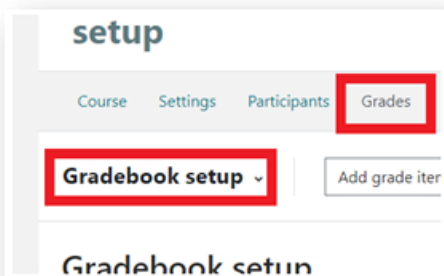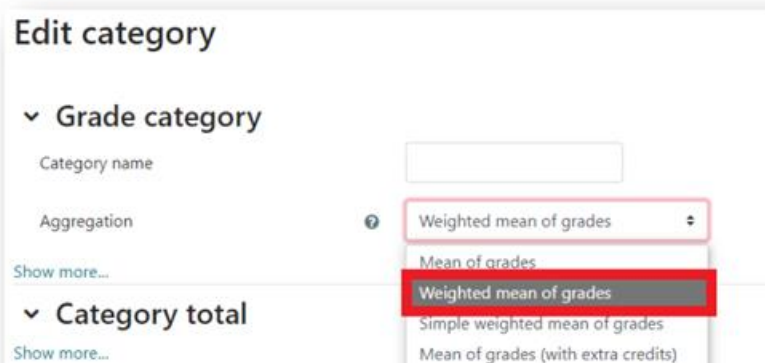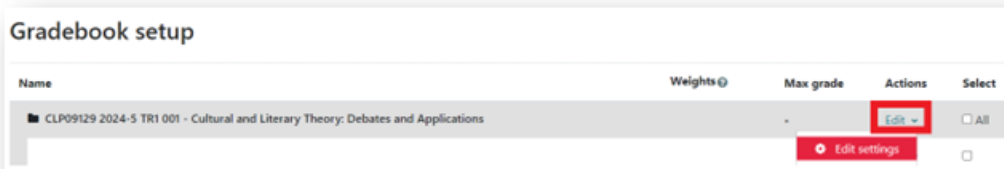Edinburgh Napier
UNIVERSITY

Setting up your Moodle Gradebook

Set your Aggregation Method

On your module page, select **Grades.** From the menu, select **Gradebook Setup**.

At the top category, which is the same name as your module, select **Edit Settings**. Make sure your **Aggregation** method is **Weighted Mean of Grades** and if you had to change it, scroll to the bottom and **Save.**
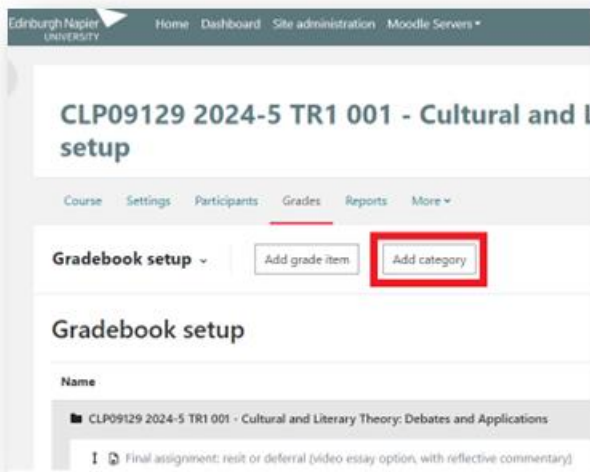
Create Categories for Your Components

⭐ *Note: 'Categories' are Moodle's name for folders. You create categories to group assessment items together. You would normally create **Component 1** and **Component 2** categories. However you do not need to create a category if you have just one assessment element for a component. It will do no harm, but it is not necessary.*
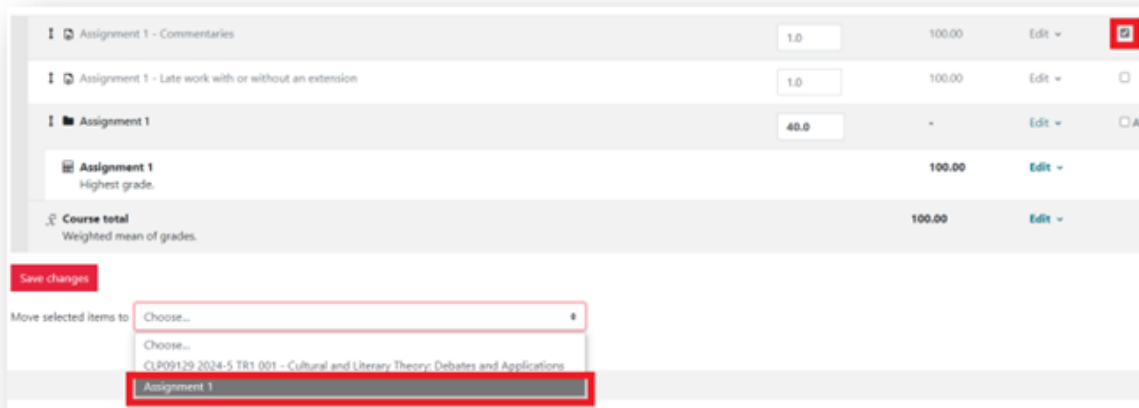
Do the following to create a category:

Click on '**Add Category**'

Move Assessments into the Category

Click on the tick boxes to the right of the relevant assessments, as shown in the illustration. Then select the relevant category. The assessment items will be moved under this category.

Add Assessment Weightings

Now add your weightings. For example, if component 1 was 50% and the elements were a 60% and 40% split, your weightings would look as shown below.

Alternative Links for the Same Assessment: select the Highest Grade

If you have an extensions link for an assessment, you need a way of telling Moodle to select the highest student mark from the alternative assessments. Create a category (as explained above in 'Creating Categories'), and give it the generic name of the relevant assessment (e.g. 'Individual Report'. Click on the double-headed arrow. Placeholder boxes will appear. Click on the correct placeholder to move the category under the relevant category (Component 1 or Component 2).

Click on the settings for the category. For Aggregation method, choose **'Highest Grade'**.

Create a Category for Non-Assessed Items

If you have formative assessments or non-graded items in your gradebook, zeroise them and hide them, so that students do not have to view irrelevant items.

Although not necessary, for further neatness, you could create a category called 'Non-Assessed Items' or a similar name. Then follow the steps above to move the category to the bottom of the Gradebook and to move the non-assessed items under this category. Then set the aggregation method to '**None'.**