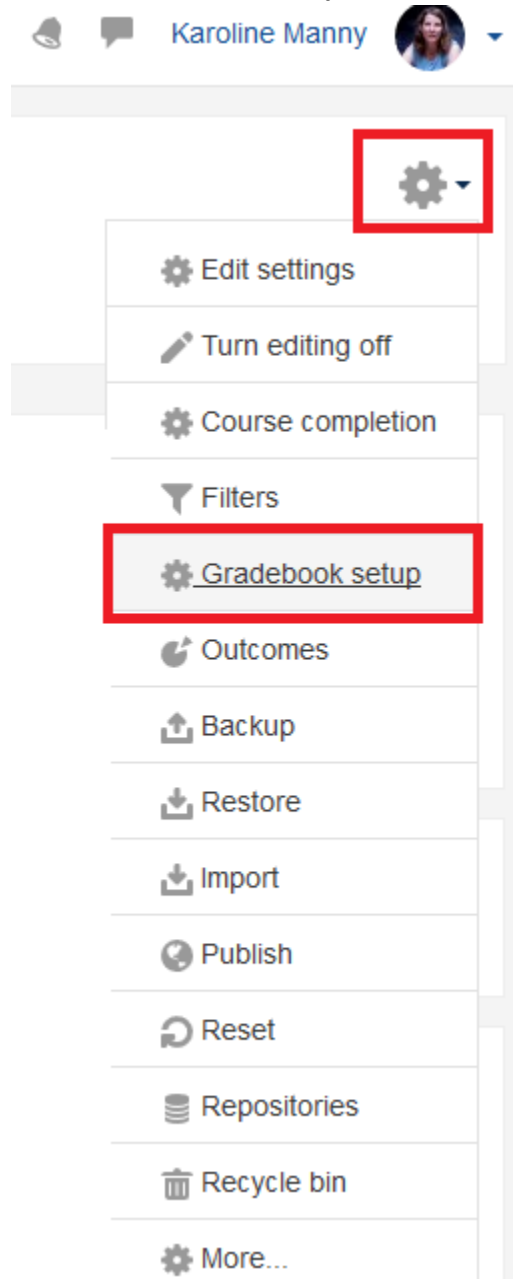## To View or Edit the Aggregation Method in your Moodle Grade Book

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 **The folder icon means these activities are in a category called "Tests."**	☐ 40.0	-	Edit ▾	All / None
◇ ☑ Test 1	☐ 25.0	100.00	Edit ▾	☐
◇ ☑ Test 2	☐ 25.0	100.00	Edit ▾	☐
◇ ☑ Test 3	☐ 25.0	100.00	Edit ▾	☐
◇ ☑ Test 4	☐ 25.0	100.00	Edit ▾	☐
Σ Tests total **This icon signifies this category uses the natural grading method.**		400.00	Edit ▾	

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 **This folder icon means these activities are in a category called "Exams."**	30.0	-	Edit ▾	All / None
◇ ☑ Exam 1	1.0	100.00	Edit ▾	☐
◇ ☑ Exam 2	1.0	100.00	Edit ▾	☐
x̄ Exams total Weighted mean of grades **This icon signifies this category uses the 'weighted mean of grades' aggregation method.**		100.00	Edit ▾	

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:

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.

5. To change a category aggregation method:

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

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

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:

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