

## How to set up gradebook categories in Moodle 2.

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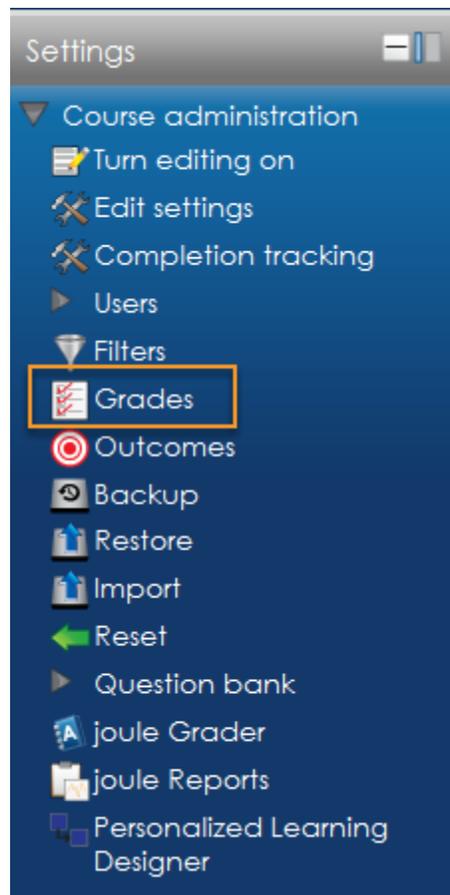
It is possible to set up the gradebook to show divisions in time such as semesters and quarters by using categories.

*For example, Semester 1 = main category 1 with quarter 1 and quarter 2 as sub-categories; all of Semester 2 = main category 2 with quarter 3 and quarter 4 as sub-categories.*

Often times, gradebook categories are used to delineate types of assignments.

*For example, a category for "assessments" might include all quizzes and term papers, while a "participation" category could include graded forums and attendance.*

**Locate the Settings block and click "Grades."**



Under the drop down menu, choose "Full View" or "Simple View" under Categories and Items.

The screenshot shows the 'Grader report' page with a dropdown menu open. The menu is titled 'Grader report' and contains several sections: 'View' (Grader report, Outcomes report, Overview report, User report), 'Categories and items' (Simple view, Full view), 'Scales' (View), 'Outcomes' (Outcomes used in course, Edit outcomes, Import outcomes), 'Letters' (View, Edit), and 'Import' (CSV file, XML file). The 'Full view' option under 'Categories and items' is highlighted with an orange box.

Alternatively locate the Simple and Full View in the sub menu bar under the Categories and Items tab.

At the bottom of this page click the "Add Category" button.

The screenshot shows the 'Grader report' page with the 'Full view' dropdown menu open. The 'Simple view' and 'Full view' options are visible in the sub menu bar under the 'Categories and items' tab. Below the sub menu bar is a table with columns: Name, Aggregation, Extra credit, Max grade, Aggregate only non-empty grades, Aggregate including subcategories, Include outcomes in aggregation, Drop the lowest, and Multiplic. The table has two rows: 'Course Name' and 'Course total'. Below the table is a 'Save changes' button. At the bottom of the page, the 'Add category' button is highlighted with an orange box.

| Name         | Aggregation                    | Extra credit | Max grade | Aggregate only non-empty grades     | Aggregate including subcategories | Include outcomes in aggregation | Drop the lowest | Multiplic |
|--------------|--------------------------------|--------------|-----------|-------------------------------------|-----------------------------------|---------------------------------|-----------------|-----------|
| Course Name  | Simple weighted mean of grades |              |           | <input checked="" type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>        | 0               |           |
| Course total |                                |              | 100.00    |                                     |                                   |                                 |                 |           |

**Enter a Category name and select Aggregation settings.**

**Grade category**

1  
2  
3  
4  
5

Category name\* Semester 1

Aggregation ⓘ Simple weighted mean of grades ▾

Aggregate only non-empty grades\* ⓘ

Include outcomes in aggregation\* ⓘ

Aggregate including subcategories\* ⓘ

Drop the lowest\* ⓘ None ▾

1. Aggregation determines how grades in a category are combined, such as:
  - Mean of grades - The sum of all grades divided by the total number of grades
  - Median of grades - The middle grade when grades are arranged in order of size
  - Lowest grade - The lowest score given
  - Highest grade - The highest score given
  - Mode of grades - The grade that occurs most frequently
  - Sum of grades - The sum of all grade values divided by the possible points allowed, with scale grades being ignored
2. Aggregate only non-empty grades determines whether empty grades are not included in the aggregation or are counted as minimal grades, for example 0 for an assignment graded between 0 and 100.
3. Include outcomes in aggregation will include outcomes in the aggregation. This may result in an unexpected category total.
4. Aggregate including subcategories determines whether grades in subcategories are included in the aggregation.
5. Drop the lowest enables a specified number of the lowest grades to be excluded from the aggregation.

## Configure the Category total settings.

The screenshot shows the 'Category total' configuration form. It includes the following fields and options:

- 1. Category total name\* (text input)
- 2. Item info\* (text input)
- 3. ID number\* (text input)
- 4. Grade type (dropdown menu, currently set to 'Value')
- Scale (dropdown menu, currently set to 'Use no scale')
- 5. Maximum grade (text input, set to '100')
- 6. Minimum grade (text input, set to '0')
- 7. Grade to pass\* (text input, set to '0')
- 8. Overall decimal points\* (dropdown menu, set to 'Default (2)')
- 9. Hidden (checkbox, unchecked)
- 10. Hidden until\* (date picker, set to 17 September 2012 17:05, with an 'Enable' checkbox)
- 12. Locked (checkbox, unchecked)
- 11. Lock after\* (date picker, set to 17 September 2012 17:05, with an 'Enable' checkbox)

1. Category total name, text entered in this field replaces the wording Category total where the grade displayed for the category is shown.

2. Item info provides space for entering information about the item. The information is not displayed anywhere else.

3. ID number provides a way of identifying the activity for grade calculation purposes.

4. Grade type, there are 4 grade types:

- None - No grading possible
- Value - A numerical value with a maximum and minimum
- Scale - An item in a list
- Text - Feedback only

If a scale is selected as the grade type then the Scale drop down menu is available to select the scale that will be used for grading this category. The scale for an activity-based grade item is set on the activity settings page.

5. Maximum/Minimum grade determines the maximum and minimum grades when using the value grade type.

6. Grade to pass determines the minimum grade required to pass.

7. 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

8. Overall decimal points determine the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.

9. Hidden if ticked, will hide grades in this category from students.

10. A Hidden until date may be set if desired, to release grades after grading is completed.

11. Locked will no longer allow grades to be automatically updated by the related activity.

12. Lock after will lock after the specified date.

**Repeat steps above to create other categories.**

| Name                     | Aggregation                    | Extra credit             | Max grade | Actions | Select   |
|--------------------------|--------------------------------|--------------------------|-----------|---------|----------|
| Course Name              | Simple weighted mean of grades |                          | -         |         | All None |
| Semester 1               | Simple weighted mean of grades | <input type="checkbox"/> | -         |         | All None |
| $\bar{x}$ SEMESTER 1     | -                              |                          | 100.00    |         |          |
| First Quarter            | Simple weighted mean of grades | <input type="checkbox"/> | -         |         | All None |
| $\bar{x}$ Category total | -                              |                          | 100.00    |         |          |
| $\bar{x}$ Course total   | -                              |                          | 100.00    |         |          |

Move selected items to

## Optional: Create sub-categories

| Name           | Aggregation  | Extra credit  | Max grade | Actions   | Select   |
|----------------|---|--|-----------|---|----------|
| Course Name    | Simple weighted mean of grades  |  | -         |    | All None |
| Semester 1     | Simple weighted mean of grades  | <input type="checkbox"/>   | -         |    | All None |
| First Quarter  | Simple weighted mean of grades  | <input type="checkbox"/>   | -         |    | All None |
| Category total | -   |  | 100.00    |    |          |
| SEMESTER 1     | -   |  | 100.00    |    |          |
| Course total   | -   |  | 100.00    |    |          |

Add a sub-category by moving a new category into an existing one or by selecting the Parent category when creating the new sub category in the category settings page.

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