

**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.”**

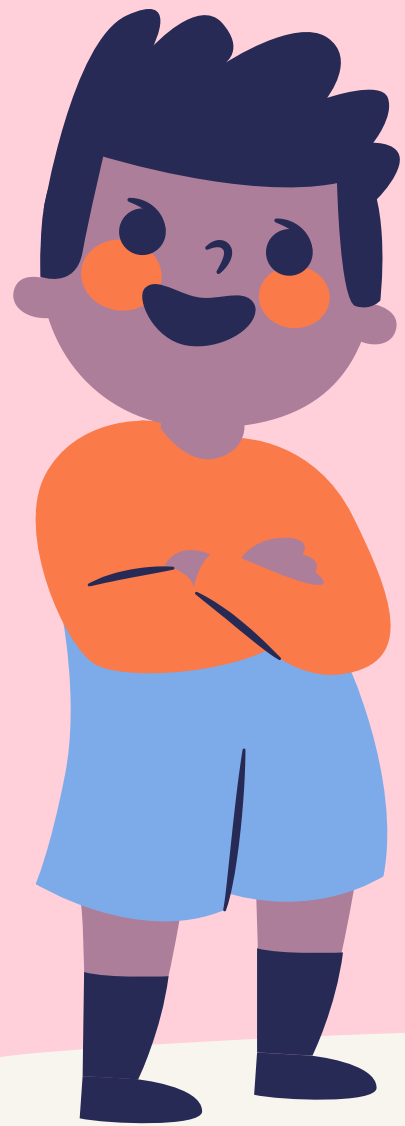
W.B. Yeats



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.

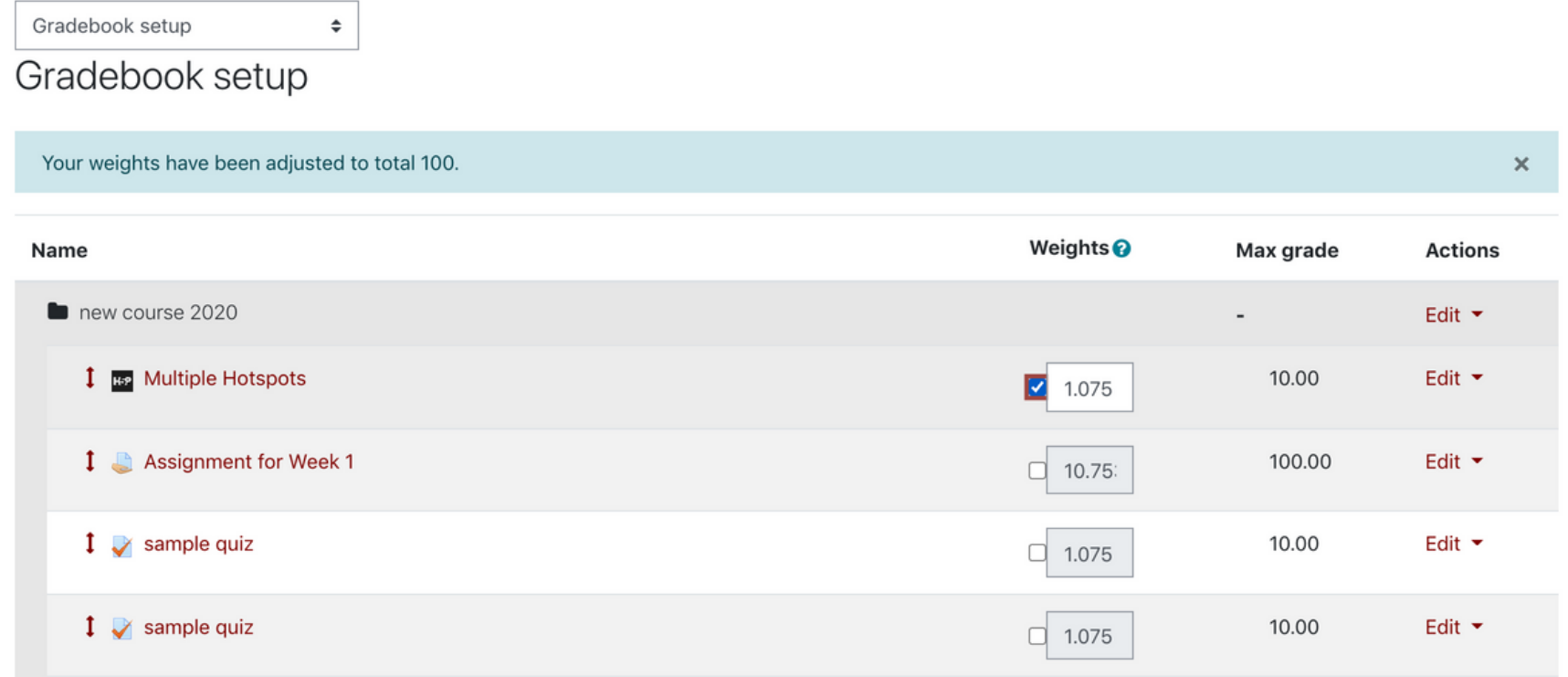
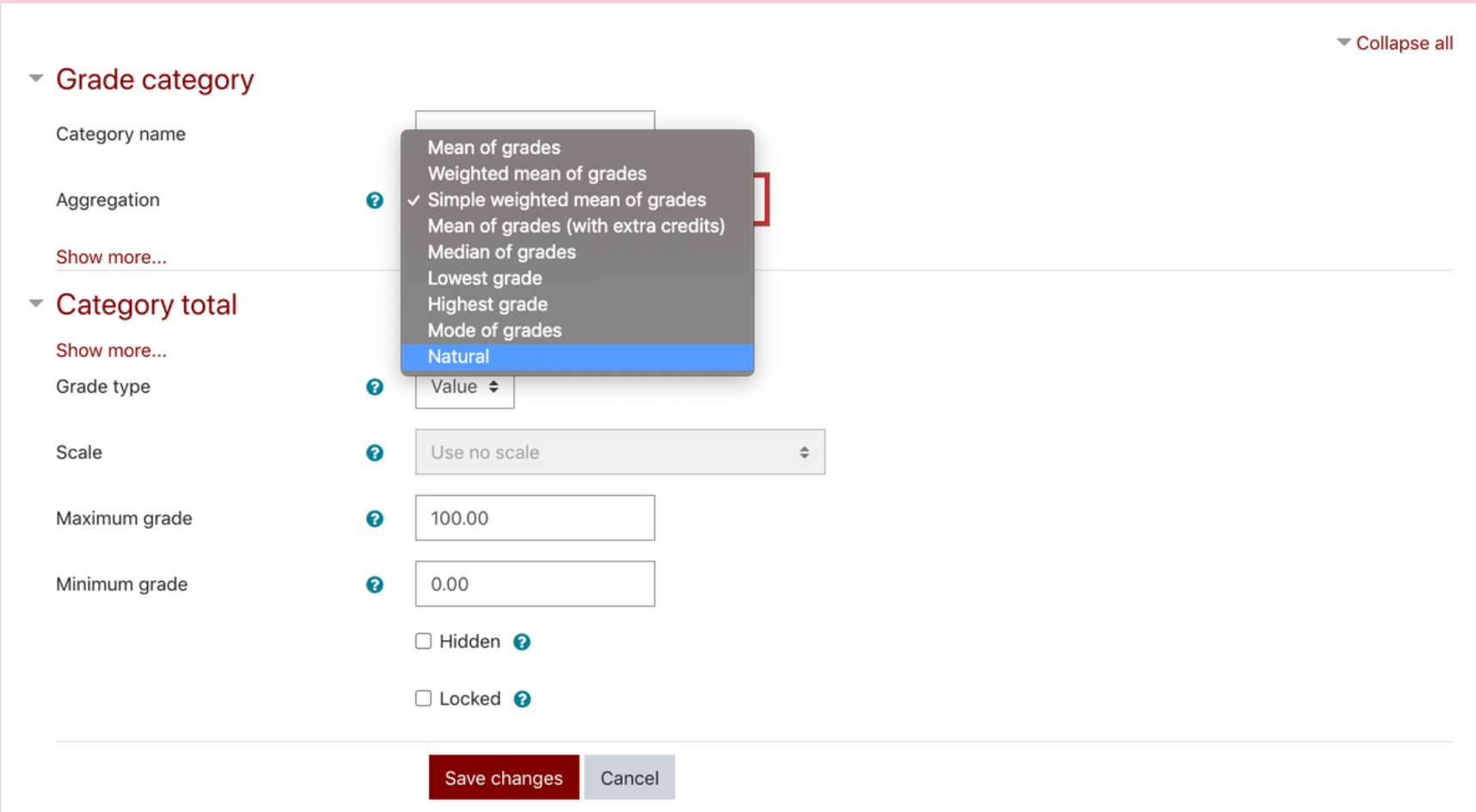
Scroll down to the bottom of the page and select Save changes. Your categories can now be weighted.

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



- nc 2020
- Participants
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- General
- 8 March - 14 March
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- Sample quiz using Libre Office
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- 5 April - 11 April
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- 19 April - 25 April
- Course Redesign Report

new course 2020

Home / My courses / nc 2020



General

Your progress

here you can type in your course's summary

- Announcements are shown here/ also a forum
- Announcements are shown here (copy)
- Syllabus
- Test Embed Panopto Resource

Panopto

Live sessions

No live sessions

Completed recordings

No completed recordings

Links

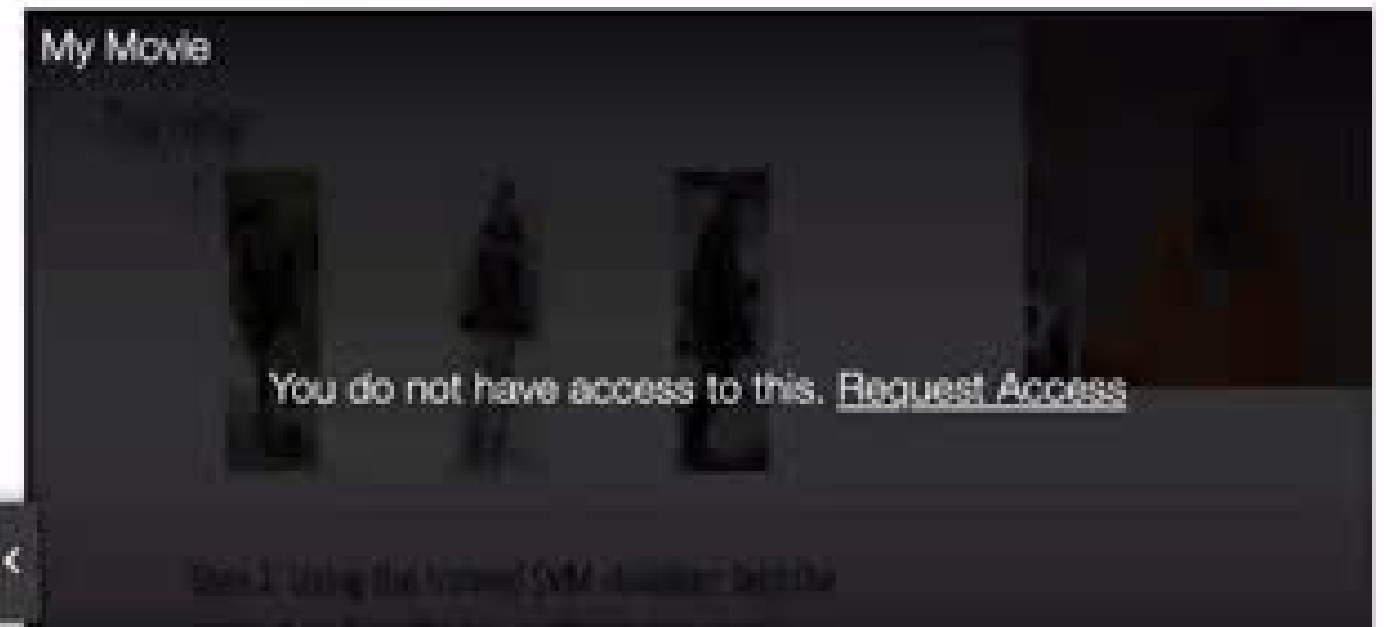
- Course settings
- Download recorder (Windows | Mac)

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- 10 May - 16 May

My Movie



You do not have access to this. [Request Access](#)

Step 1: Using the browser (VM - Windows 10) (1)

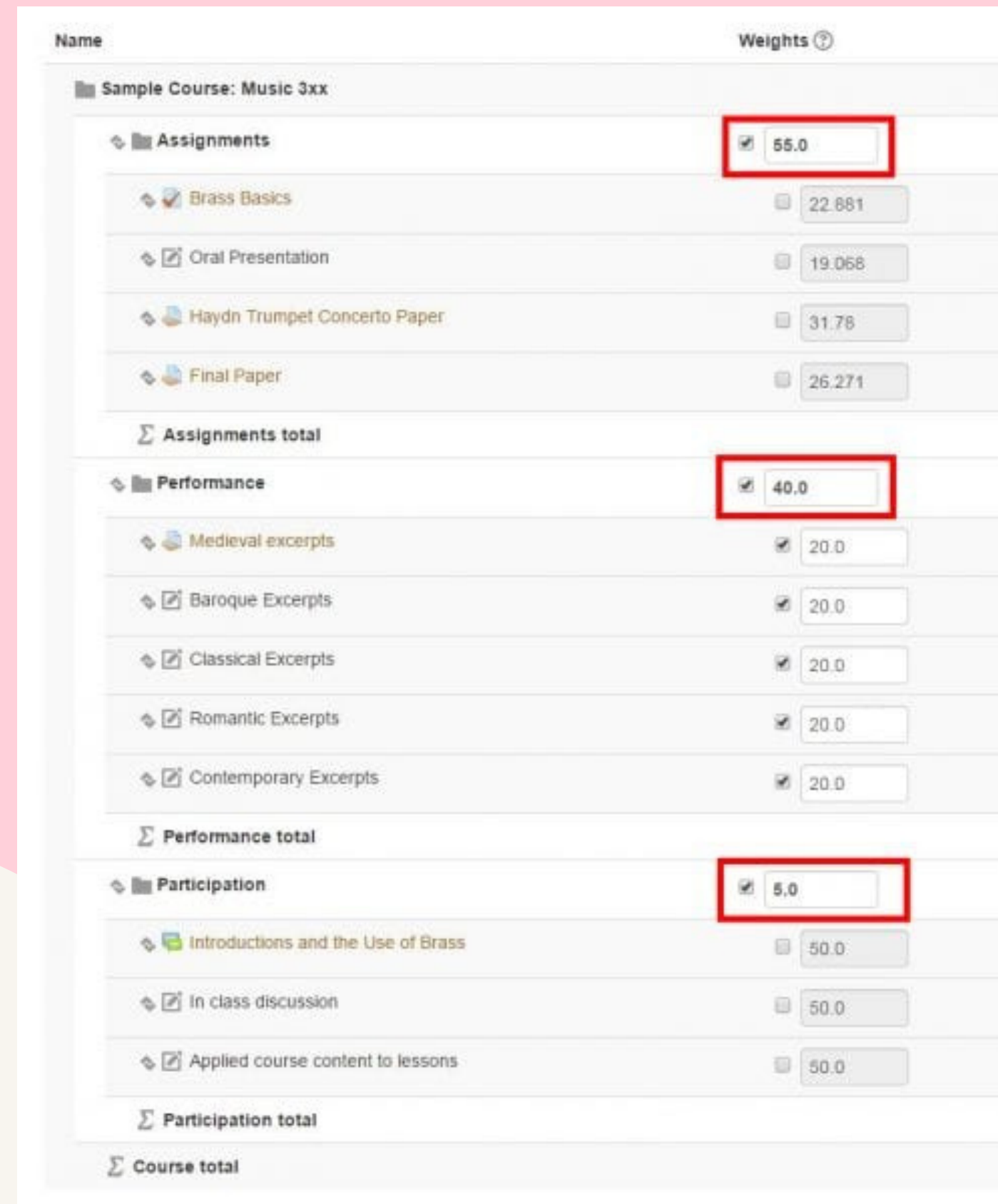


Enter the desired weights for each category. In the example below, category weights total up to 100. This means that the weights are equal to percent of the grade.

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.



The screenshot displays a course management interface for 'Sample Course: Music 3xx'. It features a table with columns for 'Name' and 'Weights'. The 'Weights' column contains input fields with checkboxes, some of which are highlighted with red boxes. The categories and their weights are as follows:

Name	Weights
Sample Course: Music 3xx	
Assignments	<input checked="" type="checkbox"/> 55.0
Brass Basics	<input type="checkbox"/> 22.881
Oral Presentation	<input type="checkbox"/> 19.068
Haydn Trumpet Concerto Paper	<input type="checkbox"/> 31.78
Final Paper	<input type="checkbox"/> 26.271
Assignments total	
Performance	<input checked="" type="checkbox"/> 40.0
Medieval excerpts	<input checked="" type="checkbox"/> 20.0
Baroque Excerpts	<input checked="" type="checkbox"/> 20.0
Classical Excerpts	<input checked="" type="checkbox"/> 20.0
Romantic Excerpts	<input checked="" type="checkbox"/> 20.0
Contemporary Excerpts	<input checked="" type="checkbox"/> 20.0
Performance total	
Participation	<input checked="" type="checkbox"/> 5.0
Introductions and the Use of Brass	<input type="checkbox"/> 50.0
In class discussion	<input type="checkbox"/> 50.0
Applied course content to lessons	<input type="checkbox"/> 50.0
Participation total	
Course total	



QUESTIONS? CLARIFICATIONS?



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