

Setting Up Moodle Gradebook

Faculty

Contents

1.	How to set course grading settings	1
2.	How to add grade item categories.....	1
3.	How to create a Question Bank.....	2
3.1	How to create Question Bank Categories.....	2
3.2	How to Add questions to Question Bank Categories	3

Questions, errors, or omissions?

Email: ctl@cnc.bc.ca




In Person: 2-908 (900 Block next to main Campus)

Website: cnc.bc.ca → [Services](#) → [Centre for Teaching and Learning](#)

Conventions

When you see...	You should...
Bolded words	Click the bolded item.
<i>Italicized words</i>	Refer to other resources.
[Square Brackets]	Press the [key] on your keyboard.
<u>Underlined words</u>	Set the underlined field to the value indicated.

Terminology/Icons

Term	Definition
	Warning.
	More information.
	Path/Screen.
Gradebook item	An assignment, quiz, etc. that is graded in the Moodle Gradebook.

This document describes setting up the gradebook for a completely new Moodle shell. If you're copying content from an existing shell review *Managing and Using Moodle Gradebook* document.

1. How to set course grading settings



Course Page

1. Click **Grades** → Change the dropdown to **Course Grade Settings**.
 - a. Grade display type (Overview Report section)= your preference.
 - b. Show weighting (User Report Section)= **Hide**.
 - c. Show letter grades (User Report Section) = your preference.
 - d. Show contribution to course total (User Report Section)= **Hide**.
2. Click **Save Changes**.

2. How to add grade item categories



Course Page

1. Click **Grades** → Change the dropdown to **Gradebook Setup**.

The screenshot shows the Moodle interface with the 'Grades' tab selected. A dropdown menu is open under 'Grade letters', and 'Gradebook setup' is highlighted in blue. The table below shows various report types and their corresponding percentages.

View	Percentage
Grader report	S
Grade history	Lowest
Outcomes report	90.00 %
Overview report	85.00 %
Single view	80.00 %
Grade summary	76.00 %
User report	72.00 %
Setup	68.00 %
Gradebook setup	64.00 %

2. Click **Add Category**.

3. Enter Category Name (match to categories shown on the course syllabus).
4. Ensure Aggregation to **Weighted mean of grades**.

5. Expand Parent Category.
6. Add a checkmark in the Wight adjusted box.
7. Enter a weight (match to course syllabus) → Click **Save Changes**.

Repeat steps 4-10 for each category on your course syllabus.

3. How to create a Question Bank

3.1 How to create Question Bank Categories



Course Page

1. Click **More** → **Question Bank**.
2. Change the dropdown to **category**.
3. Click **Add category**.

4. Enter a category Name (Recommendation: Use the chapter number or topic).
5. Click **Add category**.

Repeat for each chapter/category needed.

3.2 How to Add questions to Question Bank Categories

3.2.1 How to import questions to the Question Bank

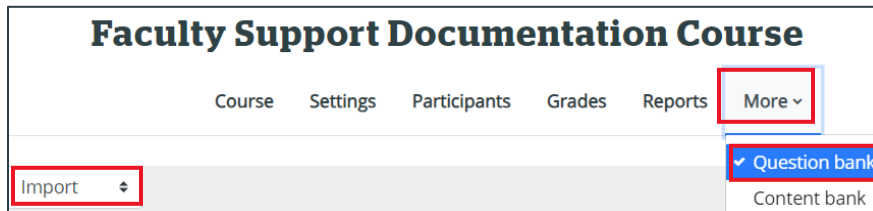


Course Page



You need to create categories before you can add questions.

1. Click **More** → **Question Bank**.
2. Change the drop down to **Import**.



3. Select a file format (usually Aiken format or blackboard).



For more information on each file type, click the  next to each choice.

4. Click **Choose a file** or drag and drop the file into the file section.
5. Click **Import**.
6. A summary screen will appear, confirm the current number of questions are being imported and there are no errors → Click **Continue**.

3.2.2 How to manually add questions to the Question Bank



Course Page



You need to create categories before you can add questions.

1. Click **More** → **Question Bank**.
2. Click **Create a new question ...**
3. Select a question type → Click **Add**.
4. Select the category the question should be in.
5. Enter a question name (this is how questions will be filtered in alphabetical order).
6. Enter the question you are asking in the question text.
7. Confirm default mark is what you want the question to be worth.
8. Select if you want one or multiple answers to this question.
9. Ensure answer choices.
 - a. Type a choice they can select.
 - b. Select % grade students will get for selecting that answer.
 - c. (optional) enter the feedback the student will receive if they select the answer.
10. Click **Save changes**.

Repeat steps 2-10 for each question you are manually adding.

Version History

Version	Date	Description
1.1	December 20, 2023	Remove adding scales
1.0	June 30, 2023	New Document



This work is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](https://creativecommons.org/licenses/by-nc/4.0/).