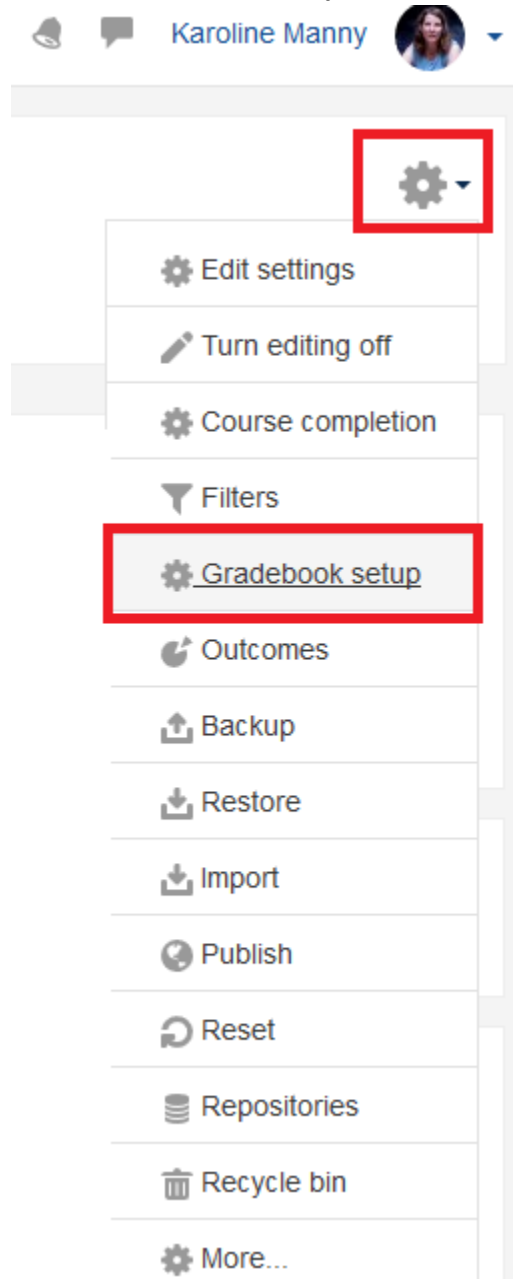


To View or Edit the Aggregation Method in your Moodle Grade Book

1. Go to the **Gradebook setup** link under the course's **Gear Icon**



2. On the Gradebook setup page, you will see:

Gradebook setup

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Natural aggregation method gradebook setup page.

Name	Weights ?	Max grade	Actions	Select
SPA 125 MASTER - Conversational Spanish		-	Edit ▾	All / None
Tests	<input type="checkbox"/> 40.0	-	Edit ▾	All / None
Test 1	<input type="checkbox"/> 25.0	100.00	Edit ▾	<input type="checkbox"/>
Test 2	<input type="checkbox"/> 25.0	100.00	Edit ▾	<input type="checkbox"/>
Test 3	<input type="checkbox"/> 25.0	100.00	Edit ▾	<input type="checkbox"/>
Test 4	<input type="checkbox"/> 25.0	100.00	Edit ▾	<input type="checkbox"/>
Tests total		400.00	Edit ▾	

The folder icon means these activities are in a category called "Tests."

This icon signifies this category uses the natural grading method.

The weight of each assignment. In a Natural grading method, weights are automatically calculated based upon number of points.

The total number of points for this category.

Gradebook setup

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Weighted mean of grades gradebook setup page.

Name	Weights ?	Max grade	Actions	Select
Karoline Manny Sandbox		-	Edit ▾	All / None
Exams	30.0	-	Edit ▾	All / None
Exam 1	1.0	100.00	Edit ▾	<input type="checkbox"/>
Exam 2	1.0	100.00	Edit ▾	<input type="checkbox"/>
Exams total		100.00	Edit ▾	

This folder icon means these activities are in a category called "Exams."

This icon signifies this category uses the 'weighted mean of grades' aggregation method.

The weight of each assignment. In weighted mean of grades, the instructor sets the weight of each category.

The total available in this category.

3. To set up a new category in your gradebook:

a. Scroll to the bottom of the gradebook setup page and click the Add Category button:



b. On the Grade Category page, enter a category name, select an aggregation method (most courses will eith34 be Natural or Weighted Mean of Grades) and click Save changes:

▼ **Grade category**

Category name



Aggregation



Natural

[Show more...](#)

▶ **Category total**

▶ **Parent category**

Save changes

Cancel

There are required fields in this form marked *.

4. To add existing activities to a category:

a. Select the activities you'd like to add to the category.

b. At the bottom of the pages, select the category you'd like to move them to in the drop down.

Test with Rating	0.0	10.00	Edit ▼	<input checked="" type="checkbox"/>
Test lesson	0.0	100.00	Edit ▼	<input checked="" type="checkbox"/>
Course total Weighted mean of grades.		100.00	Edit ▼	

Save changes

Move selected items to

Choose...
Choose...
Exams
Collaboration
Assignments

(B)

Add category

Add grade item

Add outcome item

page

5. To change a category aggregation method:

a. On the Gradebook setup page, click the Edit button for that category and choose Edit Settings:

Category	Weight	Aggregation	Options
Exams	30.0	-	Edit (dropdown)
Exam 1	1.0	100	Edit settings, Delete, Hide
Exam 2	1.0	100	

b. Select the appropriate grading aggregation method from the drop box and click Save changes:

Grade category

Category name

Aggregation

Show more...

Category total

Parent category

6. To change the grading aggregation method for the entire course:

a. On the Gradebook setup page, click the top Edit button, across from the course name and choose Edit Settings:

Course	Category	Weight	Aggregation	Options
Karoline Manny Sandbox		-		Edit (dropdown)
	Exams	30.0	-	Edit settings, Hide
	Exam 1	1.0	100	

b. Select the appropriate grading aggregation method from the drop box and click Save changes:

c.

Grade category

Category name

Aggregation

Show more...