Gradebook—Grade Items and Categories

Grade Items and Categories—What is the Difference?

To customize your grader report, you can add grade items and categories. Categories are like folders. Grade Items can be placed in the Categories in the Grader Report.

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 your course.
Under the Administration block, click on Gradebook setup.

On the Gradebook setup page, you can add a category or add a grade item.
Gradebook—Grade Items and Categories

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.

To add a category to the gradebook setup and click on the Add Category button.

Grade Categories

Give the Category a name.

Aggregation—this determines how grades in a category are combined. We recommend weighted mean of 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.

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.
Gradebook—Grade Items and Categories

Grade Item

Item name—give the grade item a name.

Item info.—this setting provides space for entering information about the item. This information is not displayed anywhere else.

Decide on the grade type. The different types of grades are as follows:

Value—A numerical value with a maximum and a minimum
Scale—an item in a list
Text—feedback only

Only value and scale grade types may be aggregated.

If you choose Scale, the Scale drop down menu will become available. You can choose a scale that has been previously created.

If you choose Value, the Maximum and Minimum grade options will open and you can set the maximum number of points this item is worth.

Grade to pass—determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.

Grade display type—determines how grades are displayed in the grader and user reports.

Real—actual grades
Percentage
Letter—letters or words are used to represent a range of grades.
Adding Manual Grade Items

Overall decimal points—determines the number of points to display for each grade.

Hidden—if selected, grades are hidden from students. A hidden until date may be set if desired, to release grades after grading is complete.

Locked—if selected, grades can no longer be automatically updated by the related activity.

Weight adjusted—uncheck this to reset a grade item weight to its automatically calculated value. Checking this will prevent the weight being automatically adjusted.

Weight—a value used to determine the relative value of multiple grade items in a category or course.

Save changes. The grade item will now show in your grader report.

The new grade item has been added to the gradebook.