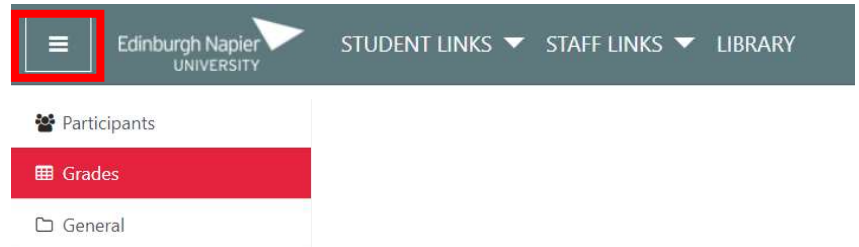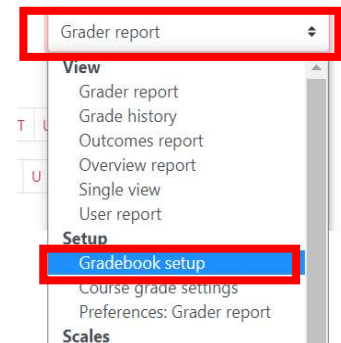# Setting up you Moodle Gradebook

On your module page, press the three lines button in the top left corner of the page, this will expand the left-hand side menu. From the menu, select **Grades**, which will open the grade book section of the Moodle site.

This will open the **Grader report view**, which shows an Overview of all student grades against graded items on the Module.

At the top (middle) of the page, you will see a drop-down menu, which allows you to select various views and functions of the grade book.

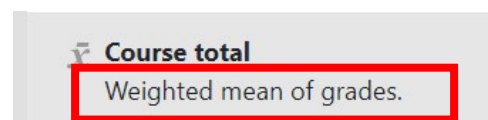From the menu, select the **"Gradebook Setup"**.

Gradebook Setup

The Gradebook setup page lists all graded items and weighting for Graded activities on the Module Moodle page.

The SITS marks export requires you to correctly identify the graded activities on Moodle which contribute to the overall module assessment components. The Module may have 1 or 2 components that contribute to the overall Module mark.

The gradebook can be set up to calculate grades in different ways. For the SITs export, the gradebook Aggregation should be set to **Weighted Mean of grades**.

A quick way to check this is to look just under the **Course Total** section towards the bottom of the page.

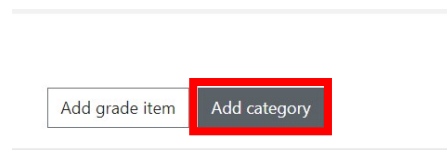**Adjusting Weightings to reflect Module assessment**

In weights column ensure the correct values are set based on your Module assessment description. For example, if you have two components on the module and each represented 50% of the module total mark, then add a weighting of 50 next to the component item.

Grouping assessments into 1 component

If you have various assessments on the module that contribute to 1 component these can be grouped into a category so that the Overall component mark is calculated.

You can group assessments together by clicking the **Add category** option at the bottom of the page.

Give the Category a name, for example 'Component 1'. Ensure that Aggregation is set to "**Weighted mean of grades**"