

Setting up the Gradebook

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First decide on the calculation or aggregation you will use in your course. Moodle has built-in aggregations to compute the score for the entire course. Unless this is a new course you will have already determined this and included the grade scale within your syllabus.

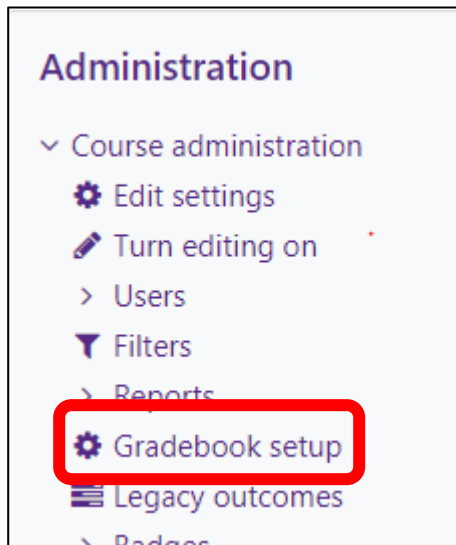
Examples

Using categories to weight items	Weighting items naturally (sum of grades)
<p>For example:</p> <p><u>Reflection Papers - 50%</u></p> <p>Paper 1 50 points</p> <p>Paper 2 100 points</p> <p>Paper 3 100 points</p> <p><u>Quizzes - 20%</u></p> <p>Quiz 1 60 points</p> <p>Quiz 2 60 points</p> <p>Quiz 3 60 points</p> <p><u>Projects - 30%</u></p> <p>Project 1 50 points</p> <p>Project 2 70 points</p> <p>Project 3 50 points</p>	<p>For example:</p> <p><u>Reflection Papers - 250 points</u></p> <p>Paper 1 50 points</p> <p>Paper 2 100 points</p> <p>Paper 3 100 points</p> <p><u>Quizzes - 180 points</u></p> <p>Quiz 1 60 points</p> <p>Quiz 2 60 points</p> <p>Quiz 3 60 points</p> <p><u>Projects - 170 points</u></p> <p>Project 1 50 points</p> <p>Project 2 70 points</p> <p>Project 3 50 points</p>
If your syllabus looks like this, use the Weighted Mean of Grades Aggregation	If your syllabus looks like this, use Natural Aggregation

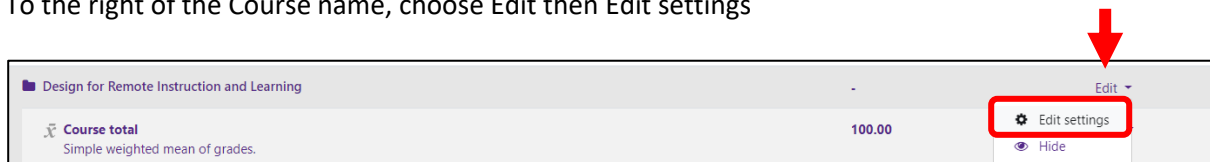
If your syllabus doesn't clearly follow either of these models, or if you need help deciding which method is right for you, contact moodlesupport@obu.edu for assistance.

To set up WEIGHTED MEAN OF GRADES aggregation

Go to Gradebook setup under the Administration block



To the right of the Course name, choose Edit then Edit settings



Choose Weighted mean of grades for the Aggregation method.

If Exclude empty grades is checked, empty grades are not included in the grade calculations. If this is **unchecked** empty grades are calculated as 0s.

Click Save changes at the bottom of the page.

▼

Grade category

Category name

Aggregation

?

Weighted mean of grades

⌵

☒ Exclude empty grades

?

Drop the lowest

?

0

Show more...

▼

Category total

Grade type

?

Value

⌵

Scale

?

Use no scale

⌵

Maximum grade

?

100

Minimum grade

?

0

☐ Hidden

?

☐ Locked

?


Show more...

Save changes

Cancel

Add Categories.

Click Add Category at the bottom of the page.



Add grade itemAdd outcome itemAdd category

Enter the category name. There is no need to change the aggregation method. Leave the default in place.

You also have an option to drop the lowest X number of grades in each category.

Click Save changes.

▼

Grade category

Category name

Reflection Papers

Aggregation

?

Simple weighted mean of grades ▾

☒ Exclude empty grades ?

Drop the lowest

?

0

Show more...

▼

Category total

Grade type

?

Value ▾

Scale

?

Use no scale ▾

Maximum grade

?

100

Minimum grade

?

0

☐ Hidden ?

☐ Locked ?

Show more...

Save changes

Cancel

You will now see the category you created listed in the Gradebook setup page.

Fill in the weight this category should have and click Save changes.

Name	Weights ?	Max grade	Actions	Select
Design for Remote Instruction and Learning		-	Edit ▾	All / None
Course total Weighted mean of grades.		100.00	Edit ▾	
Reflection Papers	50.0	-	Edit ▾	All / None
Reflection Papers total Simple weighted mean of grades.		100.00	Edit ▾	

Choose Add category again to repeat adding of categories for as many categories as you have.

NOTE: Check that the weights total 100. The course total row always shows 100 but it is not totaling the weights for you.

Name	Weights ?	Max grade	Actions	Select
Design for Remote Instruction and Learning		-	Edit ▾	All / None
Course total Weighted mean of grades.		100.00	Edit ▾	
Reflection Papers	50.0	-	Edit ▾	All / None
Reflection Papers total Simple weighted mean of grades.		100.00	Edit ▾	
Quizzes	20.0	-	Edit ▾	All / None
Quizzes total Simple weighted mean of grades.		100.00	Edit ▾	
Projects	30.0	-	Edit ▾	All / None
Projects total Simple weighted mean of grades.		100.00	Edit ▾	

Once all the categories are created, you can go back to your course page and create activities like assignments and quizzes (graded items). In the grade section of assignment creation, use the Grade Category menu to choose the appropriate category for that item.

▼ Grade

Grade ?

Type Point ▾

Maximum grade

100

Grading method ? Simple direct grading ▾

Grade category ?

Uncategorised ▾

Uncategorised

Projects

Quizzes

Reflection Papers

No ▾

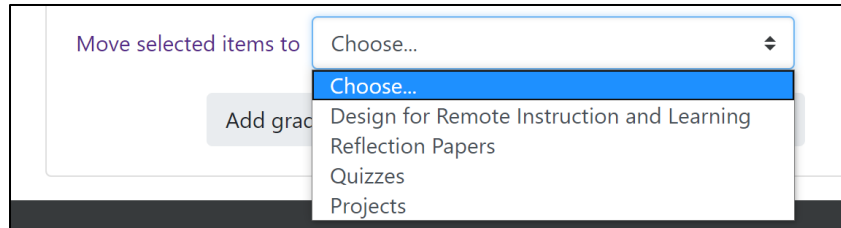
Grade to pass ?

Blind marking ?

Rearranging items in the gradebook

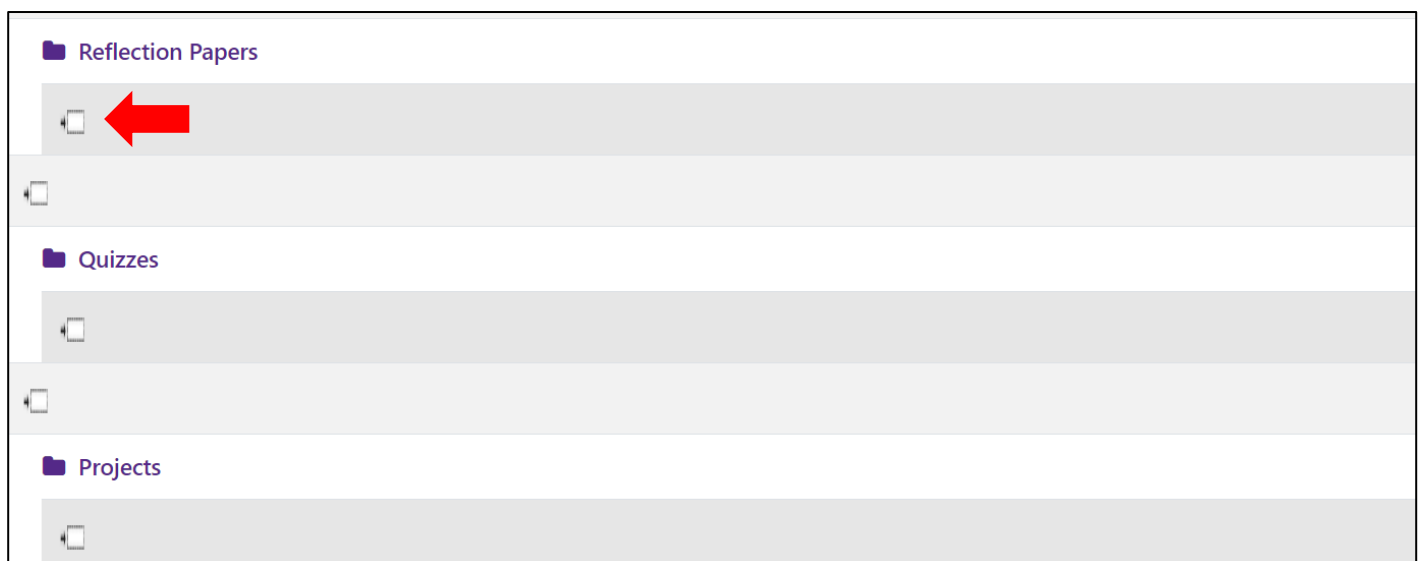
If you have already created the graded items you can check the box to the right of the item or multiple items then at the bottom of the page choose a category to move the selected item into.

Design for Remote Instruction and Learning	-	Edit ▾	All / None
Course total Weighted mean of grades.	100.00	Edit ▾	
Reflection Papers	50.0	-	Edit ▾ All / None
Reflection Papers total Simple weighted mean of grades.	100.00	Edit ▾	
Quizzes	20.0	-	Edit ▾ All / None
Quizzes total Simple weighted mean of grades.	100.00	Edit ▾	
Projects	30.0	-	Edit ▾ All / None
Projects total Simple weighted mean of grades.	100.00	Edit ▾	
Paper 1	0.0	50.00	Edit ▾ <input checked="" type="checkbox"/>
Paper 2	0.0	100.00	Edit ▾ <input type="checkbox"/>



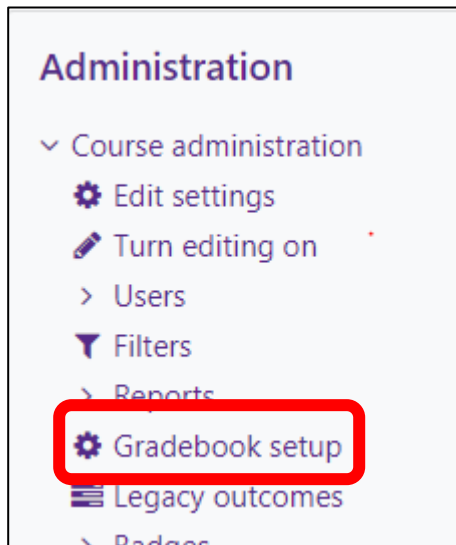
Another way to move items in the gradebook is to click the directional arrow to the left of an assignment then click the placeholder where you want it to go.

Design for Remote Instruction and Learning		-	Edit ▾	All / None
Course total	Weighted mean of grades.	100.00	Edit ▾	
Reflection Papers	50.0	-	Edit ▾	All / None
Reflection Papers total	Simple weighted mean of grades.	100.00	Edit ▾	
Quizzes	20.0	-	Edit ▾	All / None
Quizzes total	Simple weighted mean of grades.	100.00	Edit ▾	
Projects	30.0	-	Edit ▾	All / None
Projects total	Simple weighted mean of grades.	100.00	Edit ▾	
Paper 1	0.0	50.00	Edit ▾	<input type="checkbox"/>
Paper 2	0.0	100.00	Edit ▾	<input type="checkbox"/>



To set up NATURAL (sum of grades) aggregation

Go to Gradebook setup under the Administration block



To the right of the Course name, choose Edit then Edit settings



Choose Natural for the Aggregation method.

If Exclude empty grades is checked, empty grades are not included in the grade calculations. If this is **unchecked** empty grades are calculated as 0s.

Click Save changes at the bottom of the page.

▼

Grade category

Category name

Aggregation

?

Natural

⌵

☒ Exclude empty grades

?

Drop the lowest

?

0

Show more...

▼

Category total

Grade type

?

Value

⌵

Scale

?

Use no scale

⌵

Maximum grade

?

100

Minimum grade

?

0

☐ Hidden

?

☐ Locked

?

Show more...

Save changes

Cancel

On the course page add graded activities like assignments or quizzes (graded items). As you create each activity it will appear on the Gradebook setup page.

The course total will automatically be calculated in the gradebook.





Name	Weights?	Max grade	Actions
Design for Remote Instruction and Learning		-	Edit ▾
Σ Course total		250.00	Edit ▾
↑ Paper 1	<input type="checkbox"/> 20.0	50.00	Edit ▾
↑ Paper 2	<input type="checkbox"/> 40.0	100.00	Edit ▾
↑ Paper 3	<input type="checkbox"/> 40.0	100.00	Edit ▾

Rearranging grade items

If you wish to change the order of assignments click the directional arrow to the left of the assignment you want to move.

Name	Weights?	Max grade	Actions
Design for Remote Instruction and Learning		-	Edit ▾
Σ Course total		250.00	Edit ▾
↑ Paper 1	<input type="checkbox"/> 20.0	50.00	Edit ▾
↑ Paper 2	<input type="checkbox"/> 40.0	100.00	Edit ▾
↑ Paper 3	<input type="checkbox"/> 40.0	100.00	Edit ▾

Then click on the placeholder where you want the item to go.


Name
Design for Remote Instruction and Learning

↑ Paper 1

↑ Paper 2

 Paper 3 (Move)

Optional: Adding Categories

Adding Categories is optional but you can just to organize the activities in groups.

Categories are needed if you wish to drop the lowest number of grades from a given category.

Click Add Category at the bottom of the page.



Add grade itemAdd outcome itemAdd category

Change the aggregation to Natural and Save changes.

▼

Grade category

Category name

!

Quizzes

Aggregation

?

Natural

⌵

☒ Exclude empty grades

?

Drop the lowest

?

0

Show more...

►


Category total

►

Parent category

Save changes

Cancel

Name	Weights 	Max grade	Actions	Select
 Design for Remote Instruction and Learning		-	Edit ▾	All / None
 Course total		250.00	Edit ▾	
  Reflection Papers	<input type="checkbox"/> 100.0	-	Edit ▾	All / None
 Reflection Papers total		250.00	Edit ▾	
  Paper 1	<input type="checkbox"/> 20.0	50.00	Edit ▾	<input type="checkbox"/>
  Paper 2	<input type="checkbox"/> 40.0	100.00	Edit ▾	<input type="checkbox"/>
  Paper 3	<input type="checkbox"/> 40.0	100.00	Edit ▾	<input type="checkbox"/>
  Quizzes	<input type="checkbox"/> 0.0	-	Edit ▾	All / None
 Quizzes total		0.00	Edit ▾	