

# 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 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. Example at the right.)*

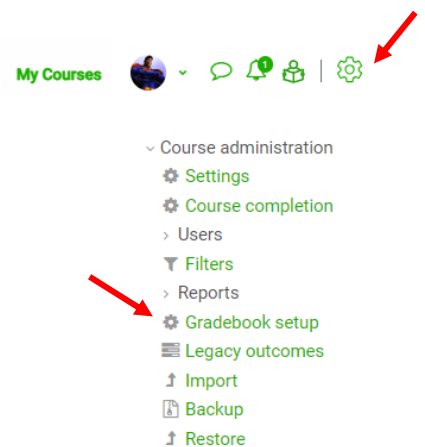
Average of Discussion Forums = 10%  
Average of all Assignments = 30%  
Average of Exams = 40%  
Final Exam = 20%

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

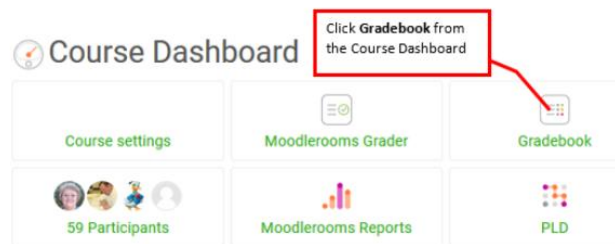
## Instructions to set up the course for weighted categories

### Step 1: Access the Gradebook Settings window.

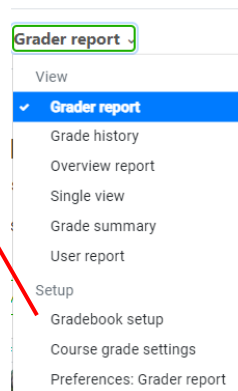
The quickest way to access the Gradebook Settings window is from the administration gear icon.



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



Click **Gradebook setup** from this drop-down menu.



## Step 2: Set weighted grades as your grading method.

Name of your course is located here.

To set weighted grades as your grading method for the course, click the **Edit** drop-down arrow located to the right of the row where the name of your course is located.. Choose **Edit settings**.

Note: If you already have some graded activities in your course, you will see them here.

Name	Max grade	Actions
Demonstrations	-	Edit ▼
Windows Assignment	100	Edit ▼
Discussion Forum 1: Exploring web browsers	100	Edit ▼
Discussion Forum 2	100	Edit ▼
Syllabus Agreement LVA	1	Edit ▼
Online lesson: Basic Components of a Computer	1	Edit ▼
<b>Course total</b> Simple weighted mean of grades.	100	Edit ▼

Save changes

Add grade item Add category

Grade category

Category name

Aggregation

Weighted mean of grades

Choose **Weighted mean of grades** for your Aggregation. Then click **Save changes** at the bottom of the screen.

## Step 3: Add categories to the gradebook

Gradebook setup ▼ Add grade item Add category

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

If you do not see a column called **Weights** in your Gradebook Setup screen, then you did something wrong in Step 2. Try again.

Name	Weights	Max grade	Actions
Demonstrations		-	Edit ▼
Windows Assignment			Edit ▼
Discussion Forum 1: Exploring web browsers			Edit ▼
Discussion Forum 2	1.0	100	Edit ▼

(Rest of Step 3 is on next page.)

**Grade category**

Category name  
Discussion Forums

Aggregation  
Mean of grades

Show more...

Grade type  
Value

Scale  
Use no scale

Maximum grade  
100

Minimum grade  
0

☐ Hidden

☐ Locked

Parent category

Save changes Cancel

**Important!** Give each category the same name as you have it listed in your syllabus. This helps students from being confused.

Type the name of the first category and set Aggregation as **Mean of grades**.

If you are going to have multiple assignments/quizzes in a category and want so many of the lowest grades in this category dropped when course calculations are made, click **Show more**.

Exclude empty grades: ☒ Advanced ?

Drop the lowest: Advanced ? 0

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

Ignore "Parent category" where you could set the weight. It is best to wait to put the actual weight of each category in after you have added all categories. (Explained in Step 4.)

Click **Save changes** when done.

As you add each new category, it will appear at the bottom of your Gradebook settings window with the name of the category in one row (with a folder icon) followed by the **total** row and type of aggregation method.

If you already have assignments/quizzes, etc. in showing in this area, you will be able to move the categories or assignments/quizzes later.

**Repeat Step 3 to add each of the other categories (*Assignments, Exams, Project, etc.*)**

Recommendation: Create a category called **Non-graded activities** where you can place those activities in your gradebook that aren't graded. This helps students from being confused when they see some non-graded activities in their gradebook. (You will be giving it "0" weight.)

*See instructions on next page to add the weights for each category.*

#### Step 4: Set weights for each category

Once you have your categories created, you can type the weight percentage for each category in these boxes right in the Gradebook Setup window or change what you already have if needed. Make sure the percentages for all categories add up to 100%

Name	Weights	Max grade	Actions	Select
Discussion Forums	<input type="text" value="20"/>	-	<a href="#">Edit</a>	<input type="checkbox"/> Discussion Forums
Discussion Forums total Mean of grades.		100	<a href="#">Edit</a>	
Assignments	<input type="text" value="40"/>	-	<a href="#">Edit</a>	<input type="checkbox"/> Assignments
Assignments total Mean of grades.		100	<a href="#">Edit</a>	
Exams	<input type="text" value="40"/>	-	<a href="#">Edit</a>	<input type="checkbox"/> Exams
Exams total Mean of grades.		100		
Non-graded activities	<input type="text" value="0.0"/>	-		
Non-graded activities total Mean of grades.		100		

If you added the recommended “Non-graded activities” category, notice that category would stay set at 0% so nothing you place in this category will be calculated into the course grade.

#### Step 5: 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:

- Method 1: If a graded activity isn’t already in the Gradebook Setup window, link the category in the settings of the activity itself back in the sections where the activity is located. It will automatically move the activity under the category in the Gradebook Setup window. *(See Method 1 example below)*
- Method 2: If the activity is already in the Gradebook Setup window, you can move the activity into the right category right in that window. It will automatically link the category to it in the settings of the activity. *(See Method 2 example on next page)*

#### Method 1: Identify category in the activity itself

**ASSIGNMENT**  
Topic/Plan (RA #1)-DUE BY 11:59 P.M. Jan. 30

Click the drop-down arrow and select **Edit settings**. Under the **Grade** heading, select the category.

**Grade**

**Grade category**

The second method is demonstrated on the next page.

## Method 2: Move activity into the right category right in the Gradebook Setup window.

The screenshot shows the Gradebook Setup window. At the top, there's a header bar with a list of activities. One activity, "RA# 5 Topic Outline--Due by 11:59 pm on March 5.", is highlighted. To its right, there's a "1.0" grade field, a "100" weight field, and an "Edit" button with a dropdown arrow. A yellow callout box points to the "Edit" button, stating: "If a graded activity is already in the Gradebook Settings window but not below the correct category, click the checkbox to the right of the activity, then choose the **Move selected items to** at the bottom of the window and select the correct category."

Below the header bar, there's a section titled "Topic Outline total" with a sub-header "Mean of grades." Below this, the activity "RA# 5 Topic Outline--Due by 11:59 pm on March 5." is listed. A yellow callout box points to this activity, stating: "The activity is then under the correct category."

At the bottom of the window, there's a "Move selected items to" section. It includes a "Save changes" button and a "Choose..." dropdown menu. A yellow callout box points to the "Choose..." dropdown, stating: "You can **move multiple activities** at the same time to a specific category by selecting all of them here first. Then select which category to move them to at the bottom of the screen." The dropdown menu is open, showing options: "Choose...", "Demonstrations", "Discussion Forums", "Assignments", "Exams", and "Non-graded activities". A red arrow points to the "Non-graded activities" option.

Below the "Move selected items to" section, there's a list of activities. The first activity is "Syllabus Agreement EVA" with a grade of "1.0" and a weight of "1". The second activity is "Online lesson: Basic Components of a Computer" with a grade of "1.0" and a weight of "1". Both activities have an "Edit" button with a dropdown arrow to their right.

Continue moving the activities to the correct category for calculation purposes. Don't forget to move non-graded activities under the **Non-graded activities** category if you created that category. *(Much less confusing for students if you do that.)*