Instructors can use the Moodle Gradebook to record grades for in-Moodle and external activities (e.g., oral presentation) activities and display them to students (each student sees only their own grades). They can use Moodle to calculate and display category-level and final course grades or export the grade data to analyze using other software (e.g. Excel).

For best results, create categories, you can move on to creating grade items.

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

**Attention:** In the following steps, each one of the categories in the assessment plan above should correspond to a Grade Category that you will create on Moodle. Similarly, each percentage listed in your assessment plan will correspond to the Weight for each Grade Category on Moodle.

1. On your Moodle course page, click the **Turn editing on** button (if it isn't already on).
2. Next, select **Grades** in the sidebar.
3. On the next page, select **Setup** and then select **Gradebook Setup** from the tabs displayed.
4. Once you're on the Gradebook Setup page, click the **Add Category** button.
5. On the new page, under **Grade category**, input a name for your category (e.g.: Midterm Exam, Homework, or Participation).
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%).

9. Under **Parent category**, 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).**

   - Under **Weight**, 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.

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### 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.

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### 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 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 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.

1. Click Save and Return to Course.
2. 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 main Moodle course page, click the Turn Editing On button.
2. Next, select Grades in the sidebar.
3. On the next page, select Setup and click 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.) and a maximum and minimum grade.
6. Click Show more... to see more grade item settings.
7. Under Grade display 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 graded 0-100, a Real grade display will show the value 85, while a Percentage display will show the grade as 85%).
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. Click Show more...
10. Under the option Parent Category, click Show more... to choose the category to which this grade item belongs.
11. Click Save changes.

Questions?

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

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
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