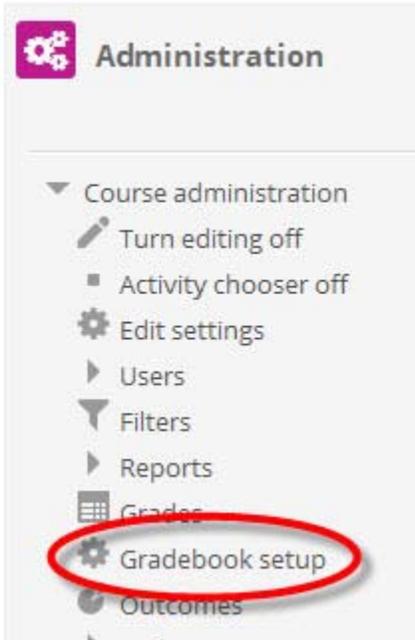
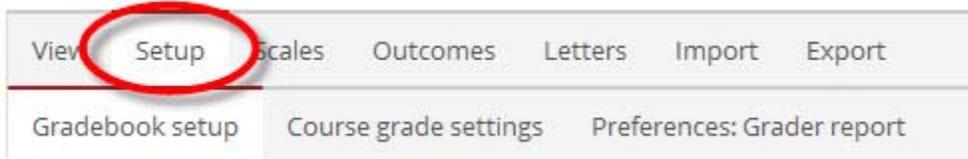


This tutorial illustrates how one might setup their Moodle Grades area (aka "Gradebook") using weights and categories.

First, enter your course site and click **Gradebook setup** from the **Administration** block:

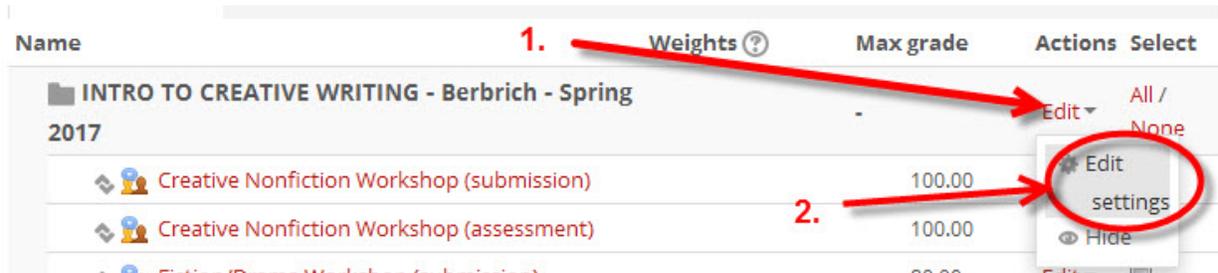


Alternatively, you can click **Setup** from within the Gradebook:

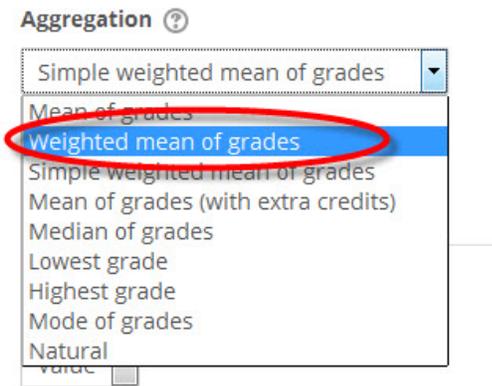


At the top of the screen you'll notice the name of your course site listed. Because we will be organizing graded items by *categories* with *weights*, we need to change the main (or parent) category to use the **Weighted mean of grades** aggregation method.

To the right of the course name/parent category, click the **Edit** link to expand the options, then click **Edit settings**:



Now choose **Weighted mean of grades** from the **Aggregation** drop-down menu:



Click **Save changes** at the bottom...



Now we'll begin constructing the organization of the Gradebook using the grading scheme from your syllabus. Here's a look at the grading detailed on an example syllabus:

Grading	
<u>Final grades</u>	
1. Finished Projects	30%
2. Tests	20%
3. Final Exam	5%
4. Participation	20% (attendance, work shop participation, conferencing, presentations, group work, etc.)
5. Writer's notebooks	25%

It looks like we'll be adding five **grade categories**. At the bottom of the setup screen, click the **Add category** button:



Give each category you create a name, preferably the one listed on your syllabus (which students may recognize or follow more easily):

▼ Grade category

Category name*

Aggregation ⓘ

Simple weighted mean of grades ▼

In the image above, noticed I've left the aggregation at **Simple weighted mean of grades** (default option). For now, this is the easiest manner to calculate grades in this example to achieve the intended goals. In short, the items within this category, using this aggregation, will be weighted according to their maximum grade. If all items have the same maximum grade, all are weighted equally. Or, if one item has a maximum grade of 10, and another of 30, the latter item will be automatically weighted three times the former.

Repeat adding **grade categories** to reflect the categories in the syllabus.

With all the categories in place, we now need to apply weights accordingly (the arrow in the image below points to the category weight). Here's what we have so far:

 Finished Projects	<input type="text" value="0.0"/>
<hr/>	
\bar{x} Finished Projects total Simple weighted mean of grades.	
<hr/>	
 Tests	<input type="text" value="0.0"/>
<hr/>	
\bar{x} Tests total Simple weighted mean of grades.	
<hr/>	
 Final Exam	<input type="text" value="0.0"/>
<hr/>	
\bar{x} Final Exam total Simple weighted mean of grades.	
<hr/>	
 Participation	<input type="text" value="0.0"/>
<hr/>	
\bar{x} Participation total Simple weighted mean of grades.	
<hr/>	
 Writer's Notebooks	<input type="text" value="0.0"/>
<hr/>	
\bar{x} Writer's Notebooks total Simple weighted mean of grades.	
<hr/>	

Again, using the weights from the syllabus, fill in the percentages:

◆ Finished Projects	<input type="text" value="30"/>
\bar{x} Finished Projects total	Simple weighted mean of grades.
◆ Tests	<input type="text" value="20"/>
\bar{x} Tests total	Simple weighted mean of grades.
◆ Final Exam	<input type="text" value="5"/>
\bar{x} Final Exam total	Simple weighted mean of grades.
◆ Participation	<input type="text" value="20"/>
\bar{x} Participation total	Simple weighted mean of grades.
◆ Writer's Notebooks	<input type="text" value="25"/>
\bar{x} Writer's Notebooks total	Simple weighted mean of grades.

Be sure to click the **Save changes** button at the bottom to preserve your changes as you go along:

Save changes

Note: If you have the need to categorize other items that will not be figured into the overall grade, that's easily done - just give the category a weight of zero (0).

▶ Practice Only

Because I was working with a partially-completed gradebook in this example, there were several items and activities already present. For the new categories added in the steps above, I moved the existing items into their respective categories.

For the categories with no items, I have chosen to use the **Add grade item** button (bottom of screen) to add grade items to the appropriate categories. If, on the other hand, activities such as **Assignments** or **Quizzes** are added elsewhere in the course site, these graded activities will have associated entries placed in the gradebook automatically.

So, first, here's how to add a **Grade item**:



Give it a name:

▼ Grade item

Item name

Creative Nonfiction Project

Choose the **Parent category** from the drop-down menu:

▼ Parent category

Weight adjusted ?

Weight ?

0

Grade category

INTRO TO CREATIVE WRITING - Berbrich - Spring 2017
INTRO TO CREATIVE WRITING - Berbrich - Spring 2017
Practice Only
Finished Projects
Tests
Final Exam
Participation
Writer's Notebooks

Repeat as necessary.

Here's what we now have (includes an optional category that is **not included** in the overall course grade):

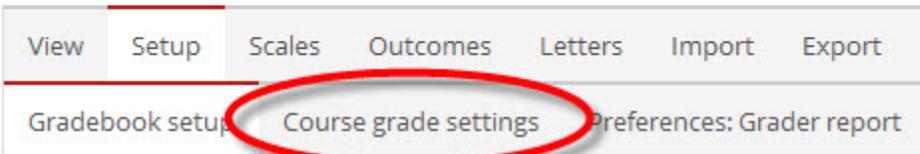
View Setup Scales Outcomes Letters Import Export				
Gradebook setup Course grade settings Preferences: Grader report				
Name	Weights ?	Max grade	Actions	Select
INTRO TO CREATIVE WRITING - Berbrich - Spring 2017		-	Edit	All / None
Finished Projects	<input type="text" value="30.0"/>	-	Edit	All / None
Creative Nonfiction Project		100.00	Edit	<input type="checkbox"/>
Short Fiction or Drama Project		100.00	Edit	<input type="checkbox"/>
Poetry Project		100.00	Edit	<input type="checkbox"/>
Short Performance Description		100.00	Edit	<input type="checkbox"/>
Reflective Essay		100.00	Edit	<input type="checkbox"/>
Finished Projects total		100.00	Edit	
Simple weighted mean of grades.				
Tests	<input type="text" value="20.0"/>	-	Edit	All / None
Q 1 CNF/Process		100.00	Edit	<input type="checkbox"/>
Q 2 Image and Voice		100.00	Edit	<input type="checkbox"/>
Q 3 Setting		100.00	Edit	<input type="checkbox"/>
Q 4 Fiction and Drama		100.00	Edit	<input type="checkbox"/>
Q 05 Character and Story		100.00	Edit	<input type="checkbox"/>
06 Prosody Quiz		100.00	Edit	<input type="checkbox"/>
Tests total		100.00	Edit	
Simple weighted mean of grades.				
Final Exam	<input type="text" value="5.0"/>	-	Edit	All / None
Final Exam		100.00	Edit	<input type="checkbox"/>
Final Exam total		100.00	Edit	
Simple weighted mean of grades.				
Participation	<input type="text" value="20.0"/>	-	Edit	All / None
Creative Nonfiction Workshop (submission)		100.00	Edit	<input type="checkbox"/>
Creative Nonfiction Workshop (assessment)		100.00	Edit	<input type="checkbox"/>
Fiction/Drama Workshop (submission)		80.00	Edit	<input type="checkbox"/>
Fiction/Drama Workshop (assessment)		20.00	Edit	<input type="checkbox"/>
Poem presentations		100.00	Edit	<input type="checkbox"/>
Poem Presentation		100.00	Edit	<input type="checkbox"/>
Poetry Form Presentation		100.00	Edit	<input type="checkbox"/>
Participation total		100.00	Edit	
Simple weighted mean of grades.				
Writer's Notebooks	<input type="text" value="25.0"/>	-	Edit	All / None
Writer's Notebooks total		100.00	Edit	
Simple weighted mean of grades.				
Practice Only	<input type="text" value="0.0"/>	-	Edit	All / None
Practice Quiz: Creative Nonfiction and Writing Process	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Imagery	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Practice Quiz: Voice and Point of View	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Practice Quiz: Setting notes	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Intro to Fiction Practice Quiz	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Practice Quiz: Drama	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Practice Quiz: Character and Characterization	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Prosody Practice Quiz	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Final Exam Practice	<input type="text" value="1.0"/>	10.00	Edit	<input type="checkbox"/>
Practice Quiz on Story	<input type="text" value="1.0"/>	100.00	Edit	<input type="checkbox"/>
Practice Only total		100.00	Edit	
Weighted mean of grades.				
Course total		100.00	Edit	
Weighted mean of grades.				

And that's pretty much it, folks!

I do want to mention one more thing, though. Because the above example shows several grade items "hidden" (greyed-out) from students, the default settings will hide the overall course total from the users (same is true of any category total).

To change this setting, click **Course grade settings...**

Gradebook setup



Then, use the drop-down menu to change the setting for **Hide totals if they contain hidden items** to **Show totals excluding hidden items**. Don't forget to his **Save changes** and you're done.

