Gradebook Setup

This guide will demonstrate how to set up a gradebook with categories and grade items. Setting up your gradebook is best done entirely before you enter any grades. Even if you do not have all assignments determined at the beginning of your course, at least add categories with weighting to match your syllabus.
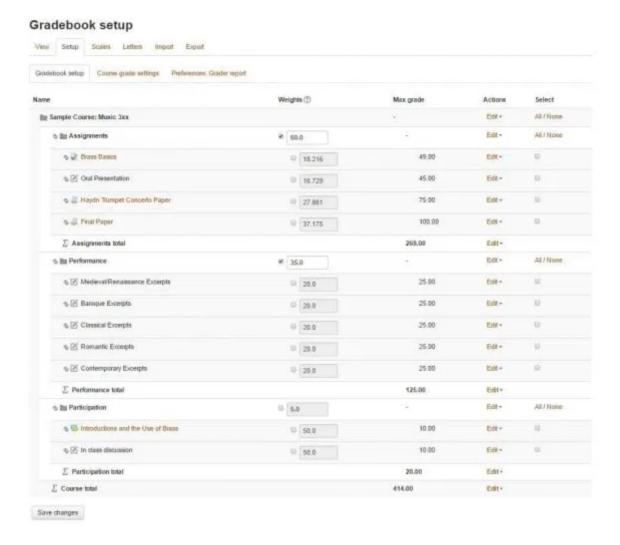
The following questions will be discussed in this guide:

- How do I view my gradebook setup?
- How do I add a grade category?
- How do I manually add grade items?
- How do I change an item's or category's weighting?
- How do I reorganize grade items?
- How do I delete grade items?
- What does a completed gradebook look like?

If you have a question that is not discussed here, visit Moodle's own documentation on grade categories (https://docs.moodle.org/30/en/Grade_categories).
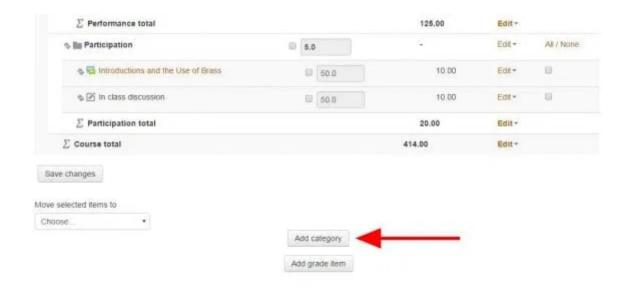
How do I view my gradebook setup?

You can organize your gradebook entirely through the **Gradebook setup** page. To navigate to this page, begin by viewing your course gradebook (https://wp.stolaf.edu/it/?page_id=9992). Select the **Gradebook setup** tab under the category **Setup**. Below is a screenshot of a gradebook setup.

Note how the gray and white backgrounds indicate "levels" of organization. The outermost gray box, labeled "Sample Course: Music 3xx", contains three categories. These categories (assignments, performance, and participation) are outlined in white.

How do I add a grade category?

1. Navigate to the **Gradebook setup** page.
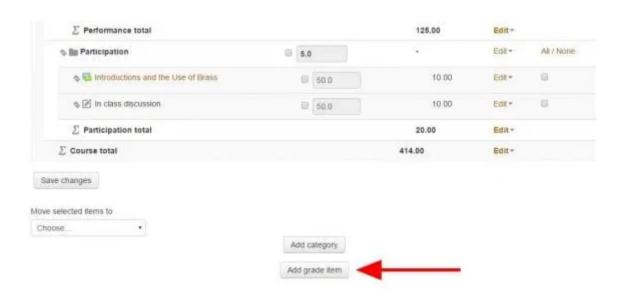2. Select **Add category** at the bottom of the page.

3. Provide a **category name**.
4. Choose a grade **Aggregation** type. The default is Natural grading, so typically there is no reason to change this. Learn more about grade aggregation (https://wp.stolaf.edu/it/?page_id=10043).
5. Select **Show more** to adjust whether to **Exclude empty grade** and/or to **Drop the lowest** x grades.
6. Adjust the settings in **Category total** as necessary, beginning with choosing a **Grade type**.
7. If grading on a scale, select which **Scale** to use.
8. If desired, adjust if grades are **Hidden** until a certain time or **Locked** after a certain time.
9. In **Parent category** settings, choose if the category has its **Weight adjusted** from the automatic natural value. Enter the new **Weight** if necessary. In natural weighting, this weight is the percent of the grade the category will be worth.
10. Choose a **Parent category** for the current category. You may nest categories within one another if necessary. Most categories will simply go inside your general course category.
11. Select **Save changes**.

Each category contains several graded items. The type of each graded item is denoted by an icon to the left of the name. Online assignments are automatically added to the gradebook. Offline assignments must be added manually.

How do I manually add grade items?

1. Navigate to the **Gradebook setup** page.
2. Select **Add grade item** at the bottom of the page.

3. In Grade item settings, enter an **Item name**.
4. Choose the **Grade type**. If using a scale, choose which scale to use.
5. If using a value grade, enter the **Maximum** and **Minimum** grade.
6. Choose whether the grade will be **Hidden** until a certain date. To adjust the date, select **Show more...**
7. Choose whether the grade will be **Locked** after a certain date. To adjust the date, select **Show more...**
8. In Parent category settings, decide whether the category has its **Weight adjusted** from the automatic natural value. Enter the new **Weight** if necessary. In natural weighting, this weight is the percent of the *category* this item will be worth.
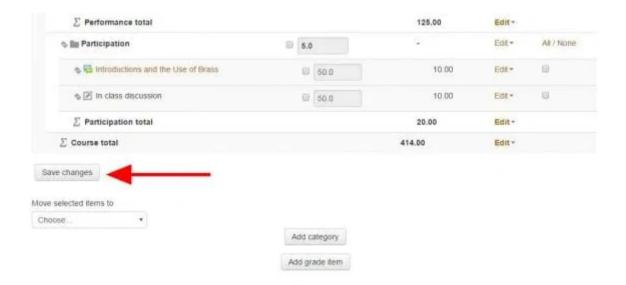
9. Choose the **Grade category** that this item will be nested in.
10. Select **Save changes**.

Once items are added to the gradebook, you can edit their grade settings (https://wp.stolaf.edu/it/?page_id=10014).

How do I change an item's or category's weighting?

The column in gradebook setup with text boxes is the **Weights** column. Depending on your type of grade aggregation, these values can be adjusted. For natural aggregation (default), values in the weights column represent percentage of the category. Learn more about grade aggregation (https://wp.stolaf.edu/it/?page_id=10043) if you would like further details.

1. Navigate to the **Gradebook setup** page.
2. If applicable, select the override checkbox in the weights column.
3. Type in the new weight or percentage for the item or category.
4. Scroll down and select **Save changes** when finished.
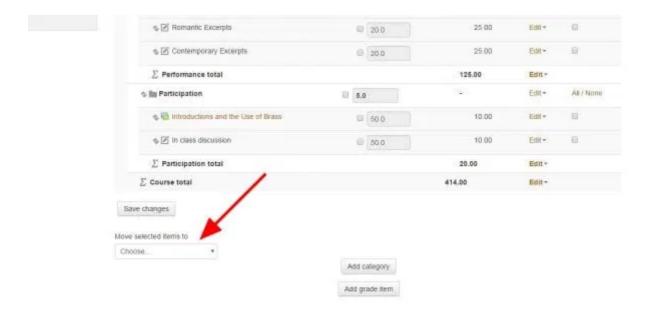

How do I reorganize grade items?

1. Select the move icon to the left of the icon.

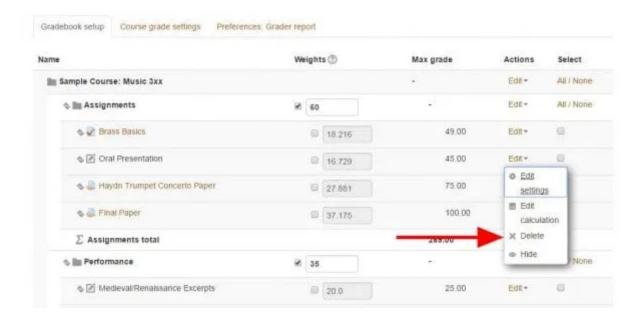2. Select the space you would like to move it to.

Alternatively, you can select the item(s) with the checkboxes in the **Select** column. At the bottom of the page, use the **Move selected items to** drop down menu.

How do I delete grade items?

Select the **Edit** drop down menu in the **Actions** column. Select **Delete** and then confirm your action.

What does a completed gradebook look like?

Below is a sample gradebook. Note that it has the following properties:

- It has three categories whose weights total up to 100. (Assignments, 60; Performance, 35; Participation, 5).
- The weights of items within a category total up to 100. In the Assignments category, natural weighting is left untouched.
- Some assignments are online; some are offline.
- Grade items can be moved with icons to the left of their name.
- An editing menu is available for each item in the **Actions** column on the right.
- A **Save changes** button in the lower left must be selected to save this 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	☑ 60.0	-	Edit ▾	All / None
☑ Brass Basics	☐ 18.216	49.00	Edit ▾	☐
☑ Oral Presentation	☐ 16.729	45.00	Edit ▾	☐
Haydn Trumpet Concerto Paper	☐ 27.881	75.00	Edit ▾	☐
Final Paper	☐ 37.175	100.00	Edit ▾	☐
Σ Assignments total		269.00	Edit ▾	
📁 Performance	☑ 35.0	-	Edit ▾	All / None
☑ Medieval/Renaissance Excerpts	☐ 20.0	25.00	Edit ▾	☐
☑ Baroque Excerpts	☐ 20.0	25.00	Edit ▾	☐
☑ Classical Excerpts	☐ 20.0	25.00	Edit ▾	☐
☑ Romantic Excerpts	☐ 20.0	25.00	Edit ▾	☐
☑ Contemporary Excerpts	☐ 20.0	25.00	Edit ▾	☐
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

Now that you know how to set up a gradebook from start to finish, explore how to edit the settings of individual grade items (https://wp.stolaf.edu/it/?page_id=10014).