

Creating a Manual Gradebook

What is a Manual Gradebook?

You'll need to create a manual gradebook to cover assignments that are not submitted through Moodle. For example, students might have an in-class lab. They would receive a grade for this that would need to be recorded in Moodle.

How do I Create a Manual Gradebook?

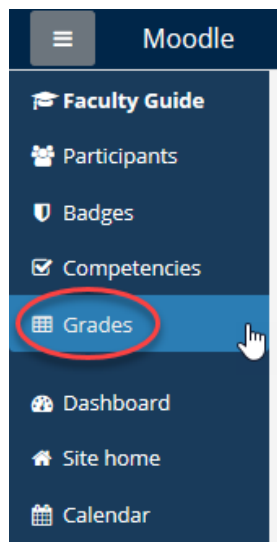
To create a manual gradebook just follow these steps:

Access Your Moodle Gradebook Setup

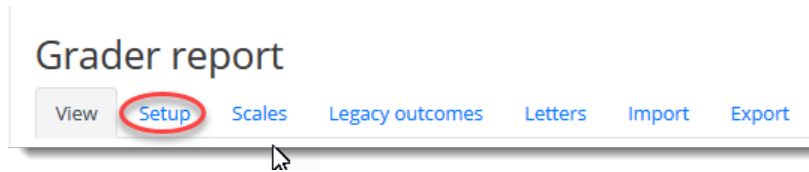
1. Go to your **Course Home**.



2. Open the slide out menu and select **Grades**.



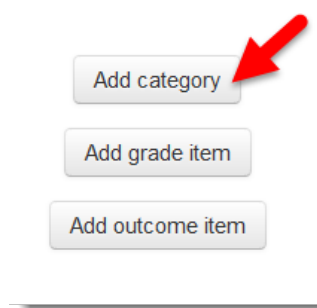
- Under the **Grader Report** heading select **Setup**.



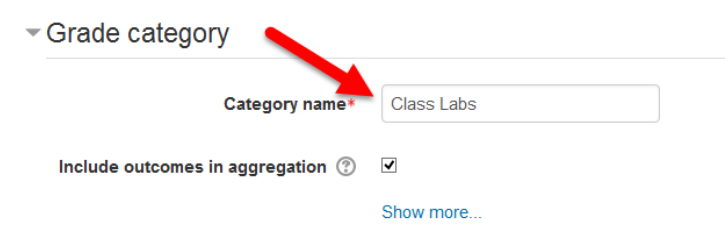
Create Gradebook Categories

Think of a gradebook category as being like a folder that all of your grades are placed in to. You might have a folder for quizzes, a second folder for labs, another one for essays, etc... Every grade you create in Moodle should be placed in a category.

- Scroll to the bottom of the page and click **Add category**.

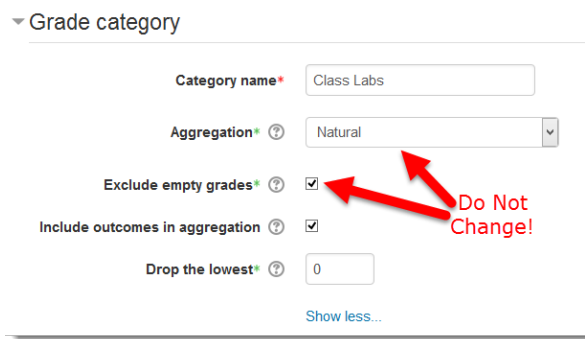


- Enter a name for your category in the **Category name** field.

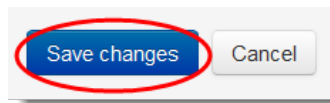


Note: You don't have to change any other settings on this page except under very specific circumstances. There are a few options that show up when you click **Show more...** that should **NOT** be changed. Namely:

- Aggregation:** Natural
- Exclude empty grades:** Checked



3. Click **Save Changes**

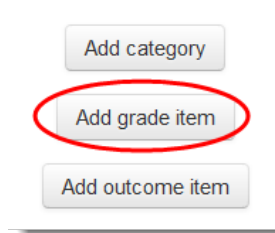


4. Repeat steps 1 – 4 for each of your gradebook categories

Add Grade Items

Now that you've created categories it's time to add some grade items to them. Just follow these steps:

1. On the **Gradebook setup** page, scroll to the bottom and click **Add grade item**.



2. In the **Item name** field type the name of the assignment.
3. In the **Maximum grade** field put the total number of points the assignment is worth.
4. From the **Grade category** dropdown select the appropriate category for the grade item to appear under.

Grade item

2 → Item name

Grade type

Scale

3 → Maximum grade

Minimum grade

Hidden

Locked

[Show more...](#)

Parent category

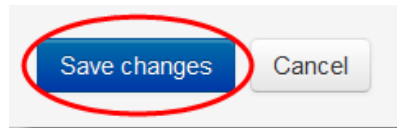
Weight adjusted

4 → Weight

Grade category

5. Do not change any other settings.

6. Click **Save Changes**



7. Repeat steps 1 – 6 for each grade item you need to add.