

# Setting up a Moodle Gradebook with Weighted Categories

While setting up a Moodle gradebook completely with [natural grading \(https://wp.stolaf.edu/it/?page\\_id=10214\)](https://wp.stolaf.edu/it/?page_id=10214) is easy, you may want to use weighted categories. Weighted categories allow you to adjust the impact that each category has on the overall grade. This can be helpful if your syllabus specifies what portion of the grade each category will be worth. The example below shows weighted categories with natural weighting within them. The following guide will show you how to enable and set weighted categories.

Name	Weights	Max grade	Actions	Select
Sample Course: Music 3xx		-	Edit +	All / None
Assignments	55.0	-	Edit +	All / None
Brass Basics	22.881	54.00	Edit +	
Oral Presentation	19.058	45.00	Edit +	
Haydn Trumpet Concerto Paper	31.78	75.00	Edit +	
Final Paper	25.271	62.00	Edit +	
Assignments total		206.00	Edit +	
Performance	40.0	-	Edit +	All / None
Medieval excerpts	21.739	25.00	Edit +	
Baroque Excerpts	21.739	25.00	Edit +	
Classical Excerpts	21.739	25.00	Edit +	
Romantic Excerpts	21.739	25.00	Edit +	
Contemporary Excerpts	13.043	15.00	Edit +	
Performance total		118.00	Edit +	
Participation	5.0	-	Edit +	All / None
Introductions and the Use of Brass	33.333	10.00	Edit +	
In class discussion	33.333	10.00	Edit +	
Applied course content to lessons	55.333	10.00	Edit +	
Participation total		30.00	Edit +	
Course total		381.00	Edit +	

<https://i2.wp.com/wp.stolaf.edu/it/wp-content/blogs.dir/12/files/2016/08/setting-up-with-weighted-categories.jpg?ssl=1>

(Click on image to view full-size version.)

## How do I add a grade category?

On the **Gradebook setup** page, use the **Add category** button. Full instructions can be found in [gradebook setup \(https://wp.stolaf.edu/it/?page\\_id=10053\)](https://wp.stolaf.edu/it/?page_id=10053).

Σ Performance total		125.00	Edit ▾
Participation	5.0	-	Edit ▾ All / None
Introductions and the Use of Brass	50.0	10.00	Edit ▾
In class discussion	50.0	10.00	Edit ▾
Σ Participation total		20.00	Edit ▾
Σ Course total		414.00	Edit ▾

Save changes

Move selected items to  
Choose...

Add category ←

Add grade item

## How do I create weighted categories?

First, you must ensure that your gradebook is set to natural weighting. If text boxes for weights appear for each category, you can proceed to the second half of these instructions. If no text boxes are present for categories, follow these steps:

1. Navigate to the **Gradebook setup** page.
2. There will be a gray folder in the upper left corner. This is your course folder. Select the **Edit** menu and then **Edit settings**.

Gradebook setup

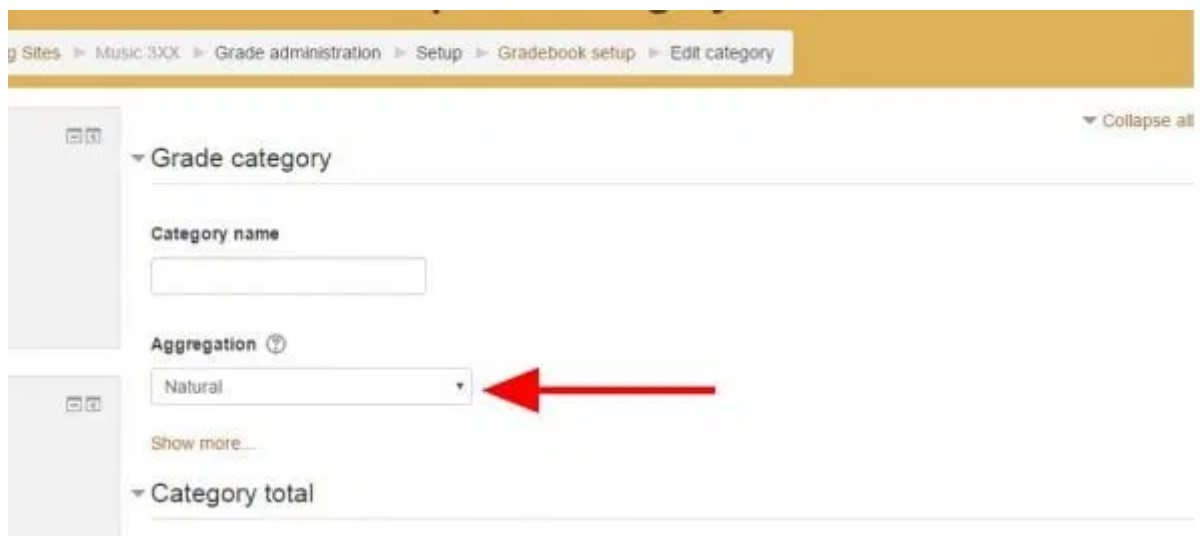
### Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Sample Course: Music 3xx			Edit ▾	All / None
Assignments	63.512	-	Edit ▾	All / None
Brass Basics	22.881	54.00	Edit ▾	
Oral Presentation	19.068	45.00	Edit ▾	

3. In the **Aggregation** drop down menu, select **Natural**.



4. Scroll down to the bottom of the page and select **Save changes**. Your categories can now be weighted.

Now you can set the weights for each category.

1. Navigate to the **Gradebook setup** page.
2. Select the checkbox next to a category's weight text box.

Name	Weights	Max grade	Actions	Select
Sample Course: Music 3xx		-	Edit -	All / None
Assignments	<input checked="" type="checkbox"/> 55.0	-	Edit -	All / None
Brass Basics	<input type="checkbox"/> 22.851	54.00	Edit -	<input type="checkbox"/>
Oral Presentation	<input type="checkbox"/> 19.055	45.00	Edit -	<input type="checkbox"/>
Haydn Trumpet Concerto Paper	<input type="checkbox"/> 51.75	75.00	Edit -	<input type="checkbox"/>
Final Paper	<input type="checkbox"/> 26.271	62.00	Edit -	<input type="checkbox"/>
Assignments total		236.00	Edit -	

3. Enter the desired weights for each category. In the example below, category weights total up to 100. This means that the weights are equal to percent of the grade. Assignments, for example, is worth 55 percent of a student's total grade.

Name	Weights ?
<b>Sample Course: Music 3xx</b>	
<b>Assignments</b>	<input checked="" type="checkbox"/> 55.0
Brass Basics	<input type="checkbox"/> 22.881
Oral Presentation	<input type="checkbox"/> 19.068
Haydn Trumpet Concerto Paper	<input type="checkbox"/> 31.78
Final Paper	<input type="checkbox"/> 26.271
<b>Assignments total</b>	
<b>Performance</b>	<input checked="" type="checkbox"/> 40.0
Medieval excerpts	<input checked="" type="checkbox"/> 20.0
Baroque Excerpts	<input checked="" type="checkbox"/> 20.0
Classical Excerpts	<input checked="" type="checkbox"/> 20.0
Romantic Excerpts	<input checked="" type="checkbox"/> 20.0
Contemporary Excerpts	<input checked="" type="checkbox"/> 20.0
<b>Performance total</b>	
<b>Participation</b>	<input checked="" type="checkbox"/> 5.0
Introductions and the Use of Brass	<input type="checkbox"/> 50.0
In class discussion	<input type="checkbox"/> 50.0
Applied course content to lessons	<input type="checkbox"/> 50.0
<b>Participation total</b>	
<b>Course total</b>	

4. Select **Save changes**. Your categories are now weighted.

Be aware that changing the weights of categories can drastically affect final grades, so it is best to set up weighted categories earlier rather than later. Now that your gradebook is set up, learn how to enter grades with the [using the gradebook \(https://wp.stolaf.edu/it/?page\\_id=10122\)](https://wp.stolaf.edu/it/?page_id=10122) guide.