Gradebook—Adding Grade Categories

Adding Grade Categories to the Gradebook.

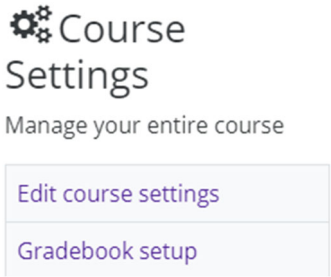
To customize your grader report, you can add grade items and grade categories. Categories are like folders. **Grade Items** can be placed in Categories in the Grader Report. Grade Items are covered in the "Adding Manual Grade Items" information sheet.

NOTE: Do not make a category for a single activity. If you have more than one activity that you would like to group together, then a category would be appropriate.

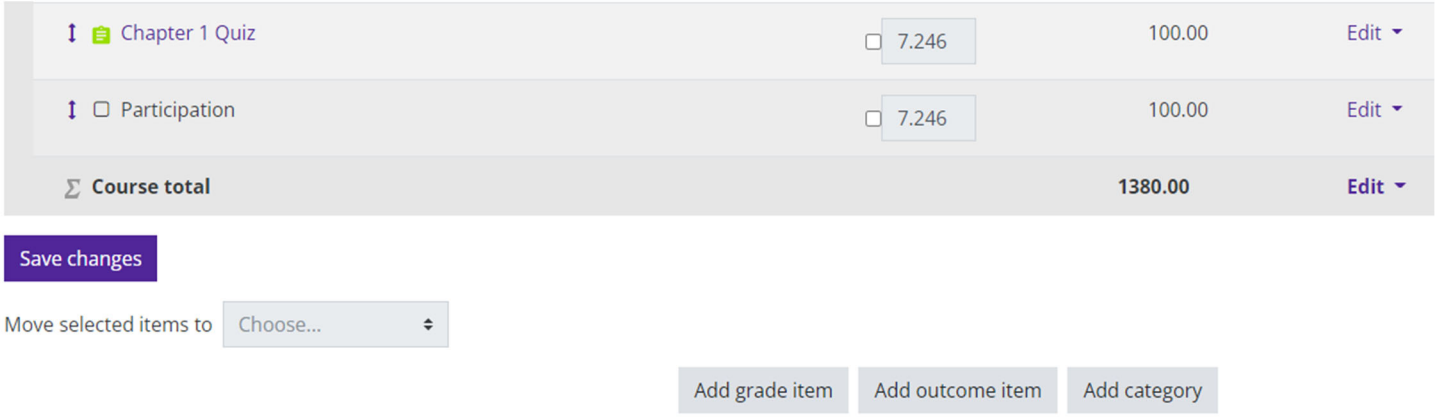
Login to Moodle and navigate to the course.

Click on Course Management .

Under Course Settings, click on Gradebook setup.



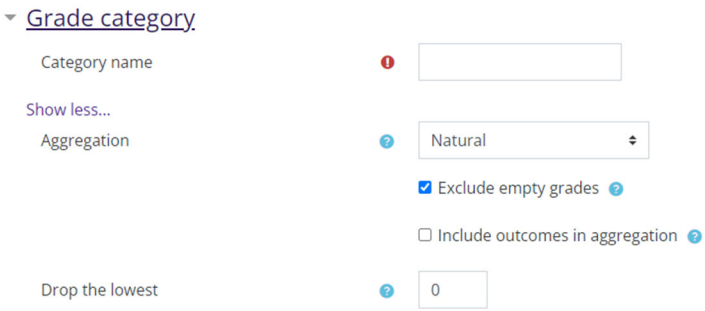
On the *Gradebook setup* page, you can add a category or grade item.



Grade Items and Categories—What is the Difference?

Grades can be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories. However, each grade item may belong to only one category. All grade items and categories belong to at least one, permanent category—the course category—which is designated by the course name in the grader report.

Give the Category a name.



Aggregation—this determines how grades in a category are combined. We recommend weighted mean or grades or natural (sum of grades).

Exclude empty grades—determines whether empty grades are not included in the aggregation or are counted as minimal grades.

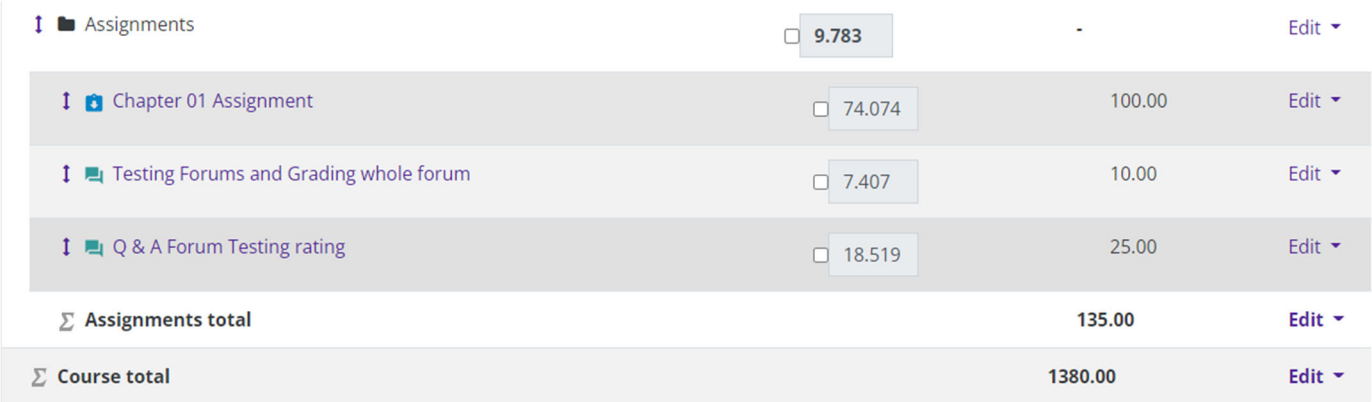
Include outcomes in aggregation—if enabled, outcomes are included in the aggregation. This may result in an unexpected category total.

Drop the lowest—this setting enables a specified number of the lowest grades to be excluded from the aggregation.

If you are just wanting to add a simple category, these are the only settings you need to enter. Make sure to save your changes.

NOTE: Do not make a category for a single activity. If you have more than one activity that you would like to group together, then a category would be appropriate.

The new category has been added.



Assignments	9.783	-	Edit
Chapter 01 Assignment	74.074	100.00	Edit
Testing Forums and Grading whole forum	7.407	10.00	Edit
Q & A Forum Testing rating	18.519	25.00	Edit
Assignments total		**135.00**	**Edit**
Course total		**1380.00**	**Edit**