

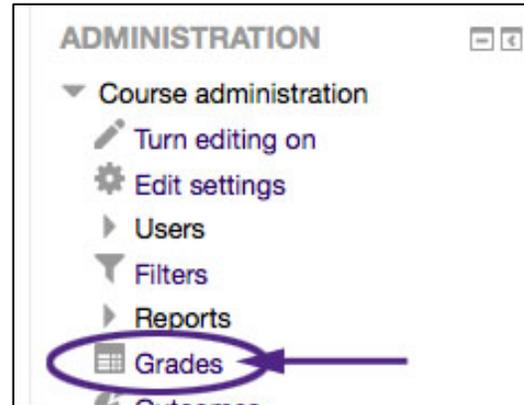
# The eCourses Gradebook

## Gradebook Categories

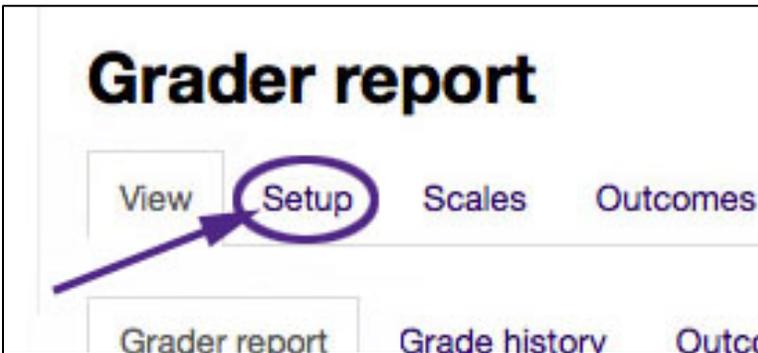
In eCourses, grades can be organized by using **Grade Categories**. A grade category is a grouping of grade items. Grade categories can be used strictly for the logical, visual organization of grades and also for grade calculation.

### To add a grade category:

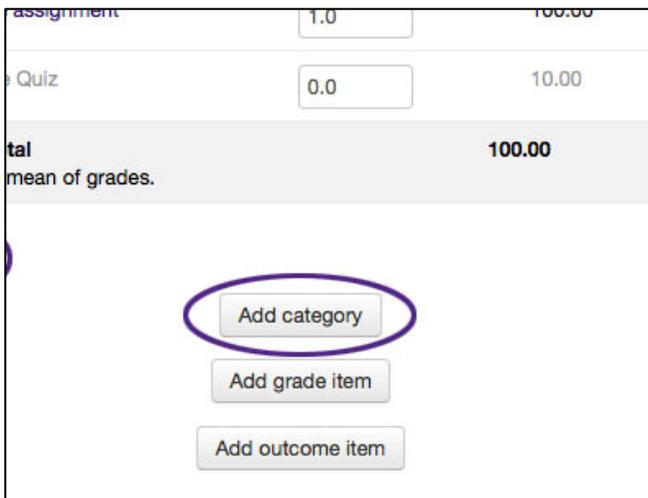
1. Click the "**Grades**" link from Settings block (see figure on the right).



2. Click the **Setup** tab from the top row of tabs (see figure below)



3. Click the "Add category" button near the bottom of the page (see figure below).



## Gradebook Categories

4. Give the grade category a meaningful name and select the desired aggregation type (see figure on the right).
5. Adjust the **Category total** settings as necessary
6. 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/28/en/Grade\\_categories](https://docs.moodle.org/28/en/Grade_categories)

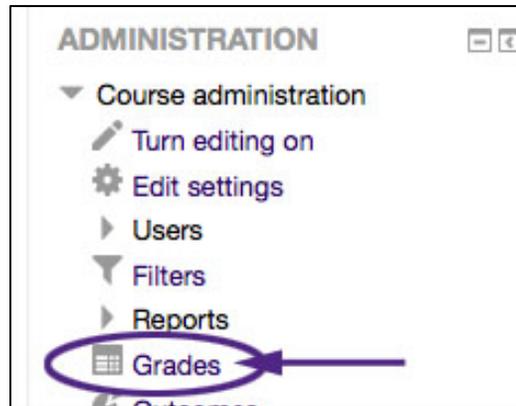
**Category name** \*

  
**Aggregation** ?  
Simple weighted mean of grades ▾  
[Show more...](#)  
**Category total**  
**Grade type** ?  
Value ▾  
**Scale** ?  
Use no scale ▾  
**Maximum grade** ?  
100  
**Minimum grade** ?  
0  
**Hidden** ?   
**Locked** ?   
**Weight adjusted** ?   
**Weight** ?  
0  
[Show more...](#)  
**Save changes** Cancel

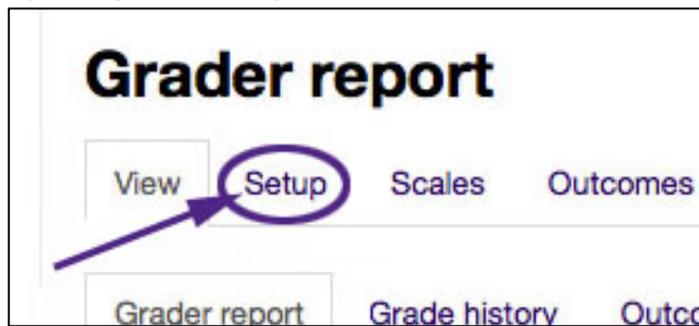
## Gradebook Categories

### To edit a grade category:

1. Click the "**Grades**" link from Settings block (see figure on the right).



2. Click the **Setup** tab from the top row of tabs (see figure below)



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



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

# The eCourses Gradebook

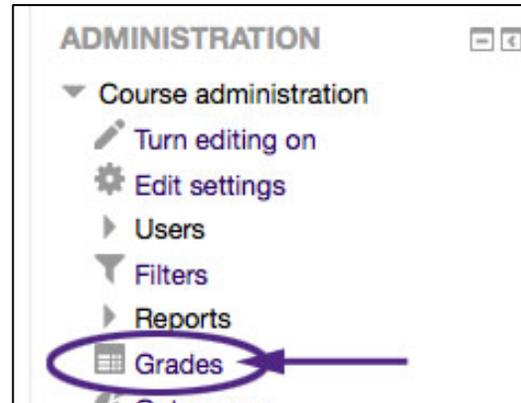
## Grade Items

### Adding a Custom Grade Item

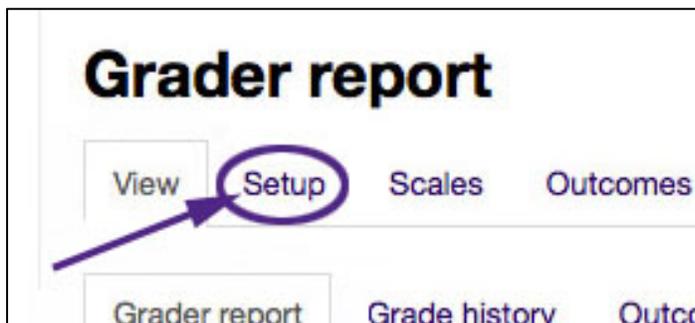
Custom grades items are used to enter grades that are not associated with graded activities created within eCourses. Custom grade items are created manually through the "**Edit Categories and Items**" page.

To add a grade item:

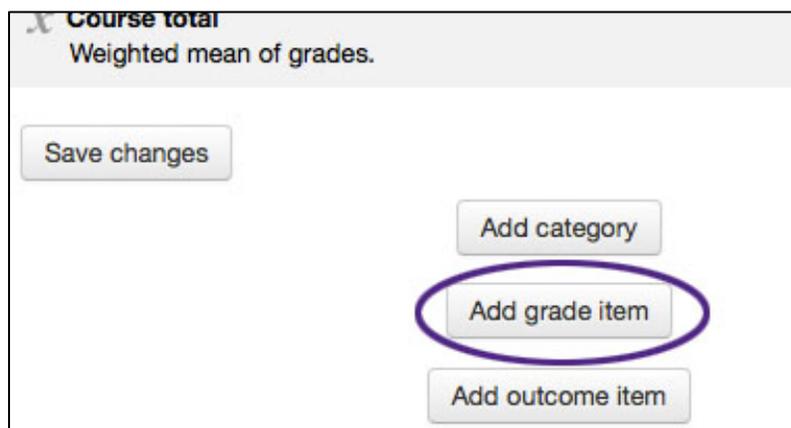
1. Click the **Grades** link from the Settings block (see figure to the right).



2. Click the **Setup** tab from the top row of tabs (see figure below)



3. Click the **Add grade item** button near the bottom of the page (see figure below).



## Grade Items

Clicking the **Add grade item** button opens the **New grade item** page (see figure on the right).

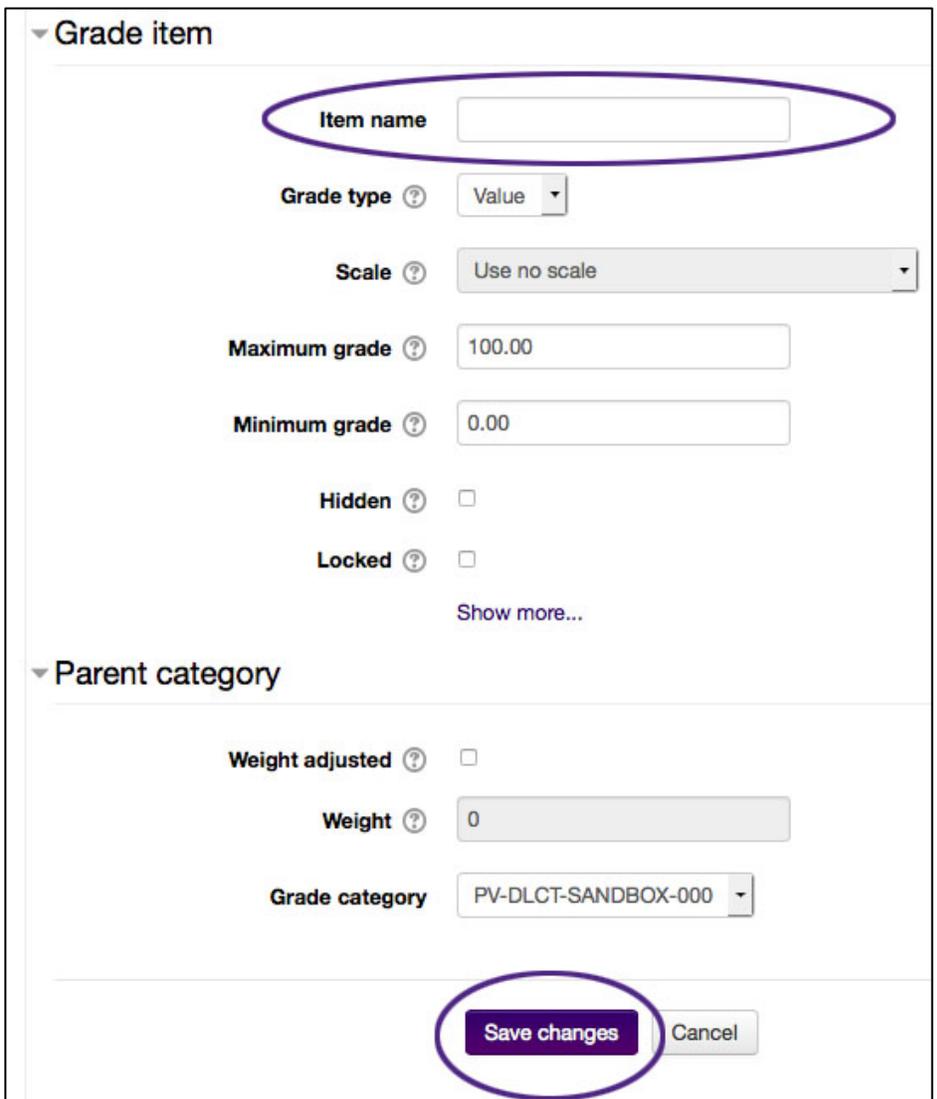
- From the **New grade item** page, give the new grade item a meaningful name and select the item settings as necessary.

**NOTE:** Remember, to get more information about the item settings, click the  button.

- Click the **"Save changes"** button.

Manual grade items are indicated by the pencil icon  in the column heading.

For more on grade items, go to [https://docs.moodle.org/28/en/Grade\\_items](https://docs.moodle.org/28/en/Grade_items)



Grade item

Item name

Grade type  Value ▾

Scale  Use no scale ▾

Maximum grade  100.00

Minimum grade  0.00

Hidden 

Locked 

Show more...

Parent category

Weight adjusted 

Weight  0

Grade category PV-DLCT-SANDBOX-000 ▾

Save changes Cancel

The custom grade items are the containers that allow for the manual input of grades.

## Grade Items

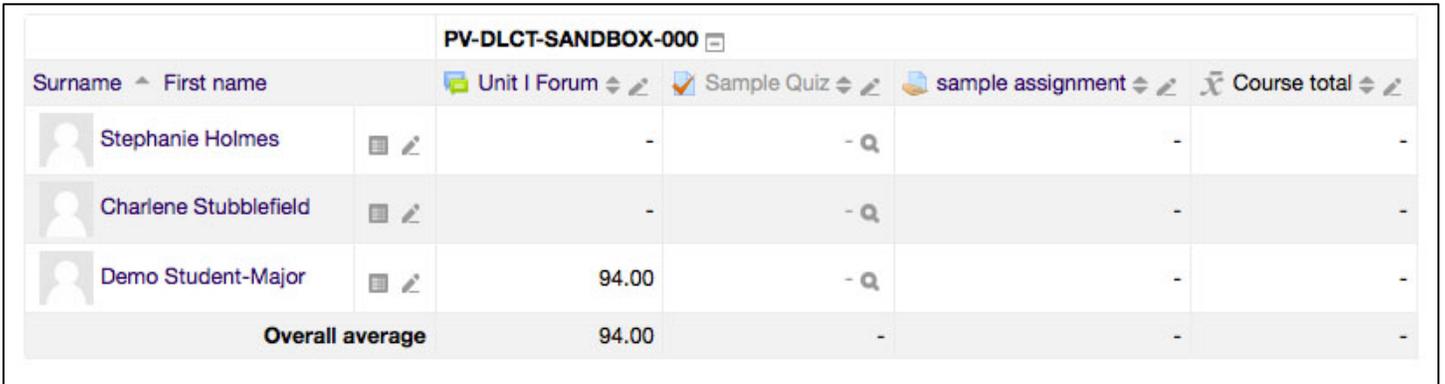
### Grade Input

#### Manual Grade Input

The process of adding or modifying grades directly in the Gradebook is simple. This is done on the **Grader report** page.

1. From the Grader report page, click the **Turn editing on** button.

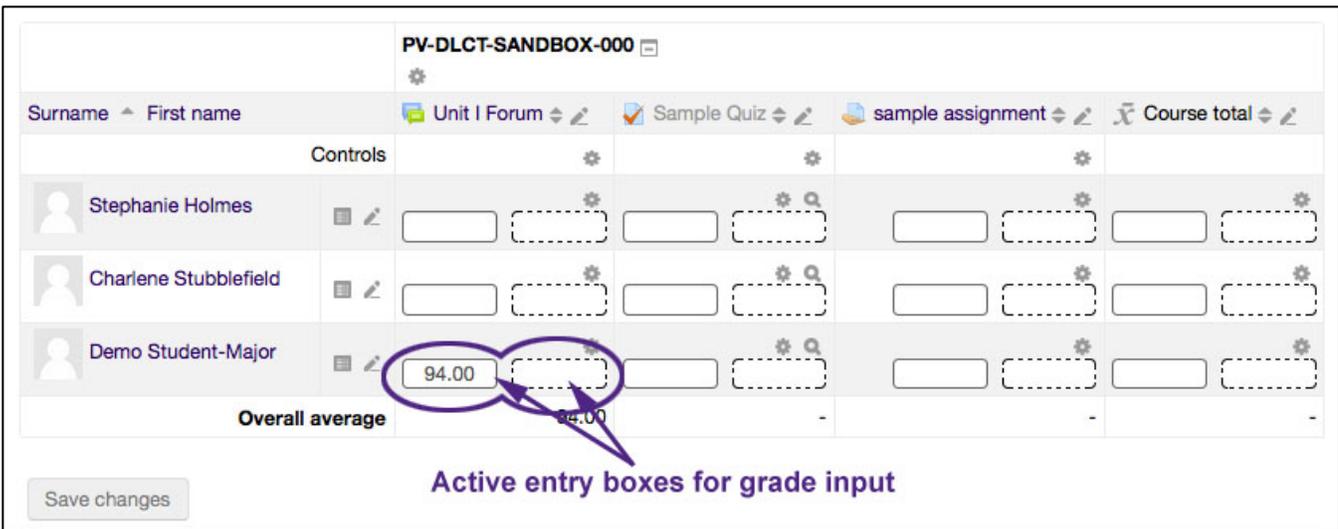
2. Clicking the **Turn editing on** button changes the Grader report display from this:



The screenshot shows a gradebook for course PV-DLCT-SANDBOX-000. The columns are Surname, First name, Unit I Forum, Sample Quiz, sample assignment, and Course total. The rows are for Stephanie Holmes, Charlene Stubblefield, and Demo Student-Major. The overall average is 94.00. The gradebook is in read-only mode, indicated by the 'Turn editing on' button in the top right corner.

Surname	First name	Unit I Forum	Sample Quiz	sample assignment	Course total
Stephanie Holmes		-	-	-	-
Charlene Stubblefield		-	-	-	-
Demo Student-Major		94.00	-	-	-
Overall average		94.00	-	-	-

to this:



The screenshot shows the same gradebook as above, but now in edit mode. The 'Turn editing on' button is now a gear icon. The gradebook is now a grid of input boxes. The 'Overall average' cell is highlighted with a purple circle and labeled 'Active entry boxes for grade input'. A 'Save changes' button is visible at the bottom left.

Surname	First name	Unit I Forum	Sample Quiz	sample assignment	Course total
Stephanie Holmes		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Charlene Stubblefield		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Demo Student-Major		<input type="text" value="94.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall average		<input type="text" value="94.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Grades are entered in the left box with the solid lines. Comments can be entered in the box on the right with the dashed lines.

# The eCourses Gradebook

## Setting up the eCourses Gradebook

The following steps illustrate how the eCourses gradebook can be set up. Similar activities will be grouped together to generate one grade for each activity type. Each activity grade will then be weighted to calculate the overall course grade.

The figure below shows the Categories and Items page of a sample eCourses gradebook. In this example, a custom grade item has been added as well as grade items that were generated from the creation of graded activities.

Name	Weights ?	Max grade	Actions
<b>PV-DLCT-SANDBOX-000</b>		-	Edit ▾
Unit I Forum	0.0	50.00	Edit ▾
Sample Quiz	0.0	100.00	Edit ▾
sample eportfolio assignment	0.0	100.00	Edit ▾
sample mahara assignment number 2	0.0	100.00	Edit ▾
Unit II Forum	0.0	50.00	Edit ▾
Assignment 3	0.0	100.00	Edit ▾
Quiz 1	0.0	50.00	Edit ▾
Quiz 2	1.0	100.00	Edit ▾
<b>Course total</b> Weighted mean of grades.		<b>100.00</b>	<b>Edit ▾</b>

Save changes

Add category

Add grade item

Add outcome item

The term “subcategory” will be used because the entire course is housed within the main category or Course category. If the options under the **Category total** and **Parent category** section titles are not visible, click the section title to expand each section.

Grade category

Category name\*

Aggregation ? Simple weighted mean of grades

Show more...

Category total

Grade type ? Value

Scale ? Use no scale

Maximum grade ? 100.00

Minimum grade ? 0.00

Hidden ?

Locked ?

Show more...

Parent category

Item weight ? 0.0000

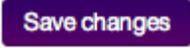
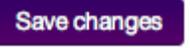
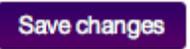
Parent category PV-DLCT-SANDBOX-000

Current parent aggregation Weighted mean of grades

- I. Create a subcategory that will calculate the average of all of the assignment scores
  1. Click the  button from **Categories and Items** page to open the page shown above.
  2. Name the subcategory "Assignments Category" and select **Mean of grades** from the **Aggregation** drop-down menu.

## Setting up the eCourses Gradebook

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3. Set the **Grade type** to “Value” (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to “Value”).
  4. This example is using the 100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).
  5. Leave the rest of the options unchecked and click the  button.
- II. Create a subcategory that will calculate the sum of the discussion scores.
1. Click the  button.
  2. Name the category “Discussions Category” and select **Natural** from the **Aggregation** drop-down menu.
  3. Set the **Grade type** to “Value” (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to “Value”).
  4. In this example, we are working with 100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).
  5. Leave the rest of the options unchecked and click the  button.
- III. Create a subcategory that will calculate the overall exam grade by making the weight of the individual items correspond directly to each item’s maximum score.
1. Click the  button.
  2. Name the category “Discussions Category” and select **Simple weighted mean** from the **Aggregation** drop-down menu.
  3. Set the **Grade type** to “Value” (which is usually the default setting) and leave **Scale** set to its default setting (the **Scale** setting is ignored and unalterable when **Grade type** is set to “Value”).
  4. In this example, we are working with 100 percent system, so **Maximum grade** should be set to 100 and **Minimum grade** set to 0 (those are usually the default settings).
  5. Leave the rest of the options unchecked and click the  button.

## Setting up the eCourses Gradebook

Categories (and subcategories) are specifically for grouping more than one grade item, usually for grading purposes. If the course has stand-alone grade items that will not be combined with other items, do not place those grade items in a category.

**Note:** The new subcategories (in bold) were added to the bottom of the list. A folder icon to left of the category name indicates a category.

After creating the subcategories, the **Categories and Items page** will look like the figure below:

The screenshot shows the 'Categories and items' page for a course. The page has a navigation bar with tabs: View, Setup, Scales, Outcomes, Letters, Import, Export. Below the navigation bar are tabs for 'Categories and items', 'Course grade settings', and 'Preferences: Grader report'. The main content is a table with the following columns: Name, Weights, Max grade, Actions, and Select.

Name	Weights	Max grade	Actions	Select
<b>PV-DLCT-SANDBOX-000</b>		-	Edit -	All / None
Unit I Forum	0.0	50.00	Edit -	<input type="checkbox"/>
Sample Quiz	0.0	100.00	Edit -	<input type="checkbox"/>
sample eportfolio assignment	0.0	100.00	Edit -	<input type="checkbox"/>
sample mahara assignment number 2	0.0	100.00	Edit -	<input type="checkbox"/>
Unit II Forum	0.0	50.00	Edit -	<input type="checkbox"/>
Assignment 3	0.0	100.00	Edit -	<input type="checkbox"/>
Quiz 1	0.0	50.00	Edit -	<input type="checkbox"/>
Quiz 2	1.0	100.00	Edit -	<input type="checkbox"/>
<b>Assignments Category</b>	0.0	-	Edit -	All / None
Assignments Category total Mean of grades.		100.00	Edit -	
<b>Discussions Category</b>	0.0	-	Edit -	All / None
Discussions Category total		0.00	Edit -	
<b>Quiz Category</b>	0.0	-	Edit -	All / None
Quiz Category total Simple weighted mean of grades.		100.00	Edit -	
<b>Course total</b> Weighted mean of grades.		100.00	Edit -	

At the bottom of the page, there is a 'Save changes' button and a 'Move selected items to' section with a dropdown menu labeled 'Choose...'. A box labeled 'Subcategories' has three arrows pointing to the 'Assignments Category', 'Discussions Category', and 'Quiz Category' rows.

## Setting up the eCourses Gradebook

The next step is to move the grade items into their associated categories.

1. Click the check box (in the **Select** column) for both forum activities
2. Click the **Move selected items to** drop-down list and select the “Discussions category” option.
3. Repeat steps 1 & 2 to move the assignment grade items into Assignments Category and the quiz grade items into Quiz Category.

The grade book will now look like the figure below:

Name	Weights <sup>?</sup>	Max grade	Actions	Select
<b>PV-DLCT-SANDBOX-000</b>		-	Edit ▾	All / None
<b>Assignments Category</b>	0.0	-	Edit ▾	All / None
sample eportfolio assignment		100.00	Edit ▾	<input type="checkbox"/>
sample mahara assignment number 2		100.00	Edit ▾	<input type="checkbox"/>
Assignment 3		100.00	Edit ▾	<input type="checkbox"/>
<b>Assignments Category total</b> Mean of grades.		<b>100.00</b>	<b>Edit ▾</b>	
<b>Discussions Category</b>	0.0	-	Edit ▾	All / None
Unit I Forum	<input type="checkbox"/> 50.0	50.00	Edit ▾	<input type="checkbox"/>
Unit II Forum	<input type="checkbox"/> 50.0	50.00	Edit ▾	<input type="checkbox"/>
<b>Discussions Category total</b>		<b>100.00</b>	<b>Edit ▾</b>	
<b>Quiz Category</b>	0.0	-	Edit ▾	All / None
Sample Quiz		100.00	Edit ▾	<input type="checkbox"/>
Quiz 1		50.00	Edit ▾	<input type="checkbox"/>
Quiz 2		100.00	Edit ▾	<input type="checkbox"/>
<b>Quiz Category total</b> Simple weighted mean of grades.		<b>100.00</b>	<b>Edit ▾</b>	
<b>Course total</b> Weighted mean of grades.		<b>100.00</b>	<b>Edit ▾</b>	

Save changes

Remember to click the **Save changes** button.

Notice how the grade items are now located under the category name and above the Category total. This indicates that the item is now in the category.

## Setting up the eCourses Gradebook

The final step is to set the aggregation type for the entire course. In this example, the Course category is near the top and labeled **PV-DLCT-SANDBOX-000**. In a real course, the course name will display in place of **PV-DLCT-SANDBOX-000**.

Change the aggregation type for the entire course – or an existing subcategory – by following the steps below.

1. Click the **Edit** drop-down in the **Actions** column at the top of the category (see figure below).

Name	Weights	Max grade	Actions	Select
PV-DLCT-SANDBOX-000		-	Edit	All / None

2. Select “Edit settings” from the drop-down list.
3. Select the desired aggregation type from the **Aggregation** drop-down list.

**Note:** In this case, “**Weighted mean of grades**” is the desired aggregation type. Weighted mean of grades provides an editable text box in the **Weights** column for each subcategory (see figure below). If there were any stand-alone grade items (grade items not placed within a subcategory), it would also have an editable text box in the **Weights** column.

To make the average of the assignment activities worth 25% of the overall course grade, the sum total of the forums worth 25% of the overall course grade, and the simple weighed mean of the quizzes worth 50%, type the desired value into each weights check box (see figure below).

Name	Weights	Max grade	Actions	Select
PV-DLCT-SANDBOX-000		-	Edit	All / None
Assignments Category	25.0	-	Edit	All / None
sample eportfolio assignment		100.00	Edit	<input type="checkbox"/>
sample mahara assignment number 2		100.00	Edit	<input type="checkbox"/>
Assignment 3		100.00	Edit	<input type="checkbox"/>
Assignments Category total Mean of grades.		100.00	Edit	
Discussions Category	25.0	-	Edit	All / None
Unit I Forum	<input type="checkbox"/> 50.0	50.00	Edit	<input type="checkbox"/>
Unit II Forum	<input type="checkbox"/> 50.0	50.00	Edit	<input type="checkbox"/>
Discussions Category total		100.00	Edit	
Quiz Category	50.0	-	Edit	All / None

**Note:** Individual grade items within the subcategories may not have an editable text box (or any kind of text box) depending on the aggregation type. For example, the **Natural** aggregation type displays a text box with a weight already added, and it is not editable by default. The check box has to be clicked to make it editable.

**Tip:** To save some time, add the subcategories **before** adding grade. This allows the grade items to be placed into the existing subcategories while the grade items are being set up.