

# Gradebook Overview

## 1. Gradebook Introduction

It is best to set up your Moodle gradebook before you start adding graded activities to your course. Most of the college instructors calculate their grades using weighted categories. Below is an example:

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

This section of your training course is not designed to be all inclusive regarding grading scenarios and will only give you specific instructions for calculating grades with weighted categories. However, if you calculate your grades in another manner, such as by a sum of total points, this, too, can be set up in Moodle.

A good tutorial for help with the Moodle gradebook is at the [Blackboard Help](#) website.

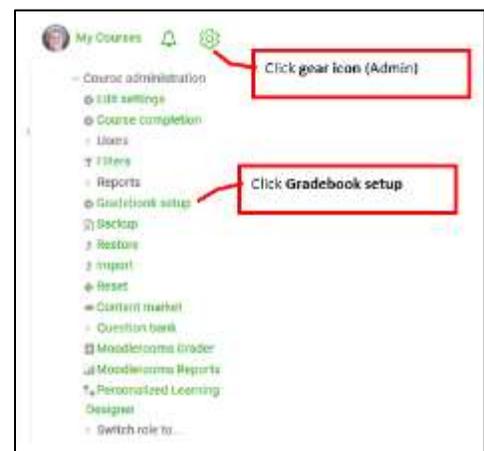
In your course syllabus you should have included your grading method. If it is with weighted categories, those grade categories and their percentage weights should already be listed in your syllabus. If it is some other method, it should also be explained in your syllabus.

You will use that information to set up your Moodle gradebook.

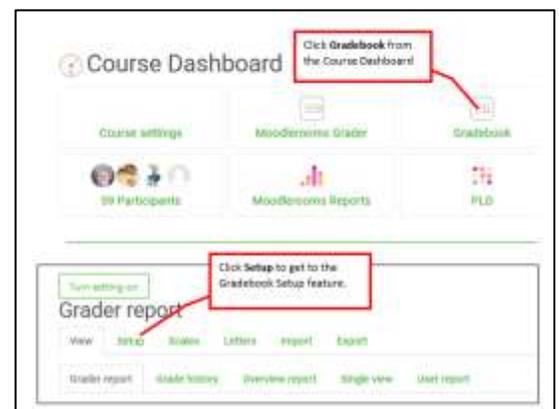
## 2. Access the Gradebook Setup

The place where you set up a Moodle gradebook is called the "Gradebook setup" area. You access this area by one of these two methods:

Click **Gradebook setup** from the **gear icon** (Admin.)



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



### 3. Set up the grade categories

Once you are in the gradebook setup area you will add each category and identify the weight each category will receive. You can also set a category so a certain number of low grades will be dropped before the category is calculated.

The example below shows the most common choices made in setting up a category.

The screenshot shows the 'Grade category' setup form in Moodle. It includes the following fields and options:

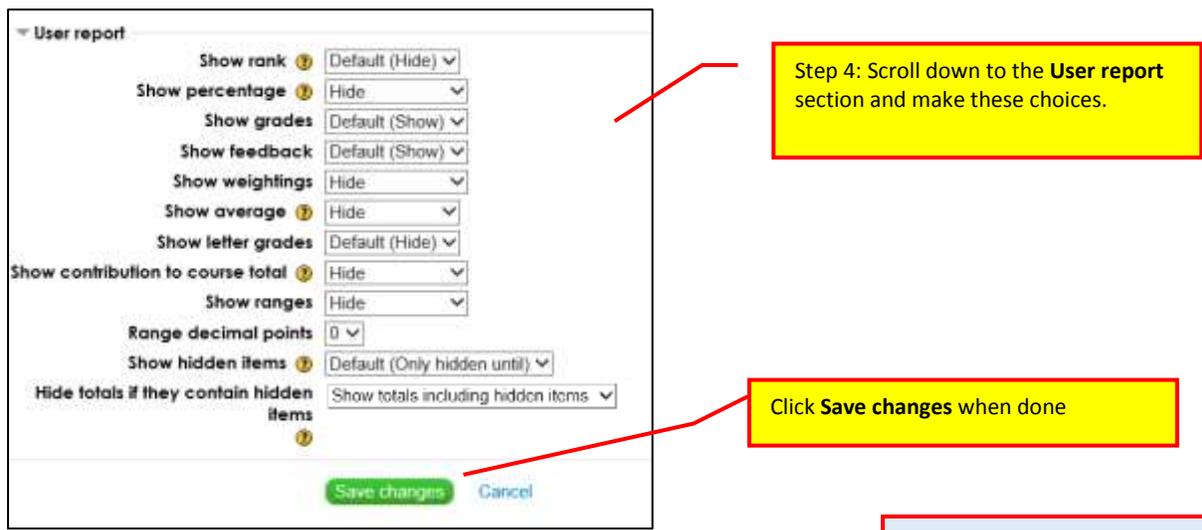
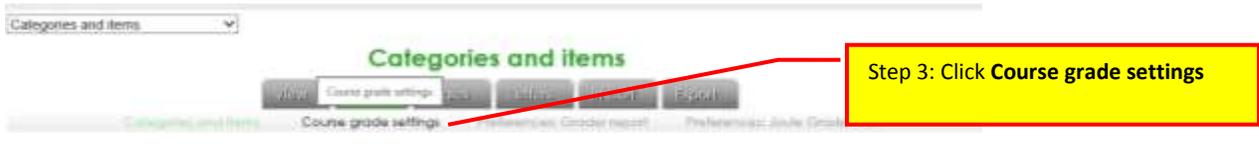
- Category name:** A text input field containing 'Chapter Quizzes'. A red callout box explains: 'Name of category that will show in the gradebook. Make sure it is the same name as listed in your syllabus so students aren't confused.'
- Aggregation:** A dropdown menu set to 'Simple weighted mean of grades'. A red callout box explains: 'Most common type of aggregation. It will average all activity grades in a category. There are other types available.'
- Show more...:** A green link. A red callout box explains: 'If you want to drop X number of lowest grades, click "Show more" to find that choice.'
- Grade type:** A dropdown menu set to 'Value'.
- Scale:** A dropdown menu set to 'Use no scale'.
- Maximum grade:** A text input field containing '100'.
- Minimum grade:** A text input field containing '0'.
- Hidden:** An unchecked checkbox with a question mark icon. A red callout box explains: 'Probably don't need to make any other changes but click the question marks to learn more about the other choices.'
- Locked:** An unchecked checkbox with a question mark icon.
- Show more...:** A green link.
- Parent category:** A dropdown menu.
- Buttons:** 'Save changes' (green) and 'Cancel' (grey).

### 4. Set what students will see in gradebook

By default students will see quite a few columns in their gradebook that can be confusing to them and are probably unnecessary. If all you want them to see is the name of the assignment, the grade earned, and possible comments from you, set the gradebook up using these steps.

The screenshot shows the Moodle interface. The top part is the 'Course Dashboard' with a grid of tiles: 'Course settings', 'Open Grader', 'Gradebook', '54 Participants', 'Open Reports', and 'PLD'. A yellow callout box points to the 'Gradebook' tile with the text: 'Step 1: Click your Course Dashboard to open it, then click **Gradebook** to open the Moodle gradebook.'

The bottom part shows the 'Categories and items' page with a navigation bar containing 'View', 'Setup', 'Grades', 'Legacy outcomes', 'Letters', 'Import', and 'Export'. A yellow callout box points to the 'Setup' tab with the text: 'Step 2: Click the **Setup** tab.'



Grade item	Grade	Feedback
<b>BUSINESS PRINCIPLES. Denney, Pamela M. FA-15</b>		
<b>Discussion Forums</b>		
Ice Breaker Discussion Forum	100	Good job of following instructions on this first graded assignment although you could. Even though you made a 100, you might want to look at the rubric used so you will see the rubric. Just click the name of this forum located to the left of your grade here.
Chapter 1 Discussion Forum	93	Well thought out post on all 4 questions. Spend more time developing effective responses to the assignment to the left of your grade and see the rubric used and more comments.
	97	Good ideas and examples. Your replies, though brief, had some good thinking behind them. Keep working on the little mistakes with your typing. Reading what you typed out helps catch some of them. See below for the highlighted ones I noticed.

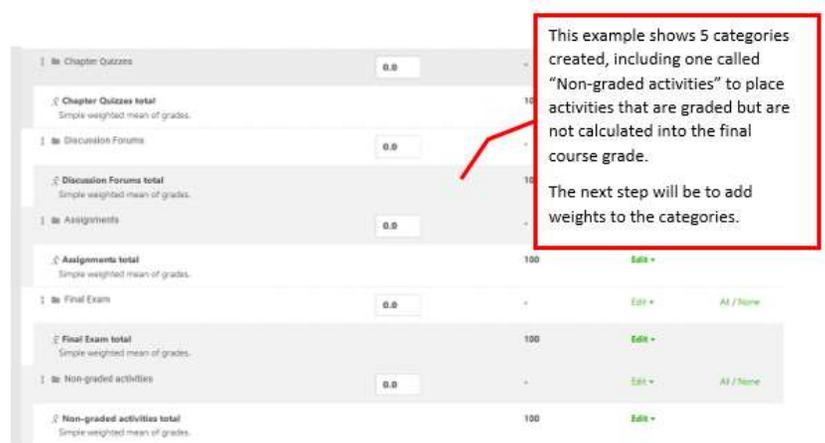
After the changes are made, this is a sample of what students will see when they log into their gradebook after you have started posting grades.

## 5. Add non-graded activities category

Since there will be a few activities students complete that earn a grade but you don't want to include the grade when Moodle calculates the final course grade, I recommend you create a category called "Non-graded activities." You can add those types of activities to that category to make it less confusing to students when they see those activities in their gradebook.

## 6. Finish setting up categories

Once you have created all of your grade categories, your gradebook setup will look something like this example.



This example shows 5 categories created, including one called "Non-graded activities" to place activities that are graded but are not calculated into the final course grade. The next step will be to add weights to the categories.

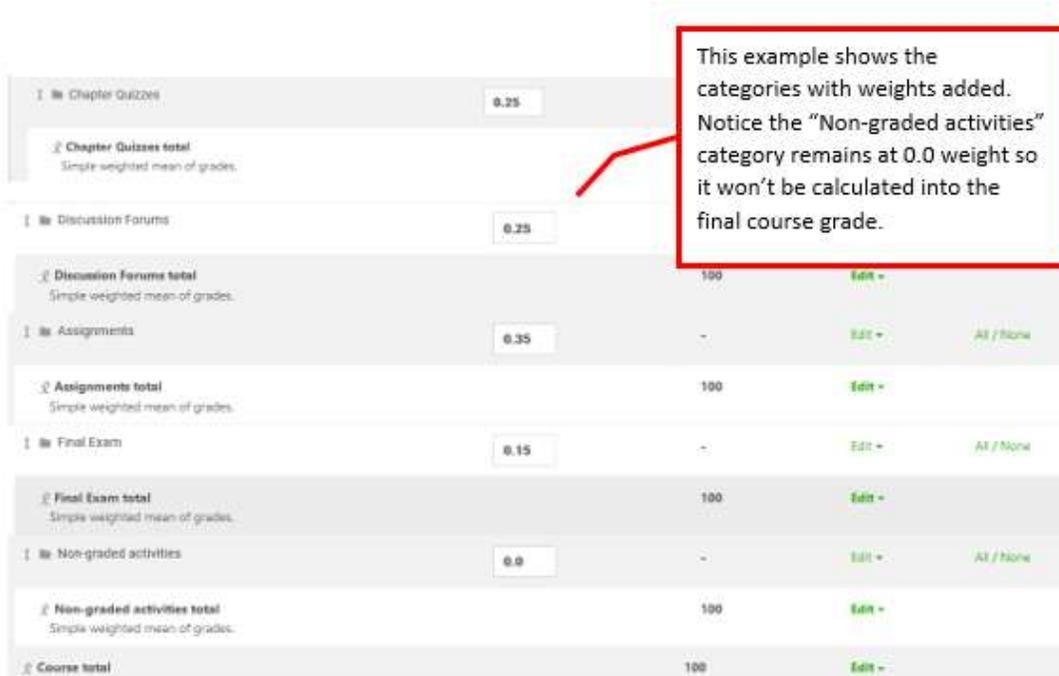
Category	Weight	Total	Grade	Options
Chapter Quizzes	0.0	-	-	
Chapter Quizzes total		100		
Discussion Forums	0.0	-	-	
Discussion Forums total		100		
Assignments	0.0	-	-	
Assignments total		100		Edit +
Final Exam	0.0	-	-	Edit + All / None
Final Exam total		100		Edit +
Non-graded activities	0.0	-	-	Edit + All / None
Non-graded activities total		100		Edit +

## 7. Set grade weights

The next step is to assign the weights to each category. Make sure to check your syllabus so you will assign the same weights as indicated in your syllabus.

Simply type in the weight (in decimal format) for each category.

Below is an example.



This example shows the categories with weights added. Notice the "Non-graded activities" category remains at 0.0 weight so it won't be calculated into the final course grade.

Category	Weight	Total	Grade	Options
Chapter Quizzes	0.25	-	-	
Chapter Quizzes total		100		
Discussion Forums	0.25	-	-	
Discussion Forums total		100		
Assignments	0.35	-	-	Edit + All / None
Assignments total		100		Edit +
Final Exam	0.15	-	-	Edit + All / None
Final Exam total		100		Edit +
Non-graded activities	0.0	-	-	Edit + All / None
Non-graded activities total		100		Edit +
Course total		100		Edit +

## 8. Move graded activities to correct categories

Once you have all of the categories set up in the gradebook, it is very easy to assign graded activities to the proper categories that are already in the gradebook.

The examples below show how to move some graded activities that you probably don't want to be calculated into the final course grade. They are moved into the "Non-graded activities" category that has a weight of 0.0.

Step 1: Place check marks beside those activities you want to move.

Submit information about yourself			Edit	<input checked="" type="checkbox"/>
Syllabus Quiz	0.0	100	Edit	<input checked="" type="checkbox"/>
Syllabus Agreement EVA	0.0	1	Edit	<input checked="" type="checkbox"/>

Course total  
Weighted mean of grades. 100

Save changes

Move selected items to: Choose...

- Choose...
- Final course
- Chapter Quizzes
- Discussion Forums
- Assignments
- Final Exam
- Non-graded activities

Step 2: At the bottom of the screen choose to move the selected items to the "Non-graded activity" category.

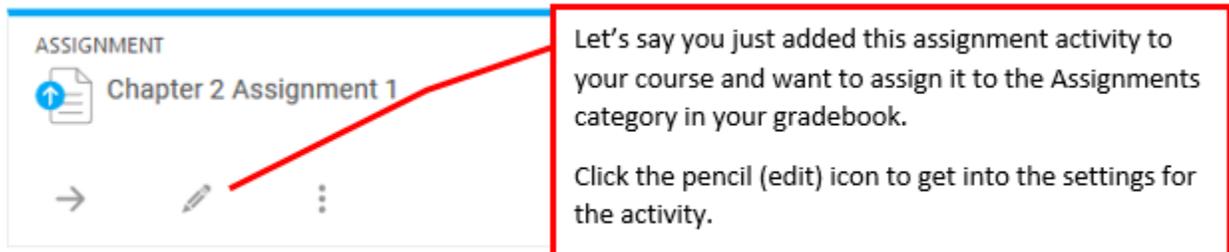
Non-graded activities 0.0

Submit information about yourself			
Syllabus Quiz			
Syllabus Agreement EVA			

Those activities are then positioned under the "Non-graded activities" category. Since the weight for that category is 0.0 those grades will not be used when the final course grade is calculated.

## 9. Add new graded activities to the proper category

As you start creating resources and activities in your course content section of your Moodle course, you will edit the settings for each resource or activity. If it is a graded activity, you will assign the activity to a specific grading category in the settings window for that activity. Once you make that choice, the activity will be automatically added to the gradebook under the correct category.

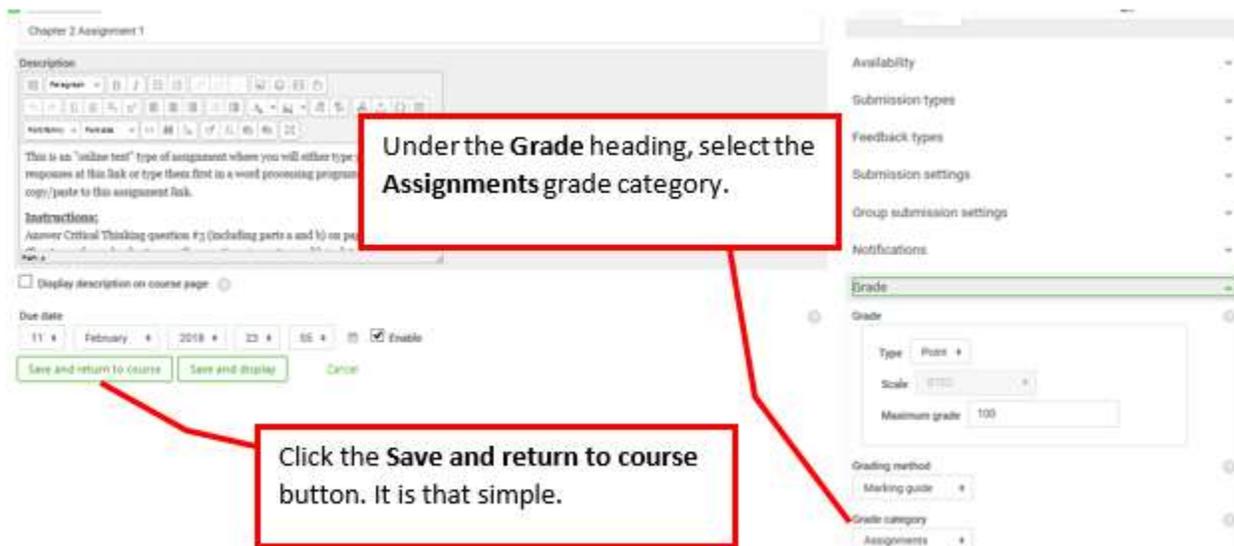


ASSIGNMENT

Chapter 2 Assignment 1

Let's say you just added this assignment activity to your course and want to assign it to the Assignments category in your gradebook.

Click the pencil (edit) icon to get into the settings for the activity.



Chapter 2 Assignment 1

Description

This is an "online test" type of assignment where you will either type responses at this link or type them first in a word processing program copy/paste to this assignment link.

Instructions

Answer Critical Thinking questions #3 (including parts a and b) on page 44.

Due date

11 February 2018 11:55 AM Enable

Save and return to course Save and display Cancel

Under the Grade heading, select the Assignments grade category.

Click the Save and return to course button. It is that simple.

Grade

Type Points

Scale 100

Maximum grade 100

Grading method

Marking guide

Grade category

Assignments



Assignments

0.35

Chapter 1 Assignment

Chapter 2 Assignment 1

If you were to look in the gradebook setup area, you would see that the assignment was automatically placed in the **Assignments** category in the gradebook.