

# Gradebook: Best Practices

The Moodle Gradebook allows faculty to manage course grades online. Gradebook is just one aspect of Moodle meant to work in conjunction with the rest of Moodle's features. Moodle Gradebook can best be integrated into your teaching by following the Best Practices below:

- **Start Early** — Setup your Gradebook before your first class meeting to help save time, stay organized, and prevent errors throughout the quarter!



- **Natural weight** — Aggregating course totals can be easily set in a single clearer interface. This default setting combines a simple point sum total and a weighted point system throughout the gradebook. Should you desire to use a percentage-based system to grade your course, create your categories (e.g. homework, participation, exams) and set the desired weight.



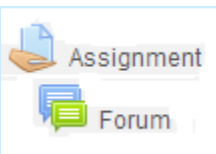
- **Add all activities through your course front page** — Moodle activities (e.g., assignments, forums, quizzes) are automatically added in the **Gradebook**. Posting all graded activities on your course front page give students clear expectations and makes managing the Gradebook much easier.

[+ Add an activity or resource](#)



- **Use Moodle assignment rubrics** — Rubrics allow students to review criteria and **saves YOU time** when grading assignments. Using rubrics is only available when creating a Moodle assignment.

- **Stay Consistent** — Make sure the point value entered for the activity falls within the maximum grade.



- **Grade within the Moodle activity** — Grading within the activity is a simpler way of grading, providing a more accessible interface. This also helps prevent miscalculations in the Gradebook.

- **Select one pathway to grade** — Grade via the activity or the **Gradebook**—but not both. Grading in multiple places can cause course total calculation errors.

- **Backup your Gradebook regularly** — Export your gradebook as an Excel file to your personal computer or storage device. The best practice is to export the gradebook every 2-3 weeks.

