Move' icon on the first card to the second card. Another yellow callout box points to the second card with the text: 'It is then under the correct category.'

The screenshot shows the Moodle Gradebook interface with multiple activities listed. At the top, there are cards for 'Syllabus Agreement EVA' (grade 1.0) and 'Online lesson: Basic Components of a Computer' (grade 1.0). Below them is a large yellow callout box containing text: 'You can move multiple activities at the same time to a specific category by selecting them here then selecting which category to move them to at the bottom of the screen.' Below this text is a screenshot of the gradebook interface showing several activities. A red arrow points to a dropdown menu labeled 'Choose...' which has 'Assignments' selected. Other options in the menu include 'Choose', 'Demonstrations', 'Discussion Forums', and 'Exams'.

Continue moving the activities to the correct category for calculation purposes. Don't forget to move non-graded activities to the **Non-graded activities** category.