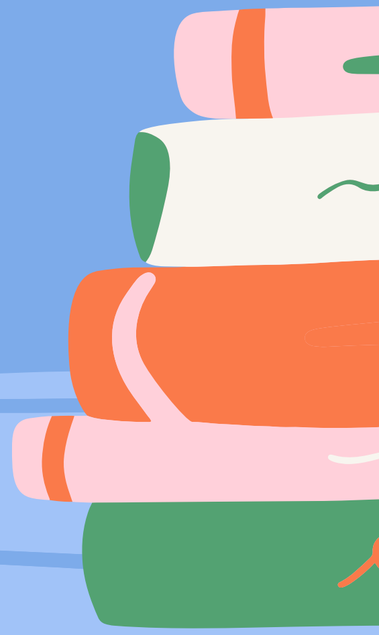
How to set up weighted gradebook in your VLE course



HELLO, DEAR UPM FACULTY MEMBERS!

I hope you are as ready as I am to start learning and have fun. We're in this together, so let's respect and support each other.

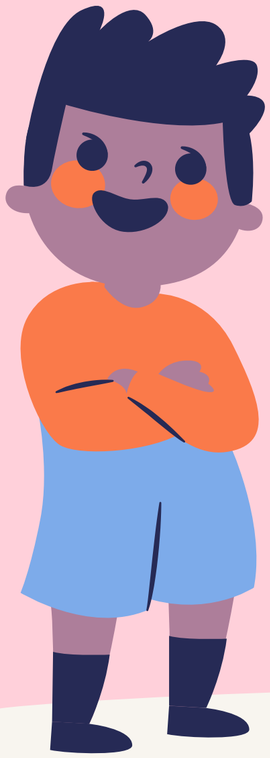
“EDUCATION IS NOT THE FILLING OF A PAIL, BUT THE LIGHTING OF A FIRE.”

W.B. Yeats

While setting up a Moodle gradebook completely with natural grading is easy, you may want to use weighted categories. Weighted categories allow you to adjust the impact that each category has on the overall grade.

This can be helpful if your syllabus specifies what portion of the grade each category will be worth.

How do I add a grade category?



ON THE GRADEBOOK SETUP PAGE,
USE THE ADD CATEGORY BUTTON.

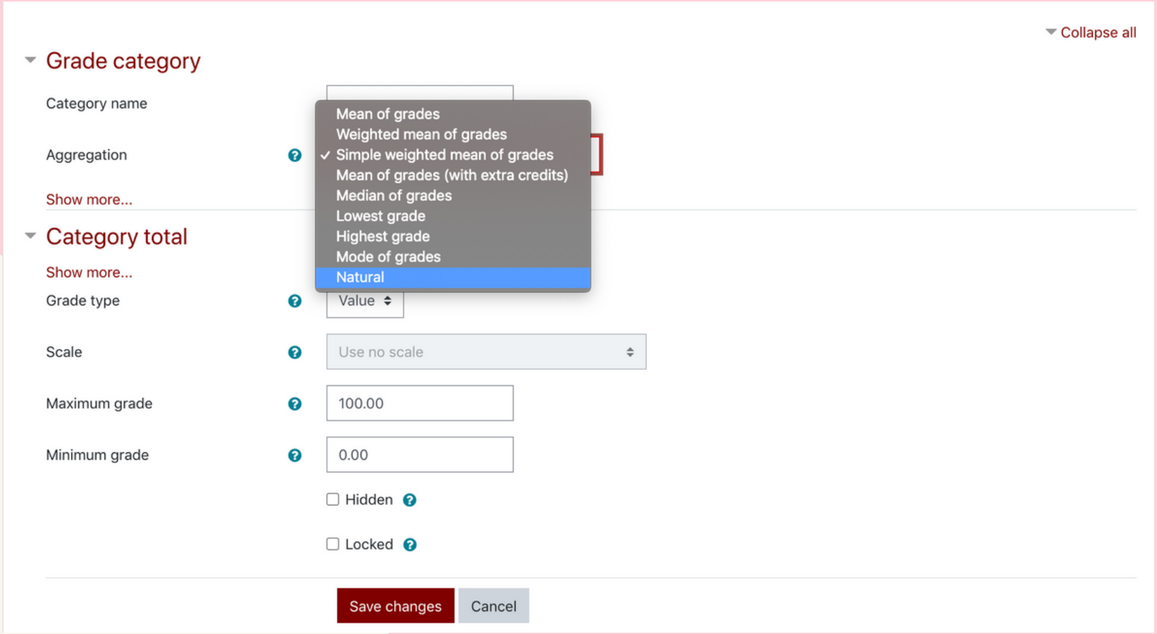
HOW DO I CREATE WEIGHTED CATEGORIES?

First, you must ensure that your gradebook is set to natural weighting. If text boxes for weights appear for each category, you can proceed to the second half of these instructions. If no text boxes are present for categories, follow these steps:

Navigate to the Gradebook setup page.
There will be a gray folder in the upper left corner. This is your course folder. Select the Edit menu and then Edit settings.

In the Aggregation drop down menu, select Natural.

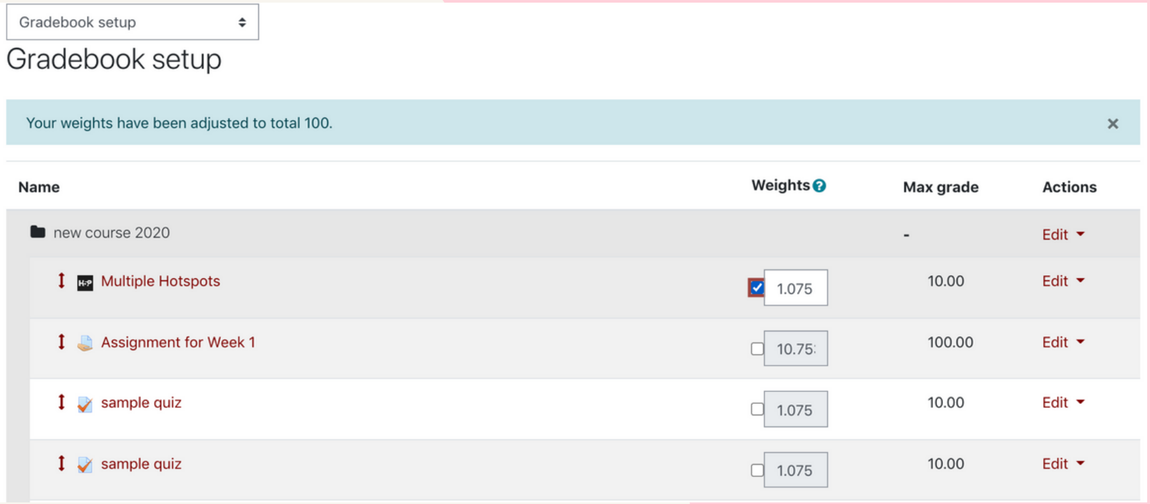
Scroll down to the bottom of the page and select Save changes. Your categories can now be weighted.

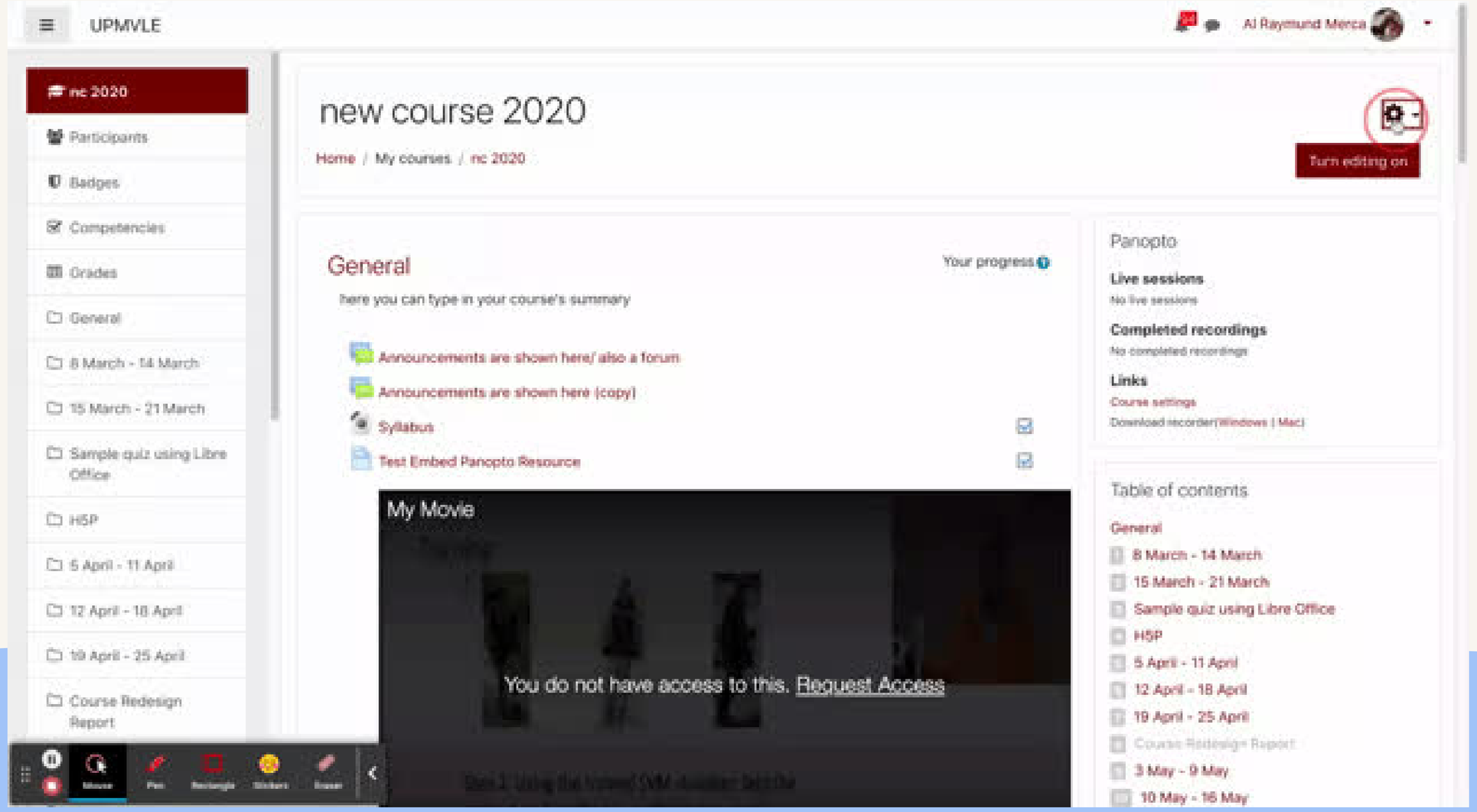


Now you can set the weights for each category.

Navigate to the Gradebook setup page.
Select the checkbox next to a category's weight text box.

You can follow the gif walkthrough on the following page

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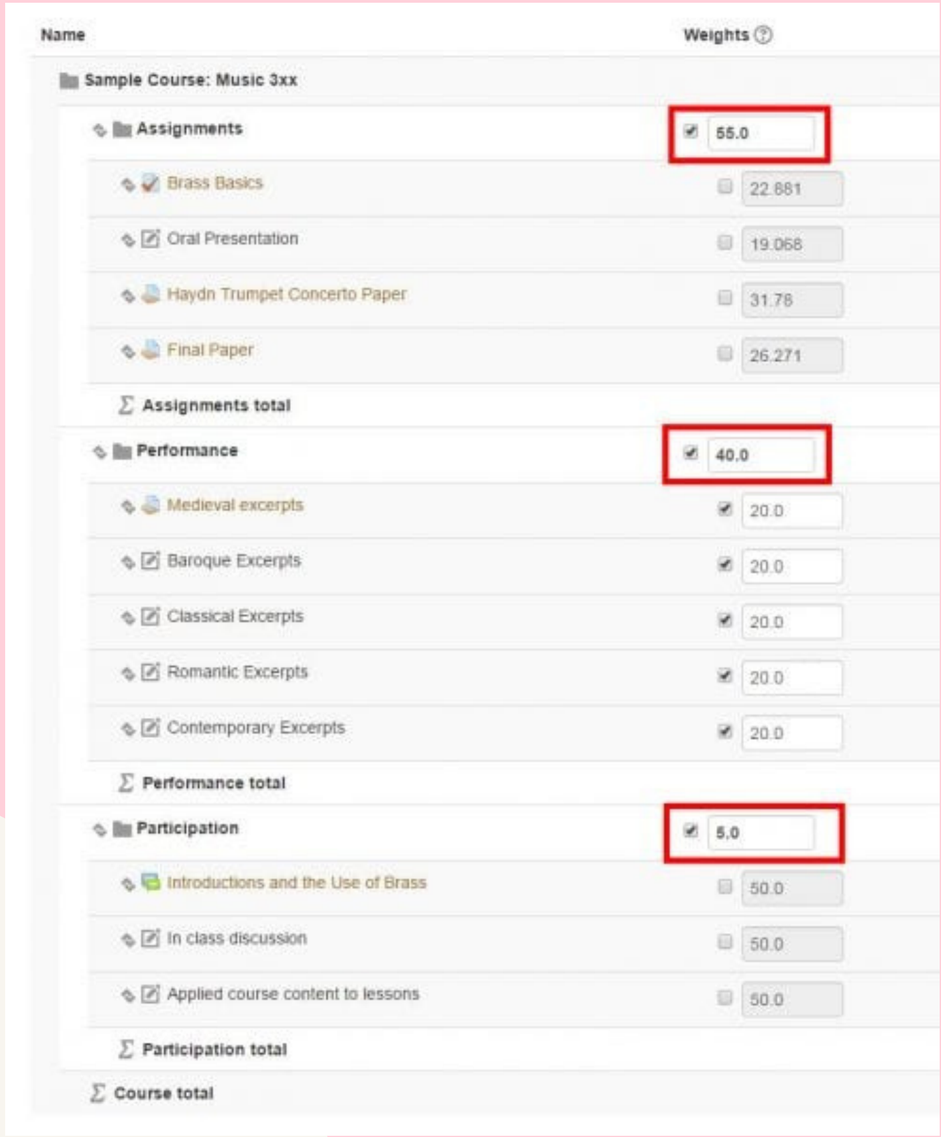
Enter the desired weights for each category. In the example below, category weights total up to 100. This means that the weights are equal to percent of the grade.

Assignments, for example, is worth 55 percent of a student's total grade.

Select Save changes. Your categories are now weighted.

Be aware that changing the weights of categories can drastically affect final grades, so it is best to set up weighted categories earlier rather than later.



QUESTIONS?
CLARIFICATIONS?

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