

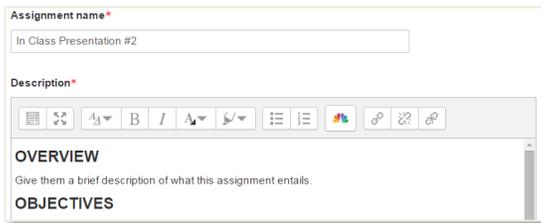
Moodle 3.2 Gradebook Setup

Step 1: Add All Graded Assignments to Moodle

Create Assignments for any graded activity in the course, including in-class exams, presentations, or other offline activities. Doing so will create a Gradebook column for recording scores.

+ [Add an activity or resource](#)

In the assignment description area, give students explicit and comprehensive instructions. In the assignment settings, set the due date.



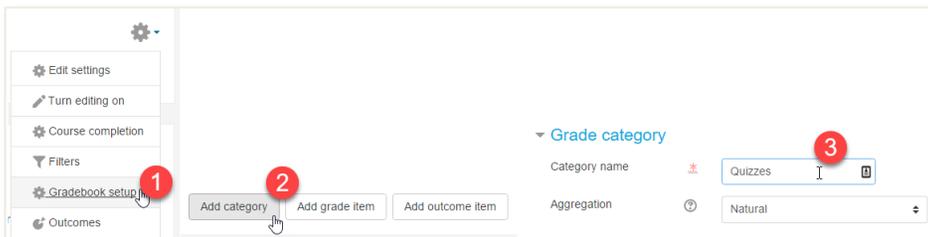
Assignment name*
In Class Presentation #2

Description*
Give them a brief description of what this assignment entails.
OBJECTIVES

Step 2: Create Gradebook Categories

Create categories (folders) to hold multiple assignments and activities, giving the Gradebook better structure and making the weighting of assignments easier.

1. In the Gear menu at the top right, click **Gradebook Setup**.
2. Click **Add Category** below the Gradebook.
3. Give the new category a descriptive name, save changes.

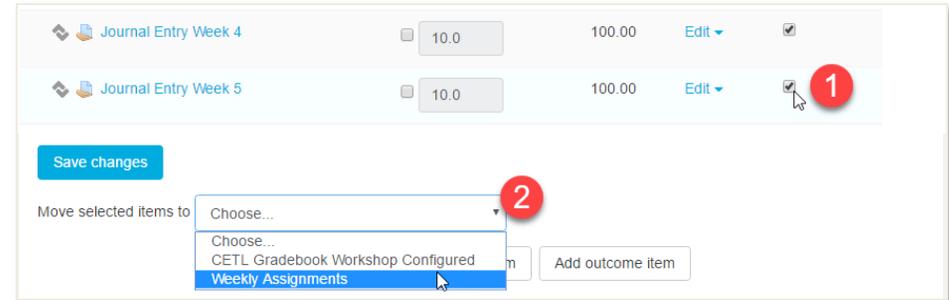


Grade category
Category name * Quizzes

Aggregation Natural

Step 3: Move Assignments & Activities into Categories

1. Select items to move.
2. Use **Move Selected Items to** menu to select category.



Journal Entry Week 4 10.0 100.00 Edit

Journal Entry Week 5 10.0 100.00 Edit

Save changes

Move selected items to Choose... CETL Gradebook Workshop Configured Weekly Assignments Add outcome item

Step 4: Determine and Apply Weights

You may give a specific percentage weight to assignments or categories.

1. Mark the **Weights** checkbox.
2. Enter a number for the percentage weight, save changes.

Name	Weights	Max grade	Actions	Select
CETL Gradebook Workshop Configured	-	-	Edit	All / None
Final Exam	<input checked="" type="checkbox"/> 30.0	100.00	Edit	<input type="checkbox"/>
Midterm Exam	<input checked="" type="checkbox"/> 20.0	100.00	Edit	<input type="checkbox"/>
Quizzes	<input checked="" type="checkbox"/> 10	-	Edit	All / None
Quiz #5	<input type="checkbox"/> 50.0	100.00	Edit	<input type="checkbox"/>
Quiz #4	<input type="checkbox"/> 50.0	100.00	Edit	<input type="checkbox"/>

NOTE: Ensure percentage weights, when added, equal 100 before inputting into fields. The Gradebook will automatically re-distribute the percentages if weights do not equal 100%.

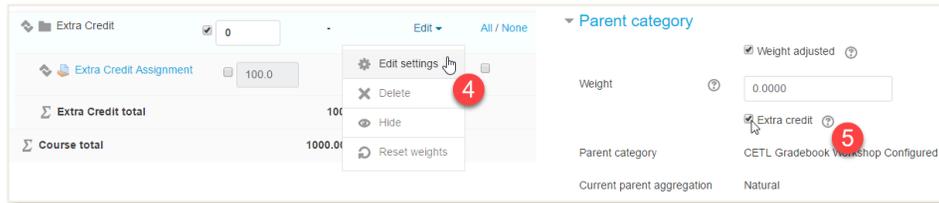
Optional Gradebook Settings

Go to Gradebook Setup in order to adjust anything of the following settings (Gear menu, top right, click Gradebook Setup).

Extra Credit

If you plan to offer extra credit assignments, be sure to add them to Moodle ensuring gradebook accuracy.

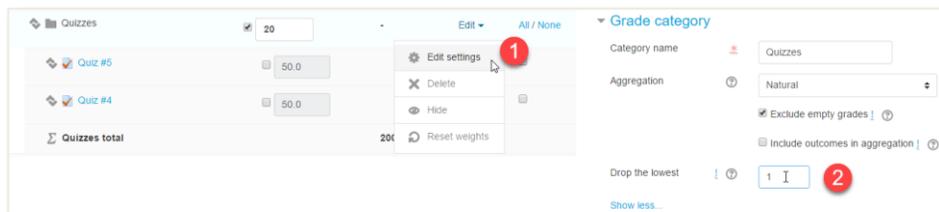
1. Create an Extra Credit category.
2. Set the category weight to zero if it is not already at zero.
3. Select and move extra credit assignments into the category.
4. Locate the **Edit** menu for the category, clicking on **Edit Settings**.
5. In the **Parent Category** section, mark the **Extra Credit** checkbox, save changes.



Drop the Lowest Scores

Alternatively, you may wish to drop from the student's grade the single lowest score from a category.

1. Locate the **Edit** menu for the category, clicking on **Edit Settings**.
2. Click Show more in the **Grade Category** section, adjusting the number of items to drop, save changes.



Customize User Report (Student View of Gradebook)

Consider customizing the information displayed to students in the gradebook by modifying the settings for the User Report.

1. Click the **Course grade settings** tab located under the Setup tab.
2. Locate the **User report** section adjusting the information displayed to students.

