

## Gradebook—Changing the Aggregation

### Changing the Gradebook Aggregation—Weighted/Natural

Login to Moodle and navigate to the course.

Click on Course Management .



Under Course Settings, choose Gradebook setup.

**Course Settings**  
Manage your entire course

[Edit course settings](#)

[Gradebook setup](#)

Click on Edit—Edit Settings.

Gradebook setup

Name	Weights	Max grade	Actions	Select
MOODLE3.10.TEST		-	<a href="#">Edit</a>	<input type="checkbox"/> All
Chapter 01 Assignment	<input type="checkbox"/> 7.246	100	<a href="#">Edit settings</a> <a href="#">Hide</a> <a href="#">Reset weights</a>	<input type="checkbox"/>
Q & A Forum Testing rating	<input type="checkbox"/> 1.812	25.0		<input type="checkbox"/>

The default aggregation is set to “Natural.”

To change the aggregation, use the Aggregation drop down menu and select Weighted Mean of Grades.

Save changes.

A weighted gradebook will have a course total of 100.

▼ **Grade category**

Category name

Show less...

Aggregation

☒ Exclude empty grades

☐ Include outcomes in aggregation

Drop the lowest

▼ **Category total**

Show more...


[Save changes](#) [Cancel](#)

## Weighted Mean of Grades—Setting Weights

After changing the aggregation to weighted mean of grades, you will need to set the weights for grade items and/or grade categories.

Type in the amount you want the grade item and/or category.

Save changes.

Discussion Boards	<input checked="" type="checkbox"/> 25.0	-
Discussion Board #1	1.0	25.00
Discussion Board #2	1.0	25.00
Discussion Board #3	1.0	25.00
Discussion Board #4	1.0	25.00
 <b>Discussion Boards total</b> Weighted mean of grades.		100.00

Notice that Moodle will place a check mark in the box to the left of weight, “Weighted mean of grades” will be displayed under the category total and the total will be 100. This designates a weighted gradebook.