Grades 5 - How to Add Categories & Organise the Gradebook

Moodle Help & Support

This refers to Moodle 3.2 from Sept 2017

Grades 5 - Adding Categories and Managing Grades

There are several help sheets in this series. Start with Grades 1 - Introduction & Overview

To add a new category to the Gradebook

If you have several columns in the grades tool it can be helpful to organise them, so for example you could organise into autumn and spring semesters in a year long module, or formative and summative if you have used both assessment types.

- In your module find the Administration block and click on Gradebook setup.

- This is where individual grade column settings can be changed, such as Max grade by using the Edit link at the side of each Grade. In order to add a new category scroll to the bottom of the page and click Add category
Once your category has been created then you can add and populate it with the grade columns you would like with it. In the **Gradebook setup** screen you will see what looks like a very small upwards pointing arrow and downwards pointing arrow by the title of each grade item.

Clicking this icon at the side of the Grade item you would like to move will make active the next screen which allows you to select where you want the item moving to.

<table>
<thead>
<tr>
<th>Grade item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework submission 3</td>
</tr>
<tr>
<td>Coursework submission 4</td>
</tr>
<tr>
<td>Shakespeare and his contemporaries</td>
</tr>
<tr>
<td>End of Semester 1 Essay</td>
</tr>
</tbody>
</table>
Whilst this screen is active click within any of the dashed boxes to move the grade item into that category. In this example 'Formative assessments' is the new category, and it already had has 'Post Uncov' and 'Film Review' moved into it. This can be seen by the indentation below the header, and the folder icon at the side of the category title.

- How to restrict access to an activity or resource based on specific criteria (Moodle Help)
- How to set up weighted grades in grade book (Moodle Help)
- Grades (Moodle Help)
- Grades 1 - Introduction & Overview (Moodle Help)
- Grades 4 - Exporting and Importing Grades into the Grade book (Moodle Help)
- Grades 2 - Manually editing grades (Moodle Help)
- Grades 3 - Adding a grade item (or column in the gradebook) (Moodle Help)
- How to release grades to students on a specified date (Moodle Help)
- Grades 5 - How to Add Categories & Organise the Gradebook (Moodle Help)

- How to create your own Turnitin QuickMarks set and export/import QuickMarks (Moodle Help)
- How to create a Moodle assignment (Moodle Help)
- How to create rubric assessment criteria in Turnitin (Moodle Help)
- How to create a Turnitin assignment drop box (Moodle Help)
- Moodle Assignment: Marking and uploading feedback/marks in bulk (Moodle Help)
- How to mark a Turnitin assignment in Moodle (Moodle Help)
- How to restrict access to an activity or resource based on specific criteria (Moodle Help)
- How to view your grade and feedback in Turnitin (Moodle Help)
- Using Workflow and Marking Allocation in Moodle Assignment (Moodle Help)
- How do I allow my students to see their Turnitin assignment grades and feedback? (Moodle Help)
- How to set up weighted grades in grade book (Moodle Help)
- How to create a non-numeric grading scale (Moodle Help)
- How to view submitted and received reviews in Peersmark (Moodle Help)
- Grades (Moodle Help)
- How to export reports and statistics for Moodle quiz (Moodle Help)