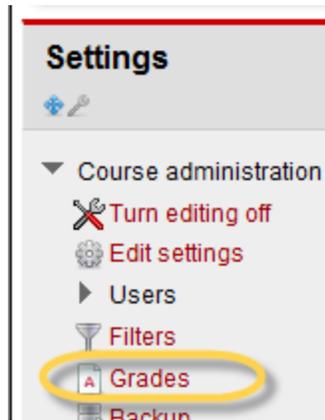


Setting up Grades and Categories for Moodle Classes

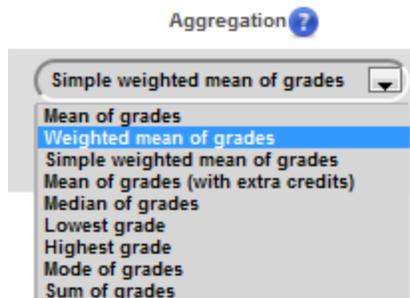
To see how I've set up things, from your **main class page**, in the left-hand column, under “**Settings**,” click “**Grades**”:



Next, under the “**Grader Report**” section, click the tab, “**Categories and items**”:



You'll notice that I've changed the “**Aggregation**” for the whole class from a “Simple weighted mean of grades” to just “**Weighted mean of grades**”:



so that it looks now like this:



I did this so that you can make each of your assignments (Final, quizzes, etc.) count differently for the final grade (that is, their “weight” is different).

Since you want to have all your quizzes underneath one category that weighs 50 percent of the grade, I created the “**Quizzes**” category.

To **CREATE THIS CATEGORY**, I first went to the bottom of the page and clicked on the “**Add Category**” button:

Add category

I then added a title for the category, called “**Quizzes**” and changed the “Aggregation” dropdown to “**Sum of Grades**” (remember, we are adding all the quizzes together for the final grade):

-Grade category

Category name* Quizzes

Aggregation ? Simple weighted mean of grades

-Category total

Grade type ?

Scale ?

- Mean of grades
- Weighted mean of grades
- Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Sum of grades**

so that it now looks like this:

Grade category

Category name* Quizzes

Aggregation ? Sum of grades

To save it, I clicked on the “**Save Changes**” button at the bottom of the page:

Save changes Cancel

This is how your class will look when you've added a quiz:

Edit categories and items: Simple view

The screenshot shows the Moodle 'Edit categories and items' interface in 'Simple view'. At the top, there are tabs for 'View', 'Categories and items', 'Scales', 'Letters', 'Import', 'Export', 'Settings', and 'My preferences'. Below the tabs, there are two view options: 'Simple view' and 'Full view'. The main content is a table with columns: Name, Aggregation, Weight, Extra credit, Max grade, Actions, and Select. The table lists the following categories and items:

Name	Aggregation	Weight	Extra credit	Max grade	Actions	Select
ENGL206-4FA12 American Literature II	Weighted mean of grades	-		-	[Icons]	All None
Quizzes	Sum of grades	50.0		-	[Icons]	All None
Quiz 1	-	-	<input type="checkbox"/>	5.00	[Icons]	<input type="checkbox"/>
Category total	-	-		5.00	[Icons]	
Project	-	25.0		100.00	[Icons]	<input type="checkbox"/>
Midsemester	-	12.5		100.00	[Icons]	<input type="checkbox"/>
Final	-	12.5		100.00	[Icons]	<input type="checkbox"/>
Course total	-	-		100.00	[Icons]	

Red arrows point to the weight values: 50.0 for Quizzes, 25.0 for Project, 12.5 for Midsemester, and 12.5 for Final. A 'Save changes' button is located at the bottom of the table.

If you want to add assignments but not count them as part of the Moodle Grade, then just make sure the "Weight" is set to "0.0"

Notice how the category "Quizzes" has an assignment underneath it, "Quiz 1"—this is just an example to show you what it will look like once you've started adding quizzes or other assignments; that is, I've set up everything including the category called "Quizzes," but no "Quiz assignments" are in it yet.



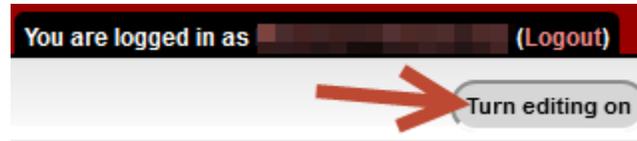
(note that right now, the assignments are not visible to your students)

This is how your class actually looks like right now (no "quiz 1"):

The screenshot shows the Moodle 'Edit categories and items' interface in 'Simple view'. The table is the same as in the previous screenshot, but the 'Quiz 1' row is missing. The 'Quizzes' category now has a weight of 50.0. The 'Project', 'Midsemester', and 'Final' items have weights of 25.0, 12.5, and 12.5 respectively. The 'Course total' weight is 100.00.

Name	Aggregation	Weight
ENGL206-4FA12 American Literature II	Weighted mean of grades	-
Quizzes	Sum of grades	50.0
Category total	-	-
Project	-	25.0
Midsemester	-	12.5
Final	-	12.5

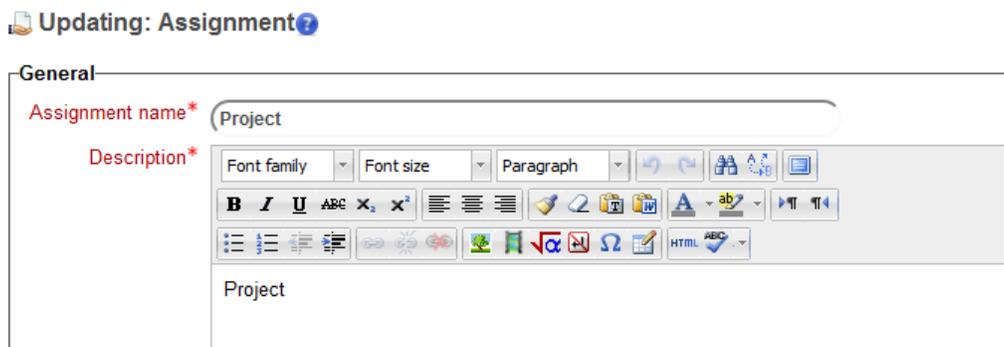
To **UPDATE** any of these assignments (Project, Midterm, Final, or future quizzes), it's a little different than it was in the earlier version of Moodle. For instance, if you want to update the description, you cannot do it by going to the assignment and then clicking on "Update Assignment" the way you used to be able to. **Instead**, from the main class page, with Editing turned On:



You then click the (tiny) **wrench icon** to the right of the assignment name to update it. I've circled the icon for each of the assignments below just to make sure you know which icon I'm talking about:



You then should see something like this:

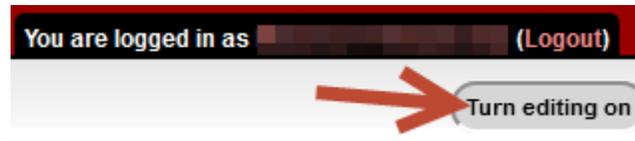


(note that the other options like "Visible" are further down the page—I just cut it here to make it readable in this document)

Once you've made the changes you want, you'll have to save them by going to the bottom of the page and clicking on one of the **Save** options (or you can click **Cancel** if you don't want to save anything):



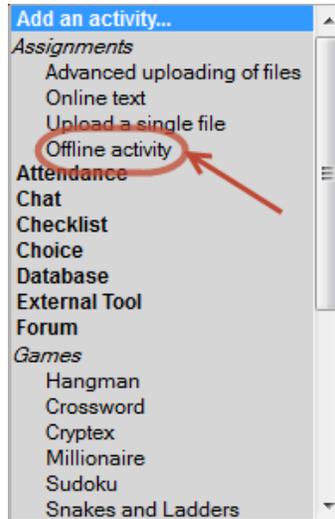
When you are ready to **ADD A QUIZ**, make sure you turned on **Edit Mode** (from class' main page):



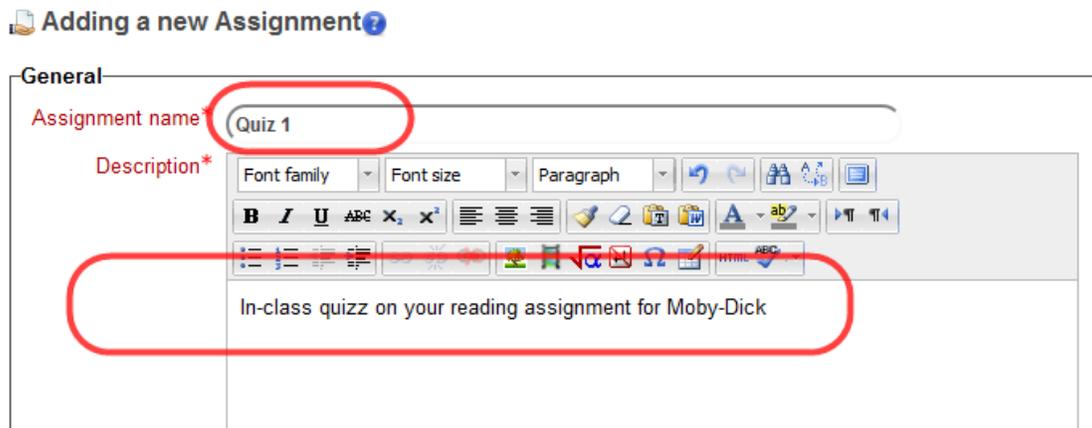
And then under your last assignment (probably “Final”), click the “**Add an activity**” button:



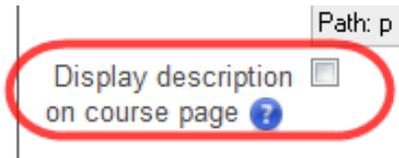
And then, under *assignments*, click “**Offline activity**”:



You’ll be able to add/edit the “**Assignment Name**” as well as the “**Description**” (NOTE: you **must** have a description or it will not let you save your changes):

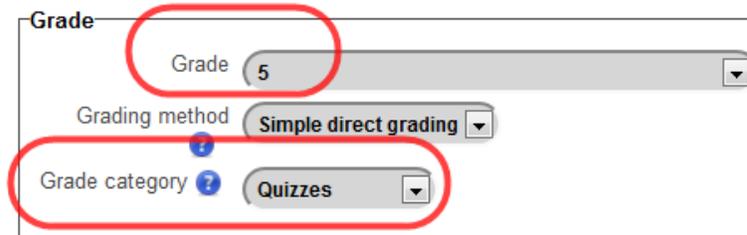


Underneath the **name** and **description** areas, there is a new option you can check to “**Display [this] description on [the] course page**”, if you would like:



Next, you will want to **set how many points this quiz is worth**.

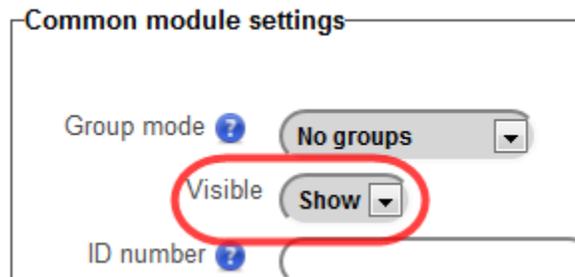
You do this by clicking on the “**Grade**” dropdown box and selecting the desired value. Be sure to also select the category “**Quizzes**” if you are adding a quiz assignment:



The image shows a section titled "Grade" with three dropdown menus. The first dropdown, labeled "Grade", has the value "5" selected. The second dropdown, labeled "Grading method", has the value "Simple direct grading" selected. The third dropdown, labeled "Grade category", has the value "Quizzes" selected. Red circles are drawn around the "Grade" and "Grade category" dropdowns.

Remember, the points can be any amount you want, so no worries about percentages and all that; the points for ALL quizzes will be added together and that number out of the total possible points for the quizzes will count as 50 percent of the grade (because I've already set the category Quizzes to be 50% of the grade).

If you want to add these ahead of time, you can make them **visible** or not in the “**Common module settings**” area by clicking on “**Show**” or “**Hide**” for the “Visible” setting:



The image shows a section titled "Common module settings" with three dropdown menus. The first dropdown, labeled "Group mode", has the value "No groups" selected. The second dropdown, labeled "Visible", has the value "Show" selected. The third dropdown, labeled "ID number", is partially visible. A red circle is drawn around the "Visible" dropdown.

Again, once you are satisfied with everything, you can **Save** or **Cancel** the assignment at the bottom of the page:



The image shows three buttons arranged horizontally. From left to right, they are: "Save and return to course", "Save and display", and "Cancel".

TO ADD OTHER ASSIGNMENTS, just do the same thing as adding a Quiz, **but do not assign it to a category** (unless you need a new category for some reason).