Gradebook Setup Users Guide

Set up Categories in your Moodle Gradebook before you start adding activities to your course. This will save you time, as you can assign the activity to a category while creating it, rather than having to move it into a category in the Gradebook later on.

These instructions assume you will calculate grades by **weighted categories** where each activity in a category is worth the same number of points. If you want to use a different method, refer to [https://docs.moodle.org/29/en/Grades](https://docs.moodle.org/29/en/Grades) for ideas.

More steps on the next page
After you add each new category you are taken back to the opening gradebook screen. Follow the same steps to add each new category.

**Step 4:** Choose **Mean of grades** if each graded activity that will be in this category is to be averaged and given equal weight within the category grade calculation.

**Step 5:** If you want to drop a certain number of the lowest grades in this category, chose that number here.

**Step 6:** You will probably not need to make any changes to anything in the Category total section. Click the 🐯 symbol beside an item if you want information about it.

**Step 2:** Click **Save changes** when you are finished making all choices for this new category.

If it asks for Item weight, you can put it here. Otherwise, you will do this after the category has been created.

If it asks for the **Parent category**, you would choose the name of the course from the drop down list.

**Steps to edit common course grade settings are on the next page**
Set up common course grade settings

These are the common course grade settings to choose. If you have any questions, just click the question mark icons to help you make the right decision for your class situation.

This is what students would see if the course grade settings above were chosen. It would “clean up” what the students see in their gradebook to the most important items (grades and your feedback).

Steps to edit the gradebook are on the next page
How to Edit the Gradebook after Categories have been Created

Look over the information on this page to learn how to edit your gradebook once you have it created.

Assign graded activities to specific categories

Once you have set up your grade categories, the easiest way to assign a graded activity to a specific category is to do it when you create the activity on the front page of your course. It can be assigned to a specific category right in the settings window of that activity.

However, some instructors forget to do that. Using the method on the previous page to move multiple activities at the same time is a way to do this quickly.
Recommendation about non-graded activities

As you add content to your course, you may have some non-graded assignments or lesson activities that appear in your gradebook (example: the Course Syllabus Quiz in your Class Orientation section). Seeing these in their gradebook can cause your students to be confused.

Recommendation: Create a new category called “Non-graded activities” and assign a weight of zero to it. Moving the non-graded activities to that category will let students see that they completed the activities but that they are not part of their grade.

Weight is set at zero so these activities won’t be calculated into the course grade.