Grades 5 - How to Add Categories & Organise the Gradebook

Moodle Help & Support

This refers to Moodle 3.4 from Sept 2018

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 click the Cogwheel 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

Under Grade category click Show more
Amend any of the other settings as needed

Click Save changes

* 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.

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- How do I allow my students to see their Turnitin assignment grades and feedback? (Moodle Help)
- How to transfer questions for quizzes between Moodle modules (Moodle Help)
- How to Add a Moodle quiz (the settings) (Moodle Help)
- How to Add questions to a Moodle quiz (Moodle Help)
- How to exclude University of Nottingham papers from a TurnItln Originality Report (Moodle Help)
• How to enable resubmission of a Moodle assignment (Moodle Help)