Setting Up the Gradebook in Moodle

Using the Grade Book in Moodle can be useful in many ways. For example, it will allow you to provide students with a way to take a look at their progress in your course at any given time. It will also allow you to keep track of students’ grades received from Moodle activities in one centrally located place. But before you can take advantage of these benefits, you’ll have to know how to set it up. You can find the grade book section of the site by going to the

Selecting Grades from the Administration block on your course page (lower left-hand corner) will take you to the Grader Report page, which should be relatively empty at this point.

To begin setting up your grade book, look to the bottom left of the page. There is a section labeled “Grade administration” Click on the link titled Categories and Items and then select “Simple View” (or “Full View” for more options) to manually add grade items not graded by Moodle.

If you have not yet set up any items for your grade book, you will probably not see much here. You should have a folder with the name of the course here, as well as headers such as Name, Aggregation, Extra Credit, Max Grade, etc. Note: if you are unsure of what something is or want more information, the gray question mark icons provide helpful information on the corresponding topic or key term, so click on these whenever you want to know more.

Scroll to the bottom of this page and select the Add Category button. Categories are the basic overall designations for determining a student’s grade. Categories would be those items that would be listed on your syllabus with percentages, i.e. participation, quizzes, final paper, etc. Categories are not grade items, but what grade items would fall under.

The first step to setting up the grade book is to add the different categories that your grade items fall under. Once you select the Add Category button, you will be brought to the New Category page.

Here, you will fill in a category name and determine any settings that you wish to apply to this particular grade category.
Click Show More to view more options for Aggregation.

Also, you will probably wish to determine the maximum amount of grade points that a particular category is worth. For instance, if a student’s maximum grade is 100 for the entire course and you are setting up the category Quizzes which will be worth 25% of a student’s grade then you should make the maximum grade 25 points.
The Moodle Grade Book provides multiple ways of aggregating grades, however. This is how Moodle describes each one:

Determine any other settings as you see fit. Most categories should be self-explanatory, however if you need any help you can always click on the gray question mark icon beside each setting for additional information.

Once you’re finished setting up your category, go to the bottom of the page and select **Save Changes**.

You’ll be brought back to your categories and items page and you should now see that you have a category added in blue. Repeat this step until you have all of your grade categories.

### Adding non-Moodle grade items

The next step in setting up your grade book is adding the grade items that make up each category. These include the actual assignments for which the students receive the grades that make up each category.

To add a grade item, scroll to the bottom of the **Edit Categories and Items** page and select the **Add grade item** button. This is one way to add any grade item that is not an online Moodle assignment. An example of such an item is Class Attendance.

You will see a **Grade Item** page after you select **Add grade item**. Fill in the name of the item, and select how many points the particular assignment is worth.

Once you’re finished, select **Save Changes**.

Now you will see that the grade item is listed on your categories and items page.