Moodle: Set up a course gradebook

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 to calculate grades in Moodle,** a finalized course grading strategy, with all **grade categories** (e.g. Participation, Exams, Homework), **how each is weighted** when calculating the final grade (e.g., 10%, 20%, 60%), and **how grades are calculated within each category**. Once students began submitting coursework, you will no longer be able to edit some elements.

About Grading in Moodle

Instructors may use Moodle grading a several ways:

- Quizzes and Lessons produce grades automatically as students answer questions (unless they contain essay questions that must be graded manually).
- Instructors may also want to record grades in other Moodle activities (such as Assignments or Forums) and for non-Moodle activities (such as oral presentations)
- To record and display grades

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, make sure **Edit Mode** is turned on, and click the **Edit** drop-down menu (three stacked dots) and select **Edit Settings**.
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.

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 > Add grade item** button.
5. On the **New 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. Next to **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%). For **Real**, make sure to 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.**

Create a grade category

You only need to create **grade categories** if you want Moodle to **calculate an overall grade for multiple activities or assignments of a similar type** -- for example, to average grades on all homework assignments to produce an overall "Homework" grade. For best results, **do this only when all grades within the category are numeric values**. (Although Moodle will aggregate scale-based grades, such as letter grades or the Bryn Mawr grading scale, it does so by converting the scale to a string of values and results are unpredictable.) **For non-numeric grades, it is generally better to record and display them to students Moodle , but export them to do final calculations outside of Moodle.**

1. Open your Moodle course.
2. Click **Grades**.
3. Click the **Grader report** dropdown menu and choose **Gradebook setup**.
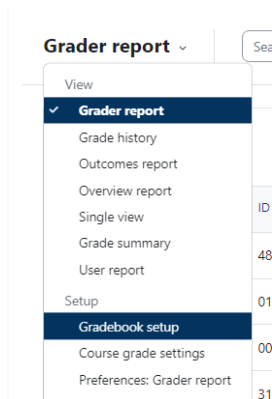
4. Click **Add > Category**
5. Enter the category **Name** (e.g. Participation, Exams, Homework).
6. Select the **Aggregation** method for calculating overall category grade:
    - **Natural** (a sum of grades scaled by weight) is easiest to use; see Moodle's grade aggregation documentation for others .
7. Click **Show more** to see the **Grade type** which determines whether this grade is calculated as numerical **Value**, **Text** or using a preset **Scale**.
    - For the most predictable results, use **Value** and set a maximum and minimum (with **Natural** aggregation this is done for you) and specify its range .
8. Change the **Grade display type** if you want to show **students** the grade as a **Percentage** (of maximum possible), or **Scale** (converted to built-in or custom scales) 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 **Locked after**, 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).*** 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.**

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!**

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