

Editing a Gradebook Category

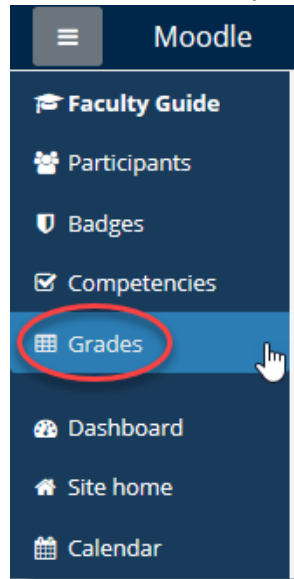
What Is a Gradebook Category?

Think of a gradebook category as being like a folder that all of your grades are placed into. 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.

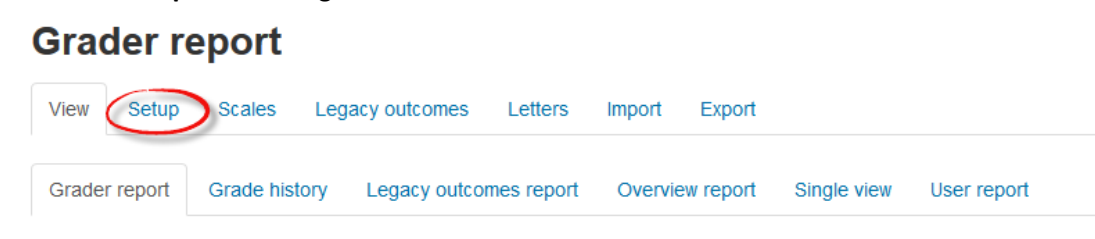
How Do I Edit an Existing Category?

Follow these steps to edit an existing gradebook category:

1. From the Course Home page, select the **Grades** option in the **Slide Out menu**.



2. Click the **Setup** tab of the gradebook.



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- For the category you need to edit, click the **Edit > Edit settings** option. In the example below, we'll go to edit settings for the "Quizzes" category – note that categories are indicated by the folder icon (📁).

Name	Weights ?	Max grade	Actions	Select
📁 Moodle Documentation Course		-	Edit ▾	All / None
📁 Quizzes	<input type="checkbox"/> 14.634	-	Edit ▾	All / None
📄 Quiz 1	<input type="checkbox"/> 33.333	20.00	⚙️ Edit settings	<input type="checkbox"/>
📄 Quiz 2	<input type="checkbox"/> 16.667	10.00	👁️ Hide	<input type="checkbox"/>
📄 Quiz 3	<input type="checkbox"/> 16.667	10.00	🔄 Reset weights	<input type="checkbox"/>
📄 Quiz 4	<input type="checkbox"/> 16.667	10.00	Edit ▾	<input type="checkbox"/>

- From the **Edit category** page, you can modify the category name, and if needed, other category settings and options.

▼ Grade category

Category name*

Aggregation* ?

Exclude empty grades* ?

Include outcomes in aggregation

Drop the lowest* ?

[Show less...](#)

Note: The default (Natural) aggregation method is always the recommended option! Natural aggregation shows students a true reflection of their current grade, while also allowing the course instructor to weight grade items and categories. The other aggregation methods (Weighted Mean, Simple Weighted Mean, etc.) will be deprecated in future Moodle releases!