# Setting Up a Moodle Gradebook

Table of Contents

Setting Up a Moodle Gradebook

Getting Started

There are several options regarding how your **Gradebook** calculates grades. It is important to have the calculation method match what your course syllabus indicates as the manner in which grades are calculated.

The CLT recommends using **Natural** aggregation for the majority of gradebook types. This is the default setting for newly created courses. This aggregation method can accommodate using points and percentages or category weights to calculate a student's grade.

To begin setting up your gradebook, first access the **Moodle Gradebook**. This can be done by entering your course and selecting **Grades** in the Course Menu. This will load the **Moodle Gradebook**.
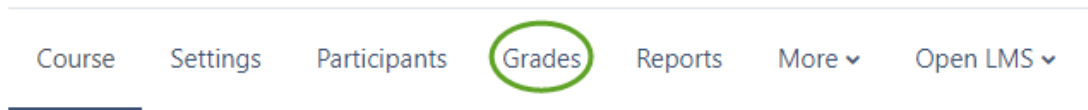

Adding Categories

Categories are only necessary if you use a weighted gradebook, but they can be used to organize grades in other gradebook types. To add a category, access your **Gradebook**.

Next, selects **Gradebook setup** in the dropdown menu.
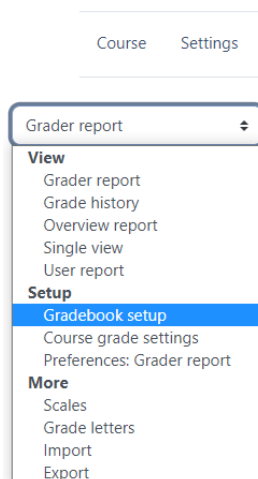
This will bring you to the **Gradebook setup** page. If you are creating a new gradebook, this page will be empty. At the top of the page, select **Add category**.
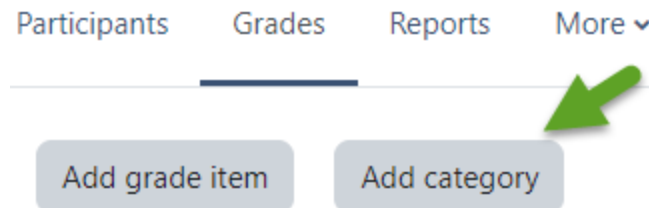
On the New Category page, add a Category name. For now, there is no need to adjust any other settings.

At the bottom of the page, select **Save changes**. You will be returned to the **Gradebook Setup** page, where you can add any additional categories you need by repeating the above steps.

Editing Category Weights

If you are using a **Weighted gradebook**, you must adjust your category weights after creating them. If your gradebook is calculated based on total points, you do not have to add category weights.

For each category, check the box in the **Weights** column and enter the desired weight for that category in the text field.

The total of the weights entered for each category should equal 100.

Select **Save Changes** at the bottom of the list of grade items to save the category weights.

Adding Manual Grade Items

In Moodle, creating certain activities, such as quizzes or assignments, automatically generates a grade item in the gradebook. However, "offline" grades (such as presentations or tests taken with pen and paper) call for manually added grade items.

To add a manual grade item, select **Add grade item** at the top of the page.

Enter a name for the grade in the **Item name** field, such as Vocabulary Test 1. Next, enter the total points possible for the item in the **Maximum grade** field. The default maximum grade is 100.

If you are using categories in your gradebook, you will need to select the category in which the grade item should be placed. This is done by selecting the category name from the **Grade category** drop-down menu beneath the Parent Category heading.

When you are finished, select **Save changes** at the bottom of the page. You will be returned to the **Gradebook setup** page, where you will see your newly created grade item.

Repeat this process until all of your grade items are added to the gradebook.

Entering Student Grades in the Gradebook

The **Single view** page in the gradebook allows you to easily enter and edit all grades for one activity or for one student at the same time. This page can be accessed in the gradebook from the View tab by selecting the **Single view** link.
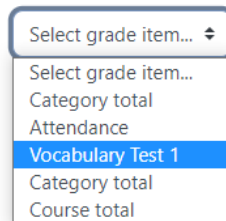
To enter grades for a specific grade item, select that item in the **Grade Items** menu. You can also enter grades for a specific student by selecting them in the **Users** menu.

Select grade item... ⬍
- Select grade item...
- Category total
- Attendance
- **Vocabulary Test 1**
- Category total
- Course total

Selecting a specific grade item will load a page which lists all students in the course and provides a field in which grades can be entered for the selected item for each student.
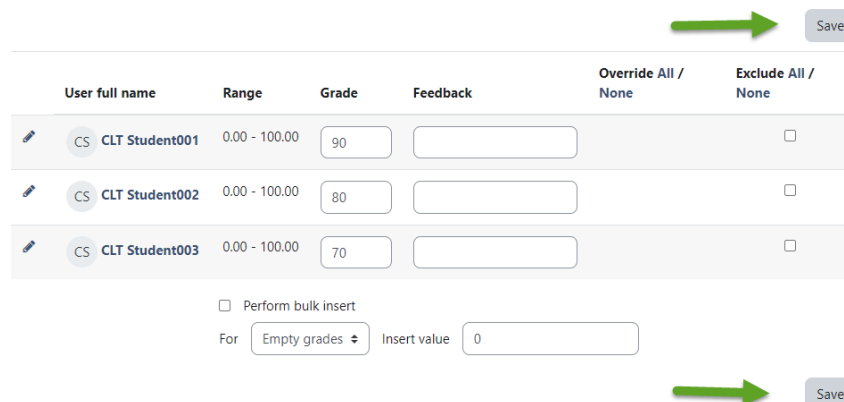
	User full name	Range	Grade	Feedback
✏	CS CLT Student001	0.00 - 100.00		
✏	CS CLT Student002	0.00 - 100.00		
✏	CS CLT Student003	0.00 - 100.00		

You can bulk insert grades using the **Perform bulk insert** options. This is especially useful for adding zeros to empty grades.

☐ Perform bulk insert

For Empty grades ⬍ Insert value 0

After entering grades, use either **Save** button to save your changes.

Save

	User full name	Range	Grade	Feedback	Override All / None	Exclude All / None
✏	CS CLT Student001	0.00 - 100.00	90			☐
✏	CS CLT Student002	0.00 - 100.00	80			☐
✏	CS CLT Student003	0.00 - 100.00	70			☐

☐ Perform bulk insert

For Empty grades ⬍ Insert value 0

Save

Repeat this process each time you wish to enter student grades in your course.

For additional information about CLT resources and training, watch the [Moodle Gradebook Setup](#) video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.