

The Moodle Gradebook

This document shows you the steps to calculate grades by:

1. [Weighting Items strictly by their point value](#)
2. [Giving Items in Gradebook all Equal Weight](#)
3. [Course Grade is Weighted by Categories](#)

We also show you how to:

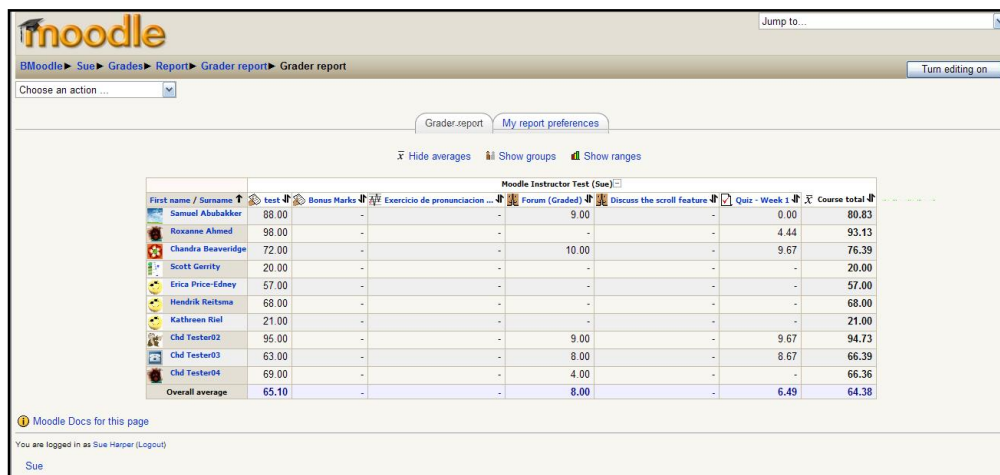
- A. [Add Marks to the Gradebook](#)
 - [From the Actual Assignment](#)
 - [Adding Marks Directly from the Gradebook](#)
- B. [Exclude a person's mark in an assignment from their final grade](#)
- C. [Add Bonus Marks](#)
- D. [Hiding and Releasing Grades to Students](#)

1. Weighting Items Strictly by Their Grade Value

By default, Moodle computes a course grade based on the total number of points (or marks) earned, divided by the number of points possible. Therefore, if your course has two midterm tests, each worth 50 points, and a final exam worth 100 points, the final exam counts twice as much as each of the midterm tests.

Items in the gradebook are not computed into the grade until a score is assigned. This means that you can post your activities as far in advance as you wish; students always see a grade based only on what has been marked. If you see a '-' under an assignment in the gradebook, it is not calculated in the final mark. If '-' is changed to a '0' it will be.

So, when you go to your gradebook, it will look something like this (below):



The screenshot shows the Moodle Gradebook interface. At the top, there is a navigation breadcrumb: "BMoodle > Sue > Grades > Report > Grader report > Grader report". Below this, there are tabs for "Grader report" and "My report preferences". There are also options to "Hide averages", "Show groups", and "Show ranges".

The main table displays the following data:

First name / Surname	test	Bonus Marks	Exercicio de pronunciacio...	Forum (Graded)	Discuss the scroll Feature	Quiz - Week 1	Course total
Samuel Abubakker	88.00	-	-	9.00	-	0.00	80.83
Roxanne Ahmed	98.00	-	-	-	-	4.44	93.13
Chandra Beaveridge	72.00	-	-	10.00	-	9.67	76.39
Scott Gerstly	20.00	-	-	-	-	-	20.00
Erica Price-Edney	57.00	-	-	-	-	-	57.00
Hendrik Reitsma	68.00	-	-	-	-	-	68.00
Kathreen Riel	21.00	-	-	-	-	-	21.00
Chd Tester02	95.00	-	-	9.00	-	9.67	94.73
Chd Tester03	63.00	-	-	8.00	-	8.67	66.39
Chd Tester04	69.00	-	-	4.00	-	-	66.36
Overall average	65.10	-	-	8.00	-	6.49	64.38

At the bottom of the page, there is a footer that says "Moodle Docs for this page" and "You are logged in as Sue Harper (Logout)". The user name "Sue" is also visible at the bottom left.

A. To Add Marks to the Gradebook:

You can add marks to the gradebook in two ways:

- A. From the actual assignment
- B. Adding Marks Directly from the gradebook

- **From the Actual Assignment**

1. Click on the name of the assignment from the centre block of your course.
2. Click 'View submitted assignments' located in the upper right -hand corner.



3. A grading window will open.



4. Click on the 'Grade' link opposite a particular student's name. A new window will open containing a feedback area.
5. Pick the grade for the assignments from the dropdown list in the upper right hand corner (you set the scale when you created the assignment). Below the grade scale, you can type comments.
6. Click 'Save changes' or 'Save and show next'.

- **Adding Marks Directly from the Gradebook**

1. Go to your course and under the administration block, click 'Grades'
2. Your gradebook will open. In the top right hand corner, click the button 'Turn editing on'.
3. Your gradebook will now change to something similar to the following:

The screenshot shows the Moodle gradebook interface. At the top, there are tabs for 'Grader report' and 'My report preferences'. Below these are several icons for controlling the display: 'Hide show/hide icons', 'Show locks', 'Show Quick Feedback', 'Hide calculations', 'Hide averages', 'Show groups', and 'Show ranges'. The main table is titled 'Moodle Instructor Test (Sue)' and has columns for 'test', 'Bonus Marks', 'Exercicio de pronunciacion', 'Forum (Graded)', 'Discuss the scroll feature', 'Quiz - Week 1', and 'Course total'. The table lists several students with their scores in each category. For example, Samuel Abubakker has 88.00 in 'test', 9.00 in 'Forum (Graded)', and 0.00 in 'Quiz - Week 1', with a total of 80.83. At the bottom, there is an 'Overall average' row showing 65.10 for 'test', 8.00 for 'Forum (Graded)', and 6.49 for 'Quiz - Week 1', with a total of 64.38. An 'Update' button is located at the bottom center of the table.

First name / Surname	test	Bonus Marks	Exercicio de pronunciacion	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total
Samuel Abubakker	88.00			9.00		0.00	80.83
Roxanne Ahmed	98.00					4.44	93.13
Chandra Beaveridge	72.00			10.00		9.67	76.39
Scott Gerrity	20.00						20.00
Erica Price-Edney	57.00						57.00
Hendrik Reitsma	68.00						68.00
Kathreen Riel	21.00						21.00
Chd Tester02	95.00			9.00		9.67	94.73
Chd Tester03	63.00			8.00		8.67	66.39
Chd Tester04	69.00			4.00			66.36
Overall average	65.10	-	-	8.00	-	6.49	64.38

4. It is this screen (above) that you can now manually enter grades in the white space block that you see.
5. If you wish to also send feedback to the student, Click the hand icon above the white space and a new screen will appear.

The screenshot shows the Moodle feedback form for a student named Chandra Beaveridge. The form is titled 'User Chandra Beaveridge' and 'Item name Exercicio de pronunciacion -- por favor lea el pasaje'. It includes several fields: 'Overridden' (checkbox), 'Final grade' (text input), 'Excluded' (checkbox), 'Hidden' (checkbox), 'Hidden until' (date/time selector), 'Locked' (checkbox), 'Lock after' (date/time selector), and 'Feedback' (text area). Below the feedback text area is a 'Format' dropdown menu set to 'Moodle auto-format'. At the bottom, there are 'Save changes' and 'Cancel' buttons. Two callout boxes with arrows point to the feedback text area and the 'Save changes' button.

Write Feedback here to student

Click 'Save changes'

B. Excluding a person's mark in an assignment from their final grade

1. Go to the Gradebook
2. 'Turn editing on'
3. Under the assignment, go to the person's mark that you wish to exclude.
4. Click on the hand icon

Person's Name

Click on hand icon

First name / Surname	test	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total
Samuel Abubakker	88.00	56.00	9.00	98.00	0.00	78.44
Roxanne Ahmed	98.00	78.00	8.00	56.00	4.44	76.39
Chandra Beaveridge	72.00	70.00	10.00	76.00	9.67	74.27
Scott Gerrity	20.00	96.00	7.00	45.00	7.00	54.69
Erica Price-Edney	57.00	45.00	7.00	87.00	7.00	63.44
Hendrik Reitzma	68.00	58.00	4.00	34.00	6.00	53.13
Kathleen Riel	21.00	98.00	5.00	56.00	5.00	57.81
Chd Tester02	95.00	45.00	9.00	67.00	9.67	70.52
Chd Tester03	63.00	36.00	8.00	46.00	8.67	50.52
Chd Tester04	69.00	67.00	4.00	39.00	9.00	58.75
Overall average	65.10	64.90	7.10	60.40	6.65	63.80

Update

A new screen will open. Tick the box beside Excluded, and then click 'Save changes'.

User: Chandra Beaveridge

Item name: Exercicio de pronunciacion -- por favor lea el pasaje

Overridden

Final grade

Excluded Tick the box

Hidden

Hidden until Disable

Locked

Lock after Disable

Feedback

Format

Save your changes

You will now see the following and their grade has changed accordingly.

Grader report My report preferences							
Hide showhide icons Show locks Show Quick Feedback Hide calculations Hide averages Show groups Show ranges							
Moodle Instructor Test (Sue)							
First name / Surname	test	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total	
Controle							
Samuel Abubakker	88.00	56.00	9.00	98.00	0.00	78.44	
Roxanne Ahmed	98.00	78.00	8.00	56.00	4.44	76.39	
Chandra Beaveridge	72.00	Excluded 70.00	10.00	76.00	9.67	76.21	
Scott Gerrity	20.00	96.00	7.00	45.00	7.00	54.69	
Erica Price-Edney	57.00	45.00	7.00	87.00	7.00	63.44	
Hendrik Reitsma	68.00	58.00	4.00	34.00	6.00	53.13	
Kathreen Riel	21.00	98.00	5.00	56.00	5.00	57.81	
Chd Tester02	95.00	45.00	9.00	67.00	9.67	70.52	
Chd Tester03	63.00	36.00	8.00	46.00	8.67	50.52	
Chd Tester04	69.00	67.00	4.00	39.00	9.00	58.75	
Overall average	65.10	64.90	7.10	60.40	6.65	63.99	

C. How to Add Bonus Marks

Bonus Marks can easily be added to your gradebook.

1. Add an 'Offline Activity' assignment to your course.
2. Title it: 'Bonus Marks' and assign the mark you would like to attribute.
3. Now go to your course gradebook, under the Administration Block.
4. You will notice a new assignment has been added ' Bonus Marks'.
5. 'Turn editing on'
6. Now assign your bonus marks to the students.
7. If you wish to exclude anyone from bonus marks, so it will not affect their grade, exclude the student from this mark (see previous page).
8. Click 'Update' and your new marks will show. (Similar to below)

Grader report My report preferences							
Hide showhide icons Show locks Show Quick Feedback Hide calculations Hide averages Show groups Show ranges							
Moodle Instructor Test (Sue)							
First name / Surname	test	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Bonus Marks	Course total
Controle							
Samuel Abubakker	88.00	56.00	9.00	98.00	0.00	5.00	77.58
Roxanne Ahmed	98.00	78.00	8.00	56.00	4.44	Excluded	76.39
Chandra Beaveridge	72.00	Excluded 70.00	10.00	76.00	9.67	3.00	74.20
Scott Gerrity	20.00	96.00	7.00	45.00	7.00	Excluded	54.69
Erica Price-Edney	57.00	45.00	7.00	87.00	7.00	7.00	63.64
Hendrik Reitsma	68.00	58.00	4.00	34.00	6.00	8.00	53.94
Kathreen Riel	21.00	98.00	5.00	56.00	5.00	9.00	58.79
Chd Tester02	95.00	45.00	9.00	67.00	9.67	Excluded	70.52
Chd Tester03	63.00	36.00	8.00	46.00	8.67	Excluded	50.52
Chd Tester04	69.00	67.00	4.00	39.00	9.00	5.00	58.48
Overall average	65.10	64.90	7.10	60.40	6.65	6.17	63.87

Update

D. Hiding and Releasing Grades to Students

Once students have submitted their assignments or completed an activity that you now need to grade, you may wish to release student grades all at the same time. This is done directly through the gradebook.

1. Click on Grades under the Administration Block within your course.
2. Click the button located in the top right hand corner 'Turn editing on'.
3. Looking at your gradebook, you will see the word controls on the left hand side column
4. In this row, the eye feature when open means that students can see that particular assignment.

The screenshot shows the Moodle gradebook interface. At the top right, there is a button labeled "Turn editing off". A callout box points to this button with the text "Turn editing on". Below the navigation bar, there are several icons for "Hide show/hide icons", "Show locks", "Show Quick Feedback", "Hide calculations", "Hide averages", "Show groups", and "Show ranges". The main content area is a table titled "Moodle Instructor Test (Sue)". The table has columns for "First name / Surname", "Controls", "Daily Work 40%", "Exams and Tests 60%", and "Course total". The "Controls" column contains eye icons. A callout box points to these icons with the text "Open Eye: Students can see assignment in their grades".

First name / Surname	Controls	Bonus Marks	Discuss the scroll feature	Forum (Graded)	Ejercicio de pronunciaci...	Category total	Quiz - Week 1	test	Category total	Course total
Samuel Abubakker	👁	5.00	56.00	9.00	77.00	66.82	0.00	88.00	80.00	74.73
Roxanne Ahmed	👁	4.00					4.44	98.00	93.13	83.88
Chandra Beaveridge	👁	1.00					9.67	72.00	74.25	70.37
Scott Gerrity	👁		90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69
Erica Price-Edney	👁	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82
Hendrik Reitsma	👁	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91
Kathreen Riel	👁	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00
Chd Tester02	👁	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64
Chd Tester03	👁	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09
Chd Tester04	👁	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36
Overall average		5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25

5. If you click the eye feature, it will now show a closed eye. This means that students can no longer see that particular assignment.

moodle

BMoodle > Sue > Grades > Report > Grader report > Grader report

Jump to...

Turn editing off

Choose an action ...

Eye is closed, all students cannot see their specific grade for this assignment

Hide averages Show groups Show ranges

Moodle Instructor Test (Sue)

First name / Surname	Daily Work 40%				Exams and Tests 60%					Course total
	Bonus Marks	Discuss the scroll feature	Forum (Grader)	Exercicio de pronunciacion ...	Quiz - Week 1	test	Category total	Category total	Category total	
Samuel Abubakker	5.00	56.00	9.00	77.00	66.82	0.00	88.00	80.00	74.73	
Roxanne Ahmed	4.00	87.00	8.00	55.00	70.00	4.44	98.00	93.13	83.88	
Chandra Beaveridge	1.00	67.00	10.00	64.00	64.55	9.67	72.00	74.25	70.37	
Scott Gerrity	Excluded	90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69	
Erica Price-Edney	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82	
Hendrik Reitsma	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91	
Kathreen Riel	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00	
Chd Tester02	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64	
Chd Tester03	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09	
Chd Tester04	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36	
Overall average	5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25	

When grading an assignment, you may wish to hide that assignment first from students using the gradebook, mark the assignment, and then click the eye again to release those grades to all students at the same time.

You may also hide an assignment grade from a particular student, by clicking on that particular 'eye' and closing it.

Find the assignment column and then the student. Click on the corresponding eye

Show groups Show ranges

Moodle Instructor Test (Sue)

First name / Surname	Daily Work 40%				Exams and Tests 60%					Course total
	Bonus Marks	Discuss the scroll feature	Forum (Grader)	Exercicio de pronunciacion ...	Quiz - Week 1	test	Category total	Category total	Category total	
Samuel Abubakker	5.00	56.00	9.00	77.00	66.82	0.00	88.00	80.00	74.73	
Roxanne Ahmed	4.00	87.00	8.00	55.00	70.00	4.44	98.00	93.13	83.88	
Chandra Beaveridge	1.00	67.00	10.00	64.00	64.55	9.67	72.00	74.25	70.37	
Scott Gerrity	Excluded	90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69	
Erica Price-Edney	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82	
Hendrik Reitsma	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91	
Kathreen Riel	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00	
Chd Tester02	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64	
Chd Tester03	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09	
Chd Tester04	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36	
Overall average	5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25	

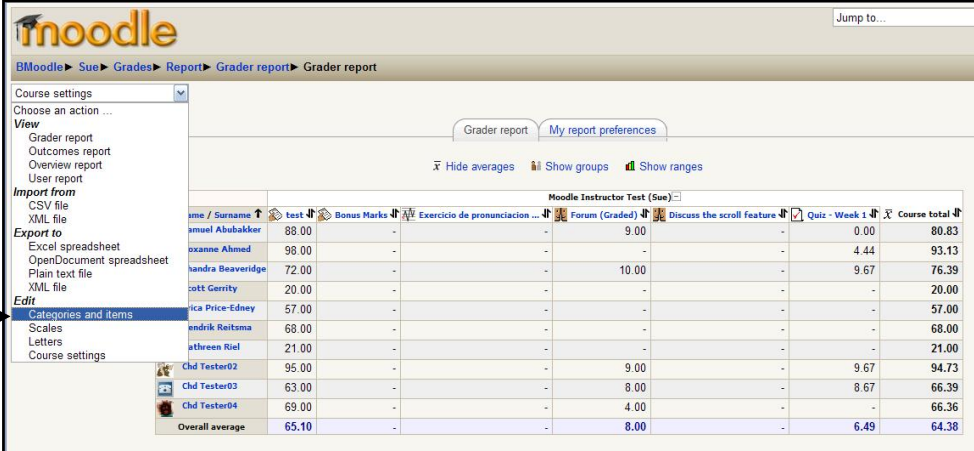
Update

2. Giving Items in Gradebook all Equal Weight

In some courses, the number of points (or marks) given to an item is arbitrary and is not a factor in deciding its weight in computing the course grade. In this case, each assignment is given equal weight, so a 10 point essay might be worth just as much as a 20 point essay. With this grading strategy, one would first convert each item to a percentage value and then average the percentages in computing the course total.

1. Go to your Gradebook
2. In the top left hand corner you will see 'Choose and action'. Click on the drop down menu and choose 'Categories and items'

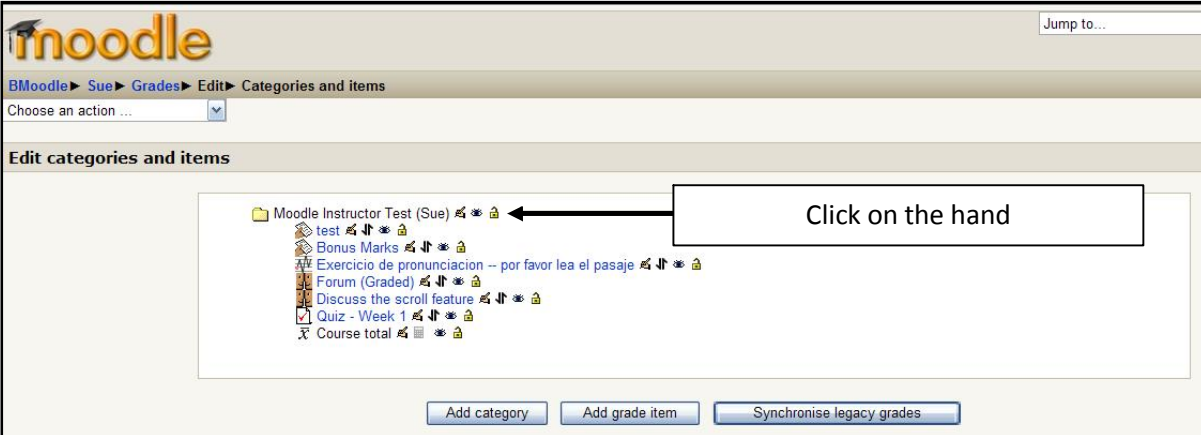
Categories and items



The screenshot shows the Moodle Gradebook interface. A dropdown menu is open from the 'Choose an action ...' button, with 'Categories and items' selected. The main table displays student grades for various items.

name / Surname	test	Bonus Marks	Exercicio de pronunciaci...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total
Amuel Abubakker	88.00	-	-	9.00	-	0.00	80.83
roxanne Ahmed	98.00	-	-	-	-	4.44	93.13
andra Beaveridge	72.00	-	-	10.00	-	-	76.39
ott Gerrity	20.00	-	-	-	-	-	20.00
ica Price-Edney	57.00	-	-	-	-	-	57.00
ndrik Reitsma	68.00	-	-	-	-	-	68.00
athreen Riel	21.00	-	-	-	-	-	21.00
Chd Tester02	95.00	-	-	9.00	-	9.67	94.73
Chd Tester03	63.00	-	-	8.00	-	8.67	66.39
Chd Tester04	69.00	-	-	4.00	-	-	66.36
Overall average	65.10	-	-	8.00	-	6.49	64.38

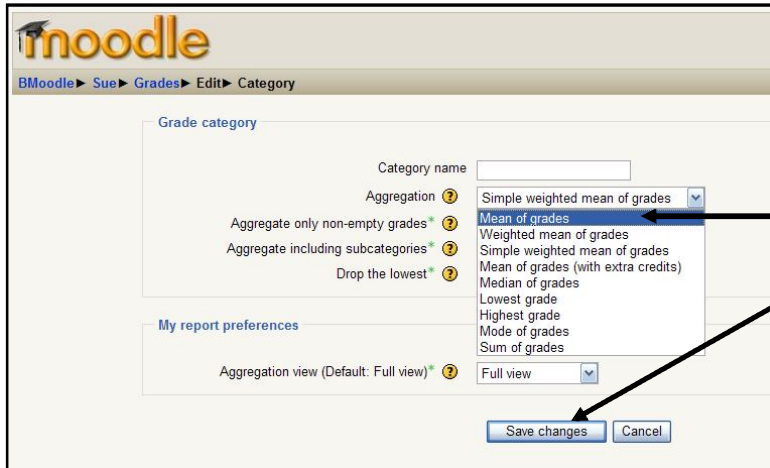
3. Another screen will open. Now click on the hand icon beside the title of your course.



The screenshot shows the 'Edit categories and items' screen. A hand icon is highlighted next to the course title 'Moodle Instructor Test (Sue)'. Below the list of items are buttons for 'Add category', 'Add grade item', and 'Synchronise legacy grades'.

Click on the hand

4. Change Aggregation to 'Mean of grades'.



Choose 'Mean of grades' from drop down menu
Save your changes!

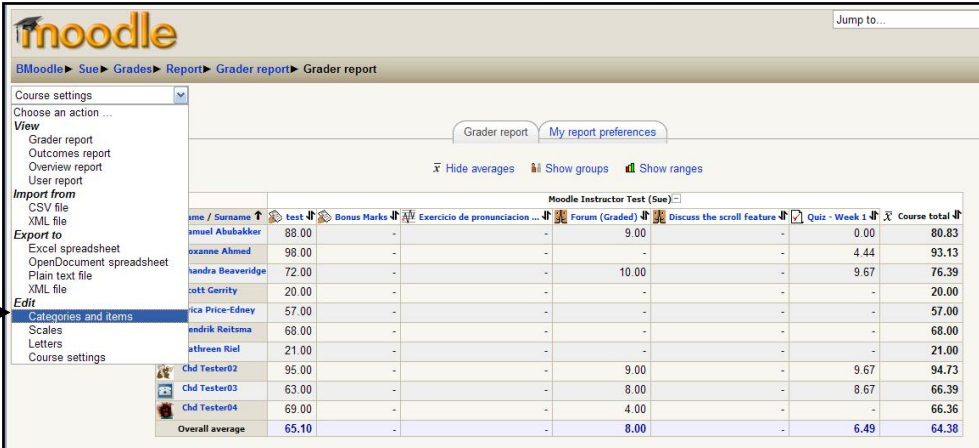
Everything in your gradebook now has equal weight in your course total.

3. Course Grade Weighted by Category

In many courses, the instructor may want to assign different weights (such as assignments and tests) to defined percentages in determining a course grade.

Note:

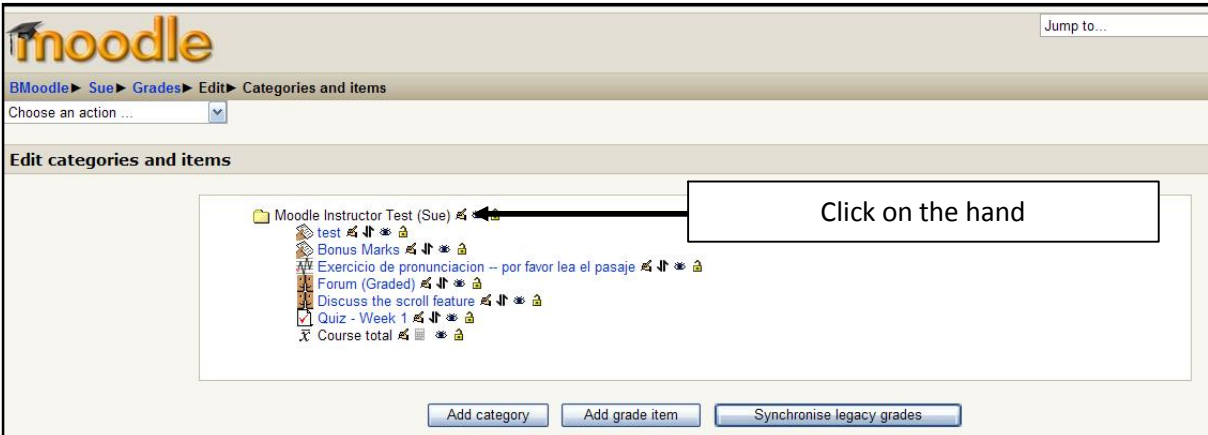
- Once your gradebook is setup, you can put activities into categories when you create or edit the activity (like an assignment or quiz).
 - You can also change item categories from the Categories and items view of the gradebook.
 - You can keep an item from being factored into the course grade by not placing it in a weighted category.
1. From the gradebook, select 'Categories and items' under the drop down menu 'Choose an action' located in the top left hand side of the gradebook.



The screenshot shows the Moodle gradebook interface. On the left, a dropdown menu titled 'Choose an action ...' is open, with the 'Categories and items' option highlighted. A box labeled 'Categories and items' with an arrow points to this option. The main area displays a table of student grades for various activities. The table has columns for 'Name / Surname', 'test', 'Bonus Marks', 'Exercicio de pronunciacion ...', 'Forum (Graded)', 'Discuss the scroll feature', 'Quiz - Week 1', and 'Course total'. The data is as follows:

Name / Surname	test	Bonus Marks	Exercicio de pronunciacion ...	Forum (Graded)	Discuss the scroll feature	Quiz - Week 1	Course total
Amuel Abubakker	88.00	-	-	9.00	-	0.00	80.83
Susanne Ahmed	98.00	-	-	-	-	4.44	93.13
Handra Beaveridge	72.00	-	-	10.00	-	-	76.39
Scott Gerrity	20.00	-	-	-	-	-	20.00
Lica Price-Edney	57.00	-	-	-	-	-	57.00
Andrik Reitsma	68.00	-	-	-	-	-	68.00
Mathreen Riel	21.00	-	-	-	-	-	21.00
Chd Tester02	95.00	-	-	9.00	-	9.67	94.73
Chd Tester03	63.00	-	-	8.00	-	8.67	66.39
Chd Tester04	69.00	-	-	4.00	-	-	66.36
Overall average	65.10	-	-	8.00	-	6.49	64.38

2. Click the hand icon for your entire gradebook (the top item).



The screenshot shows the 'Edit categories and items' view in Moodle. A list of categories and items is displayed, with the top item 'Moodle Instructor Test (Sue)' selected. A box labeled 'Click on the hand' with an arrow points to the hand icon next to this item. The list includes:

- Moodle Instructor Test (Sue)
- test
- Bonus Marks
- Exercicio de pronunciacion -- por favor lea el pasaje
- Forum (Graded)
- Discuss the scroll feature
- Quiz - Week 1
- Course total

At the bottom, there are three buttons: 'Add category', 'Add grade item', and 'Synchronise legacy grades'.

3. Now change Aggregation to 'Weighted mean of grades'

The screenshot shows the 'Edit categories and items' page in Moodle. Under the 'Grade category' section, the 'Aggregation' dropdown menu is open, displaying the following options: Simple weighted mean of grades, Mean of grades, **Weighted mean of grades**, Simple weighted mean of grades (with extra credits), Median of grades, Lowest grade, Highest grade, Mode of grades, and Sum of grades. The 'Weighted mean of grades' option is highlighted in blue. Below the dropdown menu, the 'Aggregation view (Default: Full view)' dropdown is set to 'Full view'. At the bottom of the form, the 'Save changes' button is highlighted in blue, and the 'Cancel' button is also visible.

Choose 'Weighted mean of grades' from drop down menu

Save your changes!

4. Click the 'Add a category' button.


The screenshot shows the 'Edit categories and items' page in Moodle. The page title is 'Edit categories and items'. Below the title, there is a list of items under the category 'Moodle Instructor Test (Sue)'. The items are: test, Bonus Marks, Ejercicio de pronunciación -- por favor lea el pasaje, Forum (Graded), Discuss the screenshot feature, Quiz - Week 1, and Course total. At the bottom of the page, there are three buttons: 'Add category', 'Add grade item', and 'Synchronise legacy grades'. The 'Add category' button is highlighted in blue. A black arrow points from the 'Add category' button in this screenshot to the 'Add category' button in the previous screenshot.

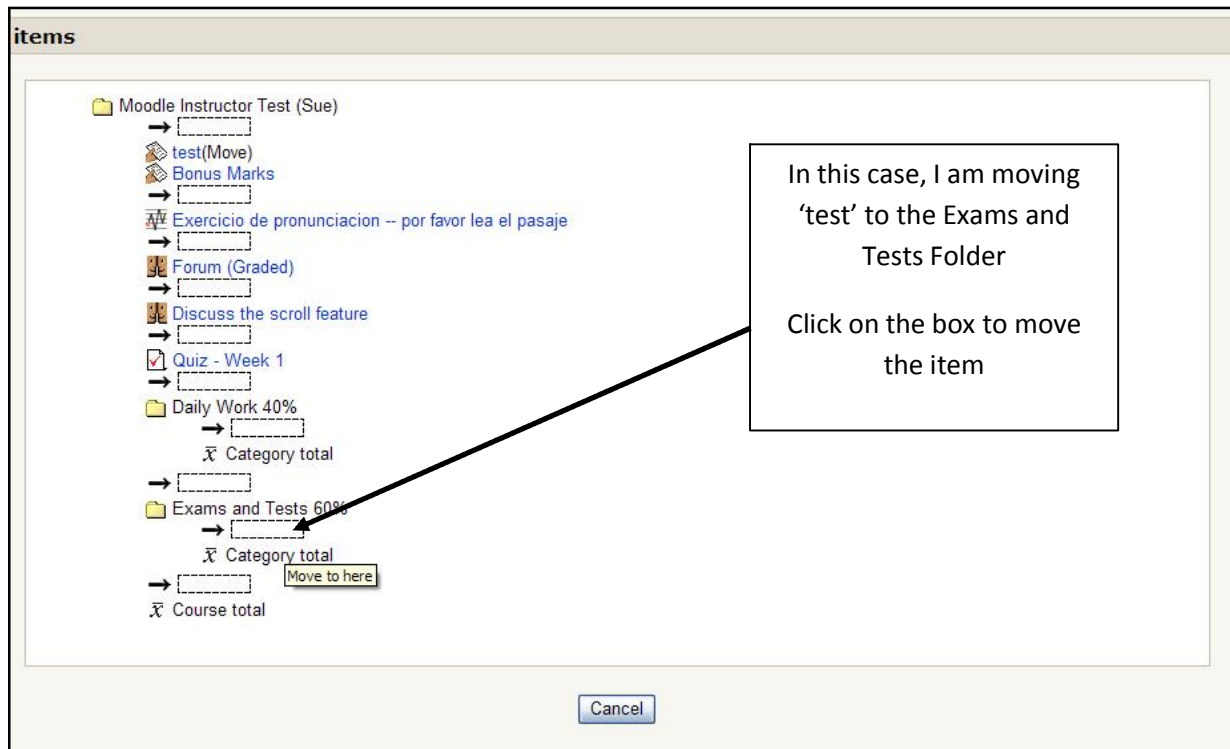
- In this example, I am adding a category 'Daily work 40%' with aggregation staying at the default 'Simple weighted mean of grades, with a weight of 40 for the item weight.

The screenshot shows the 'Grade category' configuration form in Moodle. It is divided into three sections: 'Grade category', 'Parent category', and 'My report preferences'.
- In the 'Grade category' section, 'Category name' is 'Daily Work 40%', 'Aggregation' is 'Simple weighted mean of grades', 'Aggregate only non-empty grades' is checked, 'Aggregate including subcategories' is unchecked, and 'Drop the lowest' is 'None'.
- In the 'Parent category' section, 'Item weight' is '40.0000'.
- In the 'My report preferences' section, 'Aggregation view (Default: Full view)' is 'Default'.
At the bottom, there are 'Save changes' and 'Cancel' buttons.

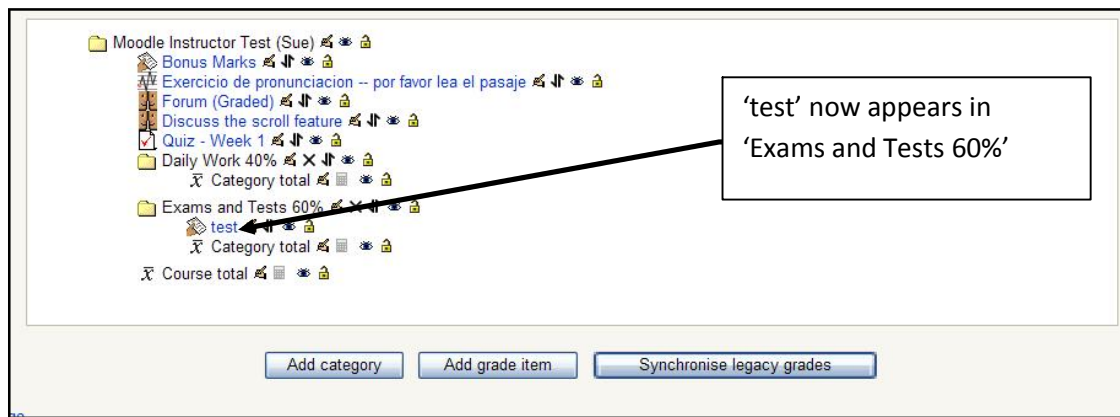
- Remember to save your changes!
- I am now adding another category: 'Exams and Tests 60%', with aggregation staying at the default 'Simple weighted mean of grades' with an item weight of 60%.

The screenshot shows the 'Grade category' configuration form in Moodle for a new category. It is divided into three sections: 'Grade category', 'Parent category', and 'My report preferences'.
- In the 'Grade category' section, 'Category name' is 'Exams and Tests 60%', 'Aggregation' is 'Simple weighted mean of grades', 'Aggregate only non-empty grades' is checked, 'Aggregate including subcategories' is unchecked, and 'Drop the lowest' is 'None'.
- In the 'Parent category' section, 'Grade category' is 'Moodle Instructor Test (Sue)' and 'Item weight' is '60.0000'.
- In the 'My report preferences' section, 'Aggregation view (Default: Full view)' is 'Default'.
At the bottom, there are 'Save changes' and 'Cancel' buttons. A callout box with the text 'Save your changes!' has an arrow pointing to the 'Save changes' button.

8. I have now created two categories in the gradebook. For the existing items in the gradebook, click the "move" icon  beside the item, and place each one in appropriate category.

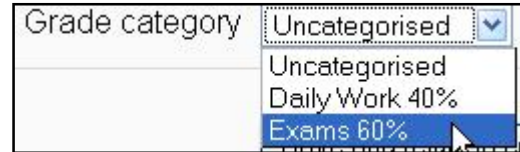


9. You will now notice that 'test' has been moved to the correct category.



10. You must do this for all your items so they will be calculated properly in the gradebook.

11. You can add as many categories as suits your course. When you are adding a NEW assignment to the course, if categories are already created in the gradebook, you can place the item into the category when you create or edit them.



12. When you return to your gradebook, you will find it has now created categories, your items are in the correct area's and the course is now weighted by the categories and values you have created.

Daily Work 40%, and individual items showing in that weighted category

Exams and Tests 6%, and individual items showing in that weighted category

Grader report My report preferences

Hide averages Show groups Show ranges

Moodle Instructor Test (Sue)

First name / Surname	Bonus Marks	Daily Work 40%				Category total	Exams and Tests 60%		Category total	Course total
		Discuss the scroll feature	Forum (Graded)	Exercicio de pronunciaci...			Quiz - Week 1	test		
Samuel Abubakker	5.00	56.00	9.00	77.00	66.82	0.00	88.00	80.00	74.73	
Roxanne Ahmed	4.00	87.00	8.00	55.00	70.00	4.44	98.00	93.13	83.88	
Chandra Beaveridge	1.00	67.00	10.00	64.00	64.55	9.67	72.00	74.25	70.37	
Scott Gerrity	Excluded -	90.00	7.00	77.00	82.86	3.00	20.00	20.91	45.69	
Erica Price-Edney	6.00	34.00	10.00	90.00	63.64	6.00	57.00	57.27	59.82	
Hendrik Reitsma	8.00	56.00	5.00	46.00	52.27	9.00	68.00	70.00	62.91	
Kathreen Riel	1.00	87.00	7.00	67.00	73.64	2.00	21.00	20.91	42.00	
Chd Tester02	8.00	67.00	9.00	73.00	71.36	9.67	95.00	95.15	85.64	
Chd Tester03	9.00	59.00	8.00	78.00	70.00	8.67	63.00	65.15	67.09	
Chd Tester04	3.00	45.00	4.00	67.00	54.09	2.00	69.00	64.55	60.36	
Overall average	5.00	64.80	7.70	69.40	66.92	5.45	65.10	64.13	65.25	

An assignment that was excluded, so it will not factor into a student's final grade

Final grade for each student