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.

![Gradebook setup](image)

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

- How to mark offline in Turnitin using an iPad/iPhone (Moodle Help)
- How to view submitted and received reviews in Peermark (Moodle Help)
- How to create questions in Feedback (Moodle Help)
- How to transfer questions for quizzes between Moodle modules (Moodle Help)
- Moodle Assignment: Marking and uploading feedback/marks in bulk (Moodle Help)
- How to export grades and download assignments from Turnitin (Moodle Help)
- How to delete a single Turnitin submission to enable submission (Moodle Help)
- How do I allow my students to see their Turnitin assignment grades and feedback? (Moodle Help)
- How Turnitin deals with resubmission of the same paper by the same student (Moodle Help)
- How to create your own Turnitin QuickMarks set and export/import QuickMarks (Moodle Help)
• How to create rubric assessment criteria in Turnitin (Moodle Help)
• How re-use and share rubrics in Turnitin assignments (Moodle Help)
• How to view your grade and feedback in Turnitin (Moodle Help)
• How to enable resubmission of a Moodle assignment (Moodle Help)
• How to Add a Moodle quiz (the settings) (Moodle Help)