

Moodle: Set up a course gradebook

Last Modified on 08/15/2023 4:53 pm EDT

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 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. 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%).
- 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](#)
- Video: [Gradebook enhancements](#)

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](#)

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