Moodle Gradebook Setup

# How to Setup a Weighted Grade System

A weighted grading system allows you assign different percentage weights to categories to compute the course average. This is the most commonly used grade system.

Go to your course and click the **Admin** gear in the top right, and then click **Gradebook setup**.



## Add Categories

The first task in setting up the Moodle gradebook is to add all of your categories. To add a category, scroll to the bottom of the Gradebook setup screen and click the **Add category** button.



1. **Name your category** to match the grading evaluation categories posted in your syllabus.

In this example, I will use the following grading evaluation categories and weight distribution:

* Quizzes - 50%
* Assignments - 25%
* Final Exam 25%
1. Select **Simple weighted mean of grades** as the Aggregation and click **Save Changes**.



Repeat to add all categories in your gradebook. Click **Save Changes**.

## ****Move Grade Items into Categories****

Next, you will move grade items into the appropriate category by **checking the box** in the **Select** column for each grade item in a particular category. For example, check all of your quizzes, then scroll to the bottom and use the **Move selected items to** dropdown to select the category to move the selected grade items into. Repeat to move all grade items into the correct category. Click **Save Changes**.

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# Assign Weights to Categories

The aggregation for the main course category must be set to **weighted mean of grades** in order for the weight boxes to display. To change this, click **Edit**, **Edit Settings** next to the main course category.



Change the aggregation to **Weighted mean of grades**.



All other categories should have the aggregation **Simple weighted mean of grades**.

Enter the weight for each category in the boxes in the **Weights** column. Any items that are not in a category, and should not be counted in the course average, should have a weight of zero. Weights should add up to 100. Click **Save changes**.

