


# Moodle Grade Book Setup for SIM

As you make your changes, click the **Save Changes** button often. Some of the following tasks will discard any unsaved changes without warning.

Your Moodle version might have a different layout for the Grade Administration pages than the version that was used for these instructions, but the links, buttons, and tabs described below should still be somewhere on the screen.

The  symbol indicates critical settings. Ignoring them could lead to unimaginable mayhem.

After logging into your course, go to the *Course Administration* block and click *Grades*.

## Course Setup

1. Click the **Setup** tab at the top of the page.
2. Click the **Course grade settings** sub-tab.
3. **General settings**
  - *Aggregation position* should be set to “Last”. This puts the course total mark at the bottom of the list, which is much less confusing than having it at the top.
  - Leave the other setting at the default.
4. **Grade item settings**
  - Leave all at defaults.
5. **Overview report**
  - *Show rank* -- leave at the default
  - *Hide totals if they contain hidden items* must be set to “Show totals excluding hidden items”
6. **User report**
  - *Hide totals if they contain hidden items* must be set to “Show totals excluding hidden items”
  - The other settings can be hidden or shown at the teacher’s preference.
7. Save the changes, then click the **Setup** tab and the **Categories and items** sub-tab (probably already selected).
8. Open the Edit menu to the right of the course title and select **Edit settings**
9. **Grade category**
  - Click the *Show more...* link to reveal some extra settings
  - *Aggregation* (Moodle’s word for “grade calculation method”) can be set to “Weighted mean of grades” (weighting must be set for each category) or “Simple weighted mean of grades” (a category’s total is its weight -- i.e. a category out of 100 has a greater weight than a category out of 10) or “Mean of grades” (the total of all category totals

divided by the number of categories).

- *Exclude empty grades* must be checked
- Use the default values for everything else
- Save the changes

#### 10. **Category total**

- Click the *Show more...* link to reveal some extra settings
- Set *Maximum grade* to 100
- Leave the rest of the settings at their defaults

#### 11. Save the changes.

## Category Setup

1. Click the **Setup** tab at the top of the page.
2. Click the **Categories and items** sub-tab.
- 3. There must be at least one category, even if everything in the course is in it.
4. To add a category, click the **Add category** button at the bottom of the screen.
5. For each category, open the Edit menu to the right of the category header and select **Edit Settings**
6. **Grade category**
  - Click the *Show more...* link to reveal some extra settings
  - *Aggregation* can be set to “Weighted mean of grades” (weighting must be set for each item in the category) or “Simple weighted mean of grades” (an item’s score is its weight -- i.e. an item out of 100 has a greater weight than an item out of 10) or “Mean of grades” (the total of all item scores divided by the number of items).
  - *Exclude empty grades* must be checked.
  - Use the default values for everything else.
7. **Category total**
  - Click the *Show more...* link to reveal some extra settings
  - Set *Maximum grade* to 100
8. **Parent category**
  - Leave everything at the default
9. Save the changes

## Item Setup

- 1. All visible items must be in the appropriate categories. This is done by clicking the checkboxes of the items to be moved, and then using the *Move selected items to* dropdown at the bottom of the screen to select the destination category.
2. It would be a good idea to arrange the items in the sequence in which they appear in the course. Use the up/down arrow icon to move a single item within a category.
- 3. Any items not in a category must be hidden and weighted at “0.0”.

## Troubleshooting

If the course total is missing in the Grader Report...

- Go to **Setup** tab, **Course grade settings** sub-tab and make sure that both *Hide totals if they contain hidden items* are set to “Show totals excluding hidden items”