

# 5 Simple Steps for Moodle Gradebook

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## 1. Create Categories

The category is like a folder that holds similar grade items together. It can contain one grade item or many items. For example, a “quiz” category can contain seven quizzes in it while the “participation” category contains only one grade item.

To create a category:

- a) In the course, click on “Grades” in the Administration block
- b) Click “Choose an action...” and select “Simple view” below “Categories and items”
- c) Click “Add Category” button
- d) Name the category (i.e. Tests, Quizzes), and click “Save Changes”
- e) Add as many categories as necessary (examples, Texts, Quizzes, Participation, Paper)

## 2. Add Grade Item

Every individual grade that you give is a grade item. Each test, quiz, or paper are all different items. Also, if you would like to give one encompassing grade, such as participation, that would also be considered one grade item. Each grade item will be placed in a category, even if there is only one item.

To create a grade item:






- a) In the course, click on “Grades” in the Administration block
- b) Click “Choose an action...” and select “Simple view” below “Categories and items”
- c) Click “Add Grade Item”
- d) Name the grade item. (Test 1, Final Paper)
- e) Type the maximum grade. (the default is 100)
- f) At “Grade Category,” pull down the drop down menu and select the proper category
- g) Click “Save Changes”
- h) Follow steps C through G to add all of your grade items.

## 3. Gradebook Scoring

There are many gradebook configurations that you can adjust. However, perhaps the most important is the “Aggregation.” Aggregation is the method of *how* Moodle grades the assignments for the semester. The most popular grade aggregation types are Weighted mean of Grades and Sum of Grades. The weighted mean of grades is when each category is assigned a percentage of the overall grade (i.e. tests = 40%, quizzes 25%, papers, 35%). The sum of grades adds all of the points for each grade item and calculates the student’s score based on the total (i.e. three quizzes worth 10 points each, two tests worth 100 points, and a paper worth 100 points = 330 total possible points).

To change your gradebook scoring:

- In the course, click on “Grades” in the Administration block
- Click “Choose an action...” and select “Simple view” below “Categories and items”
- Select your chosen aggregation type from the drop down menu in the top (pink) category.

Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
 Course 1 	Sum of grades		-	  	All None

#### Sum of Grades

- Click “Save Changes”

#### Weighted mean of Grades

- Type the percentage number to the right of each category. The total from all categories must equal 100.
- Click “Save Changes”

## 4. Enter Grades

During the semester you can update the student’s scores for each grade item.

- In the course, click on “Grades” in the Administration block
- Click the “Turn editing on” button
- Insert the students’ grades underneath the grade item. (you cannot exceed the maximum score for each item) Moodle will automatically add the new grade item to the final score

## 5. Review

You can check the student’s scores regularly throughout the semester.

- In the course, click “Grades” in the Administration block
- To see a detailed student grade, click on the green & red box next to their name

