

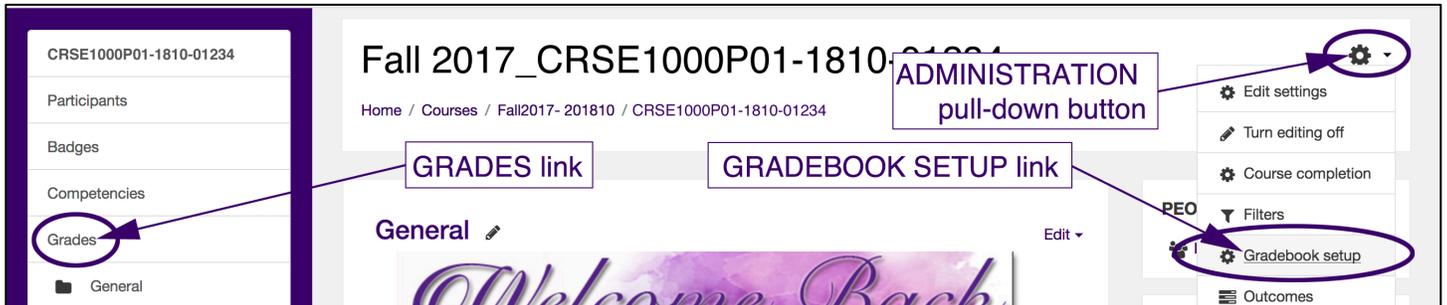
# The eCourses Gradebook

## Gradebook Categories

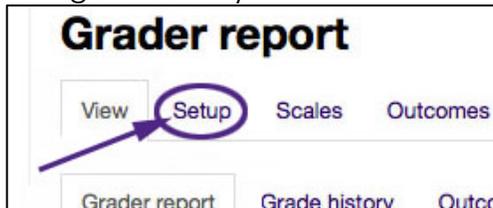
In eCourses, grades can be organized by using **Grade Categories**. A grade category is a grouping of grade items. Grade categories can be used strictly for the logical, visual organization of grades and also for grade calculation.

### To add a grade category:

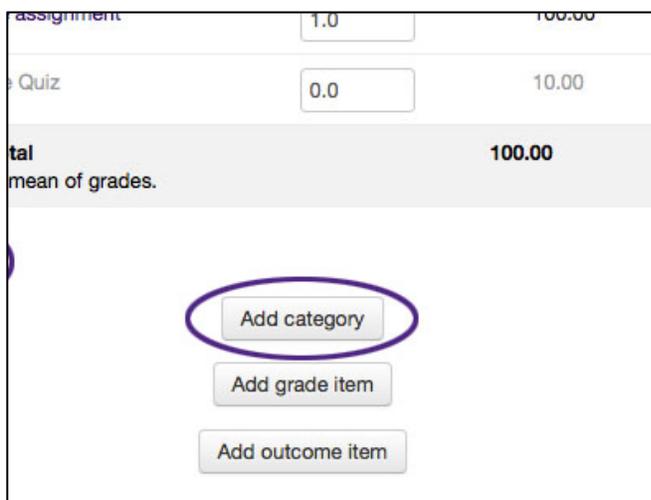
1. Go to the Gradebook by clicking either the **Grades** link or **Gradebook setup** link from the **Administration** pull-down list (see image below).



2. If **Gradebook setup** (from the **Administration** pull-down button) is clicked, skip to #3.
3. If the **Grades** link on the left is clicked, next click the **Setup** tab from the top row of tabs (see figure below)



4. After clicking the **Setup** tab, the **Categories and items** page will display. Click the "Add category" button near the bottom of the page (see figure below).



## Gradebook Categories

5. Give the grade category a meaningful name and select the desired aggregation type (see figure on the right).
6. Adjust the **Category total** settings as necessary
7. Click the **Save changes** button to return to the Categories and items tab.

**NOTE:** Do not confuse grade categories with grade items. This is a common mistake made by users who are new to the Gradebook.

Keep in mind that a grade category is a grouping of grade items. The grade item is the actual grade of the activity. If categories are used instead of items, students will not see their grades correctly.

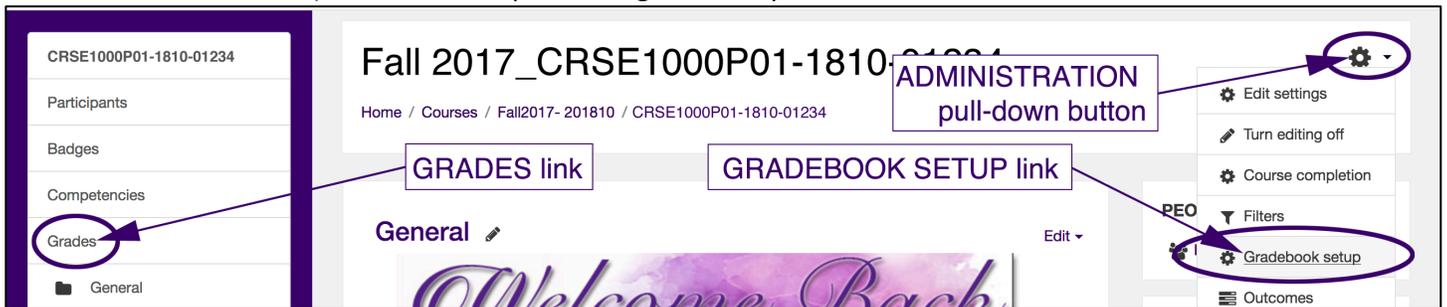
For more on grade categories, go to:  
[https://docs.moodle.org/33/en/Grade\\_categories](https://docs.moodle.org/33/en/Grade_categories)

The screenshot shows the Moodle Gradebook Category configuration form. The 'Category name' field is circled in purple. Below it is the 'Aggregation' dropdown menu, currently set to 'Simple weighted mean of grades'. A 'Show more...' link is visible. The 'Category total' section is expanded, showing 'Grade type' set to 'Value', 'Scale' set to 'Use no scale', 'Maximum grade' set to '100', and 'Minimum grade' set to '0'. There are checkboxes for 'Hidden', 'Locked', and 'Weight adjusted', all of which are currently unchecked. The 'Weight' field is set to '0'. A 'Show more...' link is also present at the bottom of this section. The 'Save changes' button is circled in purple.

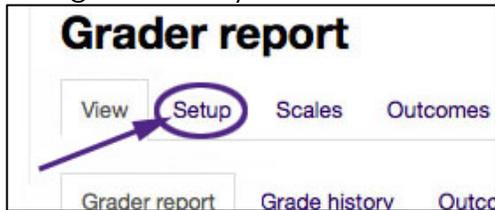
## Gradebook Categories

### To edit a grade category:

1. Go to the Gradebook by clicking either the **Grades** link or **Gradebook setup** link from the **Administration** pull-down list (see image below).



2. If **Gradebook setup** (from the **Administration** pull-down button) is clicked, skip to #3.
3. If the **Grades** link on the left is clicked, next click the **Setup** tab from the top row of tabs (see figure below)



4. Click the **Edit** drop-down for the grade category you wish to edit (see figure below).



5. After editing the grade category, click the "**Save changes**" button.