This document gives three examples of how to set up your Moodle gradebook. Of course, this does not cover every situation. However, it is meant to be helpful to those who are unfamiliar with how to do it.

Scenario #1: Weighted System

Weights

Tests = 25%

Projects = 20%

Discussions = 30%

Final Exam = 25%

Name	Aggregation ?	Weight ?	Max grade	Actions	Select
📁 **Sample Course 100**	Weighted mean of grades ▾		-	📝 👁 🔒	All None
📁 Tests	Mean of grades ▾	25.0000	-	📝 ❌ ⇅ 👁 🔒	All None
📋 Test #1	-		100.0	📝 ⇅ 👁 🔒	☐
📋 Test #2	-		100.0	📝 ⇅ 👁 🔒	☐
Category total	-		100.0	🖩 👁 🔒	
📁 Projects	Mean of grades ▾	20.0000	-	📝 ❌ ⇅ 👁 🔒	All None
📋 Research Project	-		80.0	📝 ⇅ 👁 🔒	☐
📋 Final Project	-		80.0	📝 ⇅ 👁 🔒	☐
Category total	-		100.0	🖩 👁 🔒	
📁 Discussions	Mean of grades ▾	30.0000	-	📝 ❌ ⇅ 👁 🔒	All None
👥 Discussion #1	-		60.0	📝 ⇅ 👁 🔒	☐
👥 Discussion #2	-		60.0	📝 ⇅ 👁 🔒	☐
👥 Discussion #3	-		60.0	📝 ⇅ 👁 🔒	☐
👥 Discussion #4	-		60.0	📝 ⇅ 👁 🔒	☐
Category total	-		100.0	🖩 👁 🔒	
📝 Final Exam	-	25.0000	200.0	📝 🖩 ❌ ⇅ 👁 🔒	☐
$\bar{x}$ Course total	-		100.0	🖩 👁 🔒	

Scenario #2: Points System Without Categories

Assignment | Points

Test #1 =   100
Test #2 =   100

Research Project = 80
Final Project =   80

Discussion #1 = 60
Discussion #2 = 60
Discussion #3 = 60
Discussion #4 = 60

Final Exam = 200

Total Points = 800

Name	Aggregation	Extra Credit	Max grade	Actions	Select
Sample Course 100	Simple weighted mean of grades		-		All None
Test #1	-	☐	100.0		☐
Test #2	-	☐	100.0		☐
Research Project	-	☐	80.0		☐
Final Project	-	☐	80.0		☐
Discussion #1	-	☐	60.0		☐
Discussion #2	-	☐	60.0		☐
Discussion #3	-	☐	60.0		☐
Discussion #4	-	☐	60.0		☐
Final Exam	-	☐	200.0		☐
$\bar{x}$ Course total	-		100.0		

Course total stays at 100 no matter what the points add to.

Scenario #3: Point System Using Categories

Assignment | Points

Test #1 =   100
Test #2 =   100

Research Project = 80
Final Project =   80

Discussion #1 = 60
Discussion #2 = 60
Discussion #3 = 60
Discussion #4 = 60

Final Exam = 200

Total Points = 800

Name	Aggregation ❓	Extra Credit ❓	Max grade	Actions	Select
📁 Sample Course 100	Simple weighted mean of grades ▾		-	✎ 👁 🔒	All None
📁 Tests	Simple weighted mean of grades ▾	☐	-	✎ ✖ ⇅ 👁 🔒	All None
📝 Test #1	-	☐	100.0	✎ ⇅ 👁 🔒	☐
📝 Test #2	-	☐	100.0	✎ ⇅ 👁 🔒	☐
x̄ Category total	-		200.0		
📁 Projects	Simple weighted mean of grades ▾	☐	-	✎ ✖ ⇅ 👁 🔒	
📋 Research Project	-	☐	80.0	✎ ⇅ 👁 🔒	☐
📋 Final Project	-	☐	80.0	✎ ⇅ 👁 🔒	☐
x̄ Category total	-		160.0		
📁 Discussions	Simple weighted mean of grades ▾	☐	-	✎ ✖ ⇅ 👁 🔒	All None
👥 Discussion #1	-	☐	60.0	✎ ⇅ 👁 🔒	☐
👥 Discussion #2	-	☐	60.0	✎ ⇅ 👁 🔒	☐
👥 Discussion #3	-	☐	60.0	✎ ⇅ 👁 🔒	☐
👥 Discussion #4	-	☐	60.0	✎ ⇅ 👁 🔒	☐
x̄ Category total	-		240.0		
📑 Final Exam	-	☐	200.0		
x̄ Course total	-		100.0	🖩 👁 🔒	

Add up each category's points.

The course total stays at 100.

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Difference between #2 and #3: If you use categories, you can make use of the features such as drop the lowest grade out of a category.