

Moodle Methods

Navigating the Gradebook

When you add Moodle activities to your course, such as Assignments or Quizzes, corresponding grade items (columns) are added to the gradebook. You may also manually add columns to your gradebook for offline assignments and other grades.

Categories and Items

This screen will allow you to manually add grade Categories and Items. The default aggregation method for the entire course is set to Natural. Natural weighting auto-adjusts totals to always equal 100%.

For sub-categories you may choose Natural, Weighted, or Simple Weighted Mean of Grades. For more information on the variance of these choices, [visit this page](#).

The categories and items page is where you will set all desired weightings for categories and/or individual grade items within a category.

***Note:** If you choose Weighted Mean of grades, keep in mind this aggregation method will be gone with the next upgrade. If you want to change back to Natural or Simple Weighted, the gradebook will default each assignment to extra credit. *This is a known bug with the Weighted Mean in the gradebook. Weights will have to be reapplied and extra credit checkmark disabled.*

Grader report

This default gradebook view allows you, *with editing turned on*, to manually enter student grades and edit grade items (*option here to hide item from student view).

*If students can see some grades, but not a particular grade, or not the course total, [click here for more information](#).

Course grade settings

This view allows you to change how the gradebook appears for all participants.

Here you can change the grade display type from (Real) to Real (percentage) or just Percentage if you would to show the percentage grade in the class, rather than simply points earned.

You can also change settings for the User report (student view) in this section to show or hide settings such as rank, percentage, ranges, average, etc.

*To make sure course total grades show to students, the *Hide totals if they contain hidden items* setting is set to either **Show totals including hidden items** or **Show totals excluding hidden items**. If set to simply Hide, course totals will not be shown to students.