Creating Grade Items and Categories

Moodle gradebook depicts all the graded activities and assignments that have been graded. Simultaneously you can view and calculate grade totals in various methods. The gradebook allows inserting grades manually and calculates the grade total in the end.

The first step that you should do is to divide your course into categories and items according to your syllabus.

To access Gradebook go to Administration block and select Grades

The Grader report will open. Grader report indicates the names of the students and any assignments that have been created in the course so far.
**Grader Report** has several tabs to change the gradebook options:

- Add categories and items
- Edit grades, settings and preferences
- Import and export the grades

**Grader report** from left upper corner is a quick view menu that can display full and simple view of the total gradebook, can preview the user report of the grades, list of the scales and letter grades. If you click on **Grader report**, it will directly lead you to the assignments column where you can mark the assignments of the students and see their final grade.

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**Categories**

In your **Gradebook**, **Turn editing on** button, and then choose **Categories and Items** tab. It is better at first to create categories and then add assignments and other graded items.

Every course has one main category; it is the same title as your course. One course can have as many categories as it is required. First thing that you need to do before creating any categories and items, decide the aggregation method that you want to use. You will see a drop down menu with the aggregation options in front of your course name. Click on it and choose the method. It is best to choose from **Sum of Grades, Weighted Mean, and Simple Weighted Mean**.

Each category has a grade aggregation method, and that aggregation method determines how the grade items that are included in that category will be calculated.
Click on **Add category** from the bottom of the page.

- Fill in the name and type of the aggregation
- Tick Aggregate only non-empty grades, so that Moodle will calculate only graded assignments
- Choose the **Grade type**
- Indicate the number of **Maximum grade**. You can always change the number later
- Click **Save changes**
After the category has been created go to **View** tab and you will see that under the **Assignment** category there are tasks and assignments created.

**Grade Items**

A **Grade item** is a course activity, such as an assignment, quiz that is assessed through the grade. It goes under Category and shows the marks and depicts the grades for each individual student.

You can add Grade items in two ways:

- **Activity based Grade Items** – that is when you create a graded activity in the module. The Grade Item is automatically generated into Gradebook
- **Manual Grade Items** – these grade items are created manually through the Categories and Items option in the Grader Report
Fill in the name, grade type and add maximum grade. In the Parent category choose the category under which the item should be located.

Quizzes and Class Assignments is a Category with respective aggregation method and is an Activity Based Grade item, while is Manual Grade Item.

**Moving Assignments and Categories**

In the **Grader report** in front of each category and assignment and grade item there are several control icons from the right side. Those icons are to help you to move the assignments from one category to another, to edit, to delete and to hide form students.

- Go to the **Gradebook**, click on the **Categories and Items** tab
- **Turn Editing on**
- Find the assignment or category you want to move, and select the Move icon which is under the Actions column

Choose were the assignment or activity should be relocated and select the box next to an arrow icon.
In this example the Quiz 1 should be moved under the Quiz 2

- Go back to the **Category and Items** view, check the order of the moved items, if it is correct, then click **Save changes**