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.

![Gradebook setup](image)

Gradebook setup

<table>
<thead>
<tr>
<th>Name</th>
<th>Max grade</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook Setup Demo Module</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td><strong>Simple weighted mean of grades.</strong></td>
<td>100.00</td>
<td>Edit</td>
</tr>
</tbody>
</table>

- 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 '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.

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

- How to grant an extension for an assignment in Moodle (Moodle Help)
- How to annotate student submissions (Moodle Assignment) (Moodle Help)
- Moodle Assignment: Marking and uploading feedback/marks in bulk (Moodle Help)
- Grades (Moodle Help)
- How to create a non-numeric grading scale (Moodle Help)
- How to view submitted and received reviews in Peermark (Moodle Help)
- How to create a Moodle assignment (Moodle Help)
- How to release grades to students on a specified date (Moodle Help)
- How to create questions in Feedback (Moodle Help)
- How to create Embedded answers (Cloze) questions in Moodle Quiz (Moodle Help)
- How to Add a Moodle quiz (the settings) (Moodle Help)
- How to Add questions to a Moodle quiz (Moodle Help)
- How to mark offline in Turnitin using an iPad/iPhone (Moodle Help)
- How to exclude University of Nottingham papers from a TurnItIn Originality Report (Moodle Help)
• How to export grades and download assignments from Turnitin (Moodle Help)