

# Set up and edit your Moodle gradebook

Additional help available at [Blackboard Help](#)

## 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 Moodle 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.

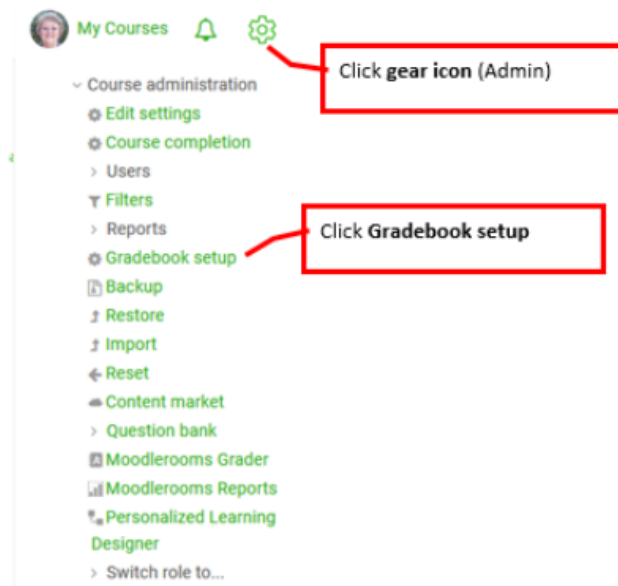
In your course syllabus you should have included your grading method. If it is with weighted categories, those grade categories and their percentage weights should already be listed in your syllabus. If it is some other method, it should also be explained in your syllabus.

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

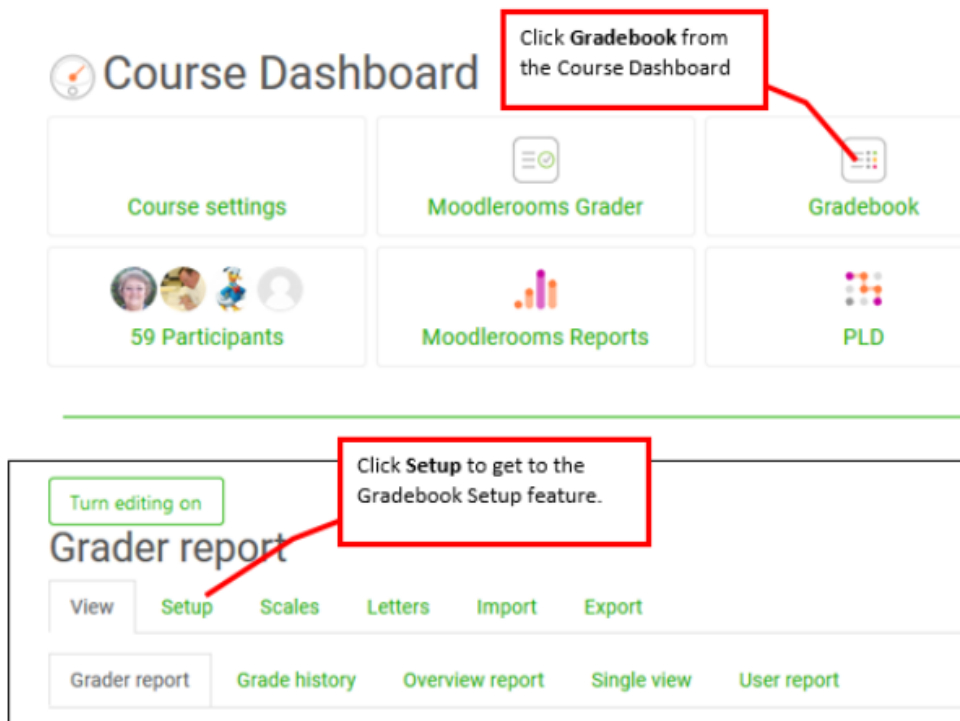
## 2. Access the Gradebook Setup

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.)



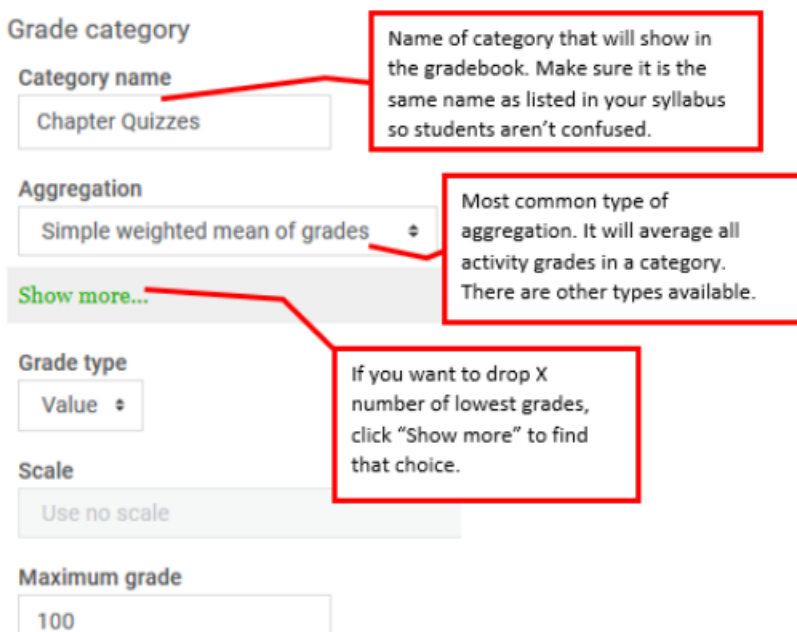
Click **Gradebook** on the Course Dashboard. Once the gradebook opens, click the **Setup** tab.



### 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.

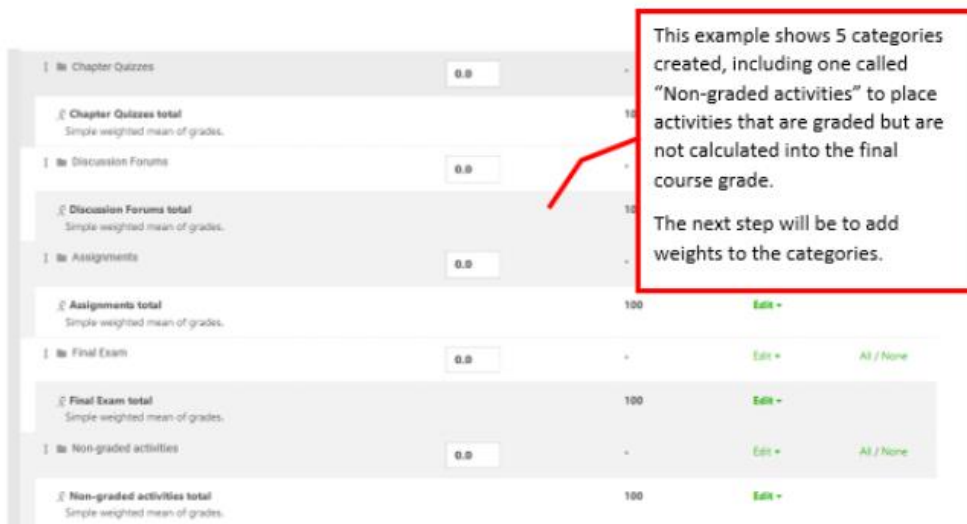


## 4. Add non-graded activities category

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.

## 5. Finish setting up categories

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



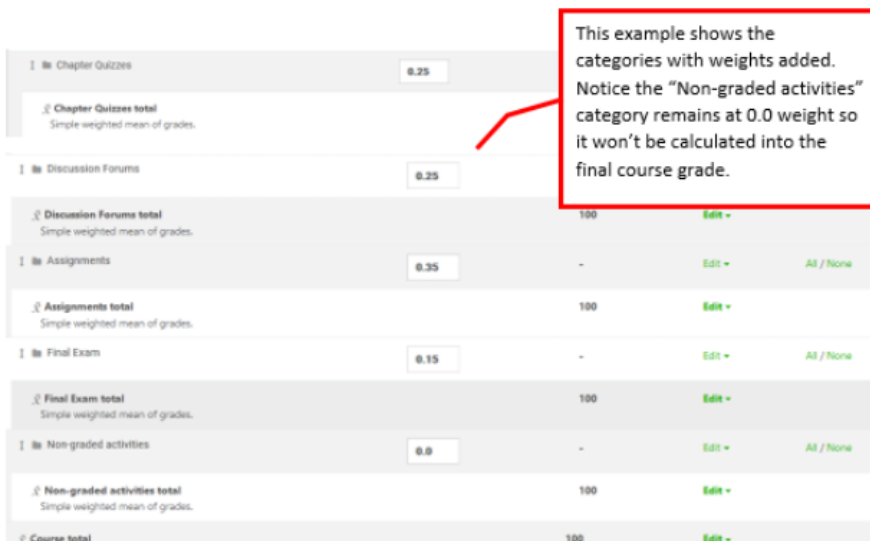
The screenshot shows a Moodle gradebook setup with five categories. A red callout box highlights the 'Non-graded activities' category and explains that it is not included in the final course grade. The next step is to add weights to the categories.

Category	Weight	Score	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 -

## 6. 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. Here is an example.



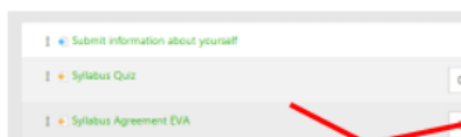
The screenshot shows the same Moodle gradebook setup as in the previous image, but with weights assigned to each category. The 'Non-graded activities' category remains at 0.0 weight. A red callout box highlights the 'Non-graded activities' category and explains that it remains at 0.0 weight so it won't be calculated into the final course grade.

Category	Weight	Score	Grade	Options
Chapter Quizzes	0.25	-	-	
Chapter Quizzes total		100		
Discussion Forums	0.25	-	-	
Discussion Forums total		100		Edit -
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 -

## 7. 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.



Examples of activities that earn a grade but most instructors don't include as part of the final course grade are some activities in your Class Orientation section (such as the Syllabus Agreement EVA).

To move them to the "Non-graded activities" category, follow the simple steps below. (The same steps can be used to move other graded activities to their proper categories.)

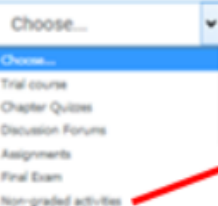
Step 1: Place check marks beside those activities you want to move.

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	100
Weighted mean of grades.	

Save changes

Move selected items to



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

Non-graded activities

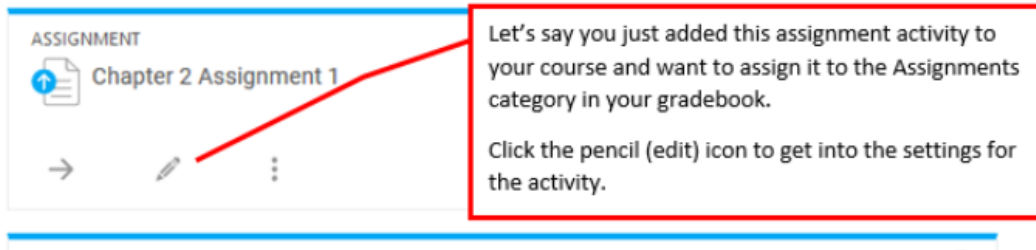
0.0

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.

## 8. Add new graded activities to the right category

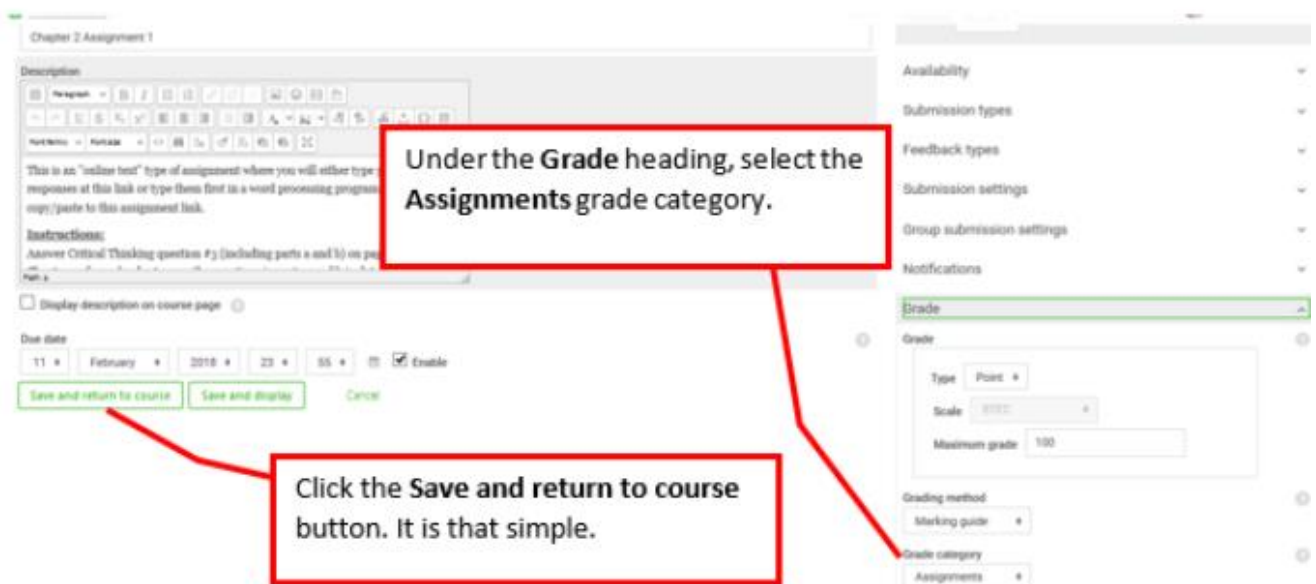
As you start creating resources and activities in your course content section of your Moodle course, you will edit the settings for each resource or activity. If it is a graded activity, you will assign the activity to a specific grading category in the settings window for that activity. Once you make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

Instructions

Due date

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: Point

Scale: 1000

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.