Use the Gradebook to record grades for both Moodle and non-Moodle activities (e.g., oral presentations) and display them to students (each student sees only their own grades). You can calculate category-level and final course grades in Moodle or export the grade data to analyze in some other way. (Moodle grade data does not feed into Bionic; you will manually enter students’ final grades in Bionic as a separate step at the end of the semester.)

Before you start, you may need:

- An Instructor of record or Other editing teacher role in a Bryn Mawr Moodle course
- If you want Moodle to calculate final grades, LITS strongly recommends finalizing your grading plan, including the weights or point values of each grade category (e.g., Participation, Homework, Exams) and graded items or assignments within those categories, before entering anything into Moodle.

Create a grade category

You only need to do this if you want to calculate grades in Moodle. For best results, work out your course assessment plan on paper first -- including the different grading categories (e.g., Participation, Exams, Homework), how each will be weighted when calculating the final grade (e.g., 10%, 20%, 60%), and how you will calculate the grades within a category. You will need this information to set up the categories correctly.

1. Open your Moodle course.
2. Click Grades.
3. Click the Grader report dropdown menu and choose Gradebook setup.
4. Click Add category.
5. Enter the category **Name** (e.g. Participation, Exams, Homework).
6. Under **Aggregation**, choose how grades in this category will be calculated. We recommend choosing **Natural** *(the sum of all grade values scaled by weight)*.
7. Click **Show more**... to see more options, including options to exclude empty grades, include outcomes in aggregation, or drop the lowest score (if there will be several items in this category).
8. Under **Category Total**, choose your **Grade Type**. *If you chose natural aggregation in the previous steps, the grade type will be set to Value by default.*
   - If you have chosen a different aggregation type you can choose the **Grade type**, choose whether to display the grade as a real value, a letter, percentage, etc. (e.g.: If a student receives an 85 points grade for an exam that is under this category and which is graded 0-100, a **Real** grade display will show the value 85, while a **Percentage** display will show the grade as 85%).
   - Under **Minimum grade**, check the **Weight Adjusted** box to decide the weight this category will have within the total course grade. *The weight should correspond to your assessment plan (see Step 1 above).*
9. Under **Parent Category**, go to **Weight** and type in the desired weight for the category. The weight of a category corresponds to its percentage from the total grade. (e.g.: if a category is worth 10% of the final grade, under **Weight**, you should type 10).
10. Choose other adjustable settings for category including the number of decimal places you want to show, the minimum and maximum grade for a category, and whether to hide or show the grade category to students.
11. Click **Save Changes**.
12. **Repeat this process for each category** in your assessment plan. When you're done, you will have the general structure for your course’s gradebook and you’ll be ready to move on to creating grade items.

**Create grade items**

Unlike categories, grade items can be added to the Gradebook in two ways:

**As graded activities in your Moodle course**

By default, any graded activity created on the body of your Moodle course will have a corresponding item in your Gradebook. This includes graded assignments, forums, workshops, and quizzes. How these graded items get categorized and calculated depends on the **categories** you have created for your Gradebook, as well as on the **settings** you choose when creating the activity.

**As items created directly in the gradebook**

This option is ideal for activities that are not submitted through Moodle, that do not correspond to a graded activity (e.g.: participation, documents shared via other platforms, etc.), or for extra credit items.
Create a graded activity in your Moodle course

1. Create the activity on Moodle and, when finished, click **Save and Return to Course**.
2. Find the activity in the body of your Moodle course click the **Edit** drop-down menu (three stacked dots) and select **Edit Settings**.
   - **DO NOT click on the title of the activity.** Some activities such as quizzes and questionnaires can be edited in two ways—**clicking Edit Settings** on the gear icon will allow you to edit the activity's settings including availability, grading, restrictions, etc. while **clicking on the title of your activity** will allow you to edit the activity's content (e.g.: edit or add question items).
3. Under **Grade > Grade Category**, choose the corresponding category for the activity (e.g.: Homework, Essay, Final Project, etc.).

   **Note:** The **Grade Category** menu will only show categories you have already created in your Gradebook. To create a grade category, see Creating a Grade Category instructions above.

4. Click **Save and Return to Course**.
5. A new item will appear in your Gradebook corresponding to the activity you have just created. To see this item, go to **Grades > Setup > Gradebook Setup**.

Create items directly in your gradebook

1. On your Moodle course, click on the **Edit Mode** toggle (if it isn't already on).
2. Next, select **Grades**.
3. On the next page, select **Grader report > Setup > Gradebook setup** from the tabs displayed.
4. On the **Gradebook setup** page, click the **Add grade item** button.
5. On the **Grade Item** page, choose a name for your grade item (e.g.: Homework Week 1, Exam 2, etc.).
6. Click **Show more...** to see more grade item settings.
7. Choose whether to display the grade as a real value, a letter, percentage, etc. (e.g.: If a student receives an 85 points grade for an exam graded 0-100, a **Real** grade display will show the value 85, while a **Percentage** display will show the grade as 85%). For **Real**, set a maximum and minimum grade.
8. Under **Parent Category**, you can adjust the grade for this item by checking the **Weight Adjusted** box and manually entering a weight in the box below.
9. You can also choose the category to which this grade item belongs.
10. Click **Save changes**.

Videos & further reading on Moodle gradebook

- MoodleDocs: [Grader report](https://docs.moodle.org)
- Video: [Gradebook enhancements](https://example.com)
Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

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