

Introduction

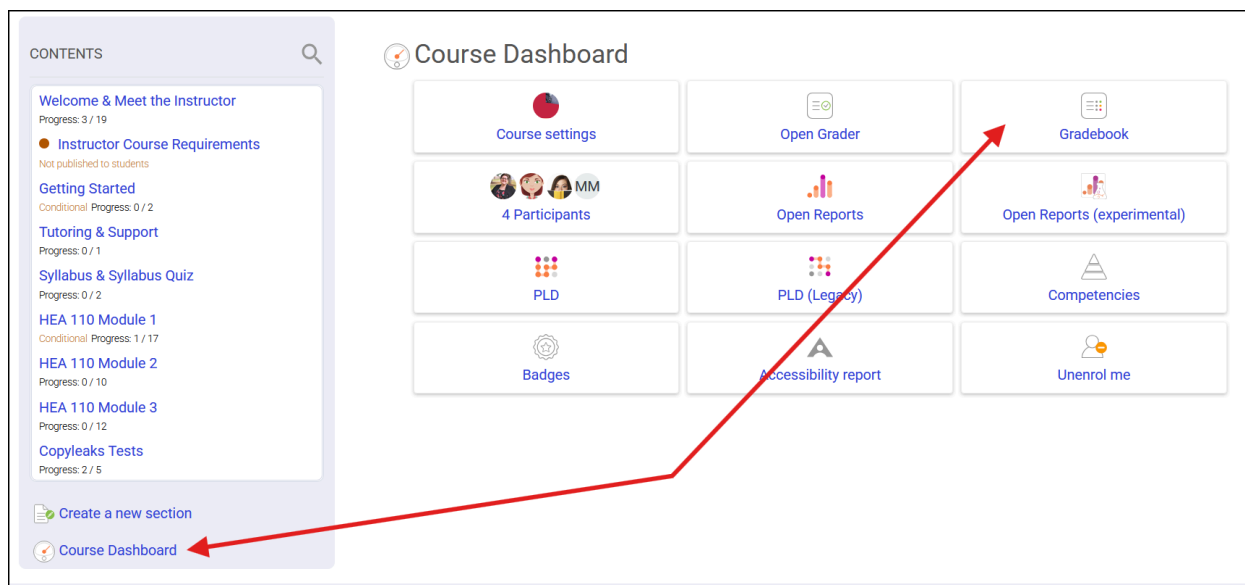
Moodle Gradebooks Guide

The gradebook in Moodle is a highly customizable set of reports to allow you to view and set students' grades. This guide will cover:

- Navigating to and within the gradebook
- An overview of the different reports (called “Views”) and their purposes
- An in-depth look at the most common view called the “Grader Report”
- Setting up your gradebook including choosing an aggregation type
- Grading in the gradebook
- General troubleshooting information/FAQs

Gradebook Navigation

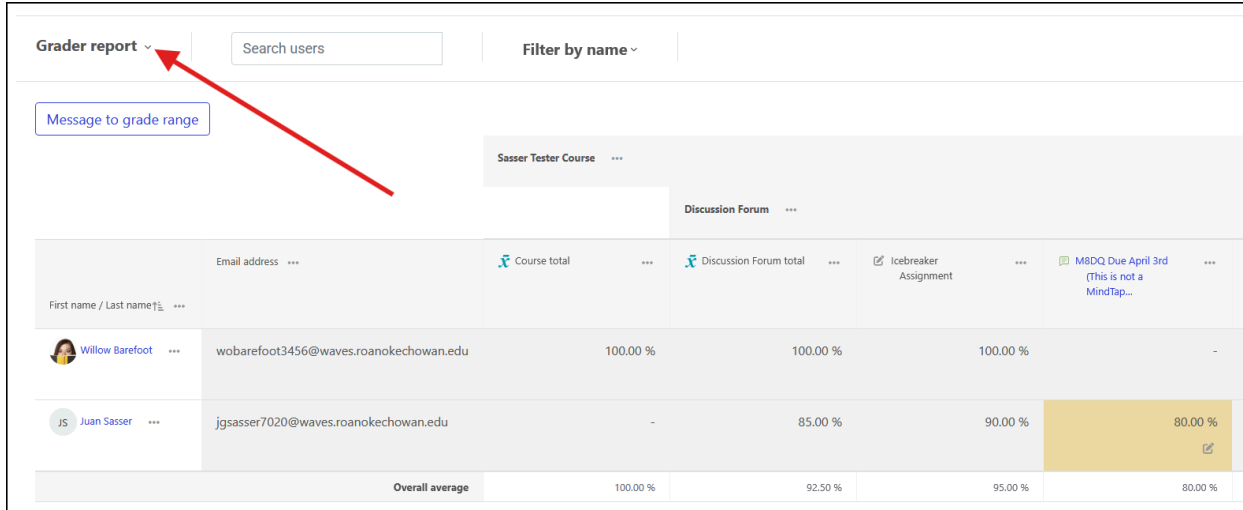
The easiest way to access the gradebook is to click the Course Dashboard link at the bottom of the Contents menu and click on the Gradebook tab (shown below).



Viewing the Gradebook

Viewing the Gradebook

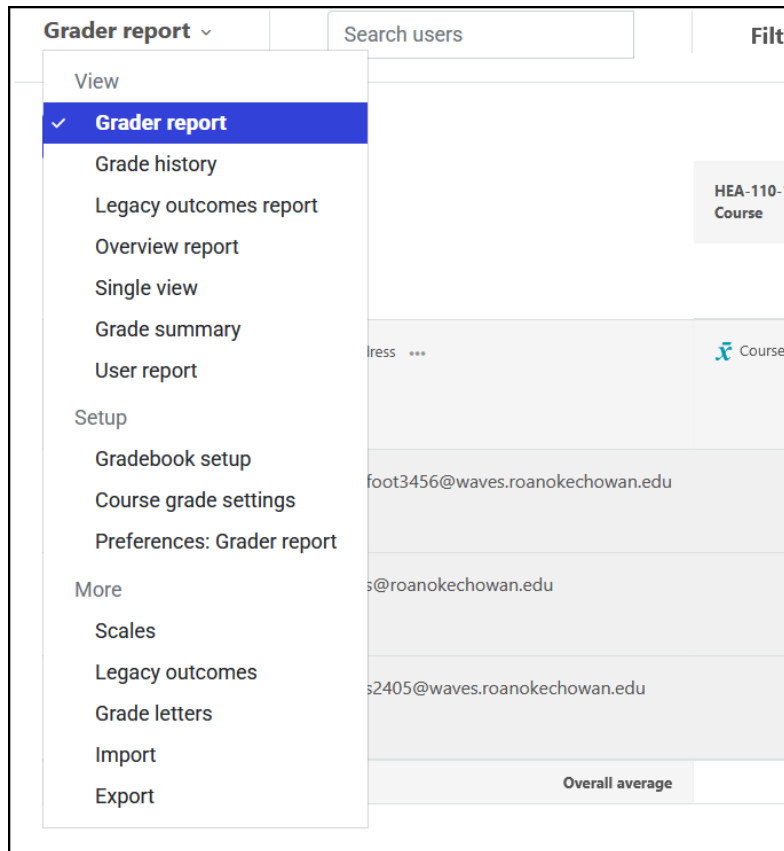
The gradebook has several different “Views” reports within it. You can identify which view you are on by looking at the drop down menu in the top left of the page (shown in the first screenshot below).



The screenshot shows the Gradebook interface. At the top left, there is a dropdown menu labeled "Grader report" with a red arrow pointing to it. To its right is a "Search users" input field and a "Filter by name" dropdown. Below these is a "Message to grade range" button. The main content area displays a table of student grades for the "Sasser Tester Course". The table has columns for student information, email, and various assignment scores. The students listed are Willow Barefoot and Juan Sasser. The overall average is shown at the bottom.

First name / Last name	Email address	Course total	Discussion Forum total	Icebreaker Assignment	M8DQ Due April 3rd (This is not a MindTap...)
Willow Barefoot	wobarefoot3456@waves.roanokechowan.edu	100.00 %	100.00 %	100.00 %	-
Juan Sasser	jgsasser7020@waves.roanokechowan.edu	-	85.00 %	90.00 %	80.00 %
Overall average		100.00 %	92.50 %	95.00 %	80.00 %

Clicking the views drop-down will allow you to choose from a list of available views and gradebook settings pages (see below).



The most commonly used views - the Grader Report, Single View, and User Report - will be detailed below.

Grader Report

The default view of the Moodle gradebook is the Grader Report, which provides a table showing all student grades in the course. Each row represents a student; each column shows a grade item (e.g., assignment, quiz) or a category total. The first column after the student names and email is the Course Total, which calculates their overall grade based on included items.

Grader report

Search users

Filter by name

Message to grade range

HEA-110-1IN1-2024SP Practice Course

Written Assignments

First name / Last name	Email address	Course total	Written Assignments total	Copyleaks Test: Media and Body Image	Copyleaks Test Marijuana	Copyleaks Test Bull and Bear Markets
<div><div></div><div>Willow Barefoot</div></div>	wobarefoot3456@waves.roanokechowan.edu	69.04 %	70.46 %	<div><div>✓</div>90.00 %</div>	<div>90.00 %</div>	98.00 %
<div><div></div><div>Janelle Cleaves</div></div>	jcleaves@roanokechowan.edu	65.90 %	48.85 %	<div><div>✗</div>50.00 %</div>	-	85.00 %
<div><div></div><div>RC Ralph Cleaves</div></div>	jcleaves2405@waves.roanokechowan.edu	51.59 %	42.38 %	-	-	83.00 %
Overall average		62.18 %	53.90 %	70.00 %	90.00 %	88.67 %

Key indicators in the Grader Report:

1. **Pass/Fail Indicators** – A green checkmark and green text indicate a passing grade; a red X and red text indicate a failing grade. These appear when a “Grade to pass” is set in the activity’s settings (See 1 in screenshot).
2. **Empty Grades** – A dash (–) means no grade has been entered— the student hasn’t submitted and/or the instructor hasn’t graded it yet. Moodle excludes these from course totals by default so students are not penalized for work not yet due. Once work is overdue, instructors should enter zeroes (See 2).
3. **Overridden Grades** – Grades entered directly in the gradebook override those from the activity. These appear with a gold background and a pencil icon (See 3).
4. **Excluded Grades** – Grades manually excluded from a student’s course total (e.g., dropped lowest or retake) are marked with a filled circle and minus sign (See 4).
5. **Hidden Grades** – Grades for hidden activities (or activities in hidden sections) are not visible to students, but they do still calculate into students’ grades. These are marked with a crossed-out eye icon (See 5). The [User Report section](#) of this guide details this issue more.

Copyleaks Test: Media and Body Image	Copyleaks Test Marijuana	Copyleaks Test Bull and Bear Markets
<div>1</div> <div>✓ 90.00 %</div> <div>✗ 50.00 %</div> <div>2 → -</div>	<div>3</div> <div>90.00 %</div> <div>97.00 %</div> <div>4 → -</div>	<div>5</div> <div>98.00 %</div> <div>85.00 %</div> <div>83.00 %</div>
70.00 %	93.50 %	88.67 %

Single View




The Single View in the gradebook allows the instructor to view either all the grades of one single student or a single grade item for all students. This can be useful for gauging how well a student is doing or for adding grades in bulk.





To view the grades for one student, make sure you have selected “Users” in the “View By” toolbar in the top right and then type in that student’s name in the “Search users” search bar (see screenshot below).

Single view ▾




Willow Barefoot ✕ Clear

VIEW BY Users Grade items

 Willow Barefoot  

Grade item		Grade category	Grade	Range	Feedback	Override
 ASSIGNMENT Copyleaks Test: Media and Body Image	...	Written Assignments	90.00	0.00 - 100.00		
 ASSIGNMENT Copyleaks Test Marijuana	...	Written Assignments	90.00	0.00 - 100.00		✓
 ASSIGNMENT Copyleaks Test Bull and Bear Markets	...	Written Assignments	98.00	0.00 - 100.00		




Alternatively, you can select the “Grade items” button and type in a grade item in the search bar (see screenshot below).

Single view ▾	Select a grade item Copleaks Test M...				VIEW BY	Users	Grade items
Viewing grades for Copleaks Test Marijuana							
User full name	Grade	Range	Feedback	Override	Exclude		
 Willow Barefoot	...	90.00	0.00 - 100.00	<input checked="" type="checkbox"/>			
 Janelle Cleaves	...	97.00	0.00 - 100.00		<input checked="" type="checkbox"/>		
RC  Ralph Cleaves	...		0.00 - 100.00				

To make changes in Single View, toggle on the Edit mode switch in the top-right corner of the screen (near the My Courses button). Once Edit mode is on, you can:

1. Override a grade item to enter/change a grade or add feedback.
2. Exclude a grade from calculation (see screenshot below).

After making your edits, click the Save button in the bottom-right corner to apply the changes.

Single view ▾	Select a grade item Copleaks Test M...		Actions ▾	VIEW BY	Users	Grade items
Editing grades for Copleaks Test Marijuana						
User full name	Grade	Range	Feedback	Override	Exclude	
 Willow Barefoot	...	90.00	Great work, Willow! I encourage you to brush up on A!	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
 Janelle Cleaves	...	97.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
RC  Ralph Cleaves	...			<input type="checkbox"/>	<input type="checkbox"/>	

Show All ▾
Copleaks Test: Media and Body Image
Copleaks Test Bull and Bear Markets ▶
Save

User Report

The User Report allows instructors to view a student's grades as themselves (instructor view) or as the student. This is especially helpful for confirming what students can see when grades, activities, or entire sections have been hidden - which can lead to students not understanding why their course grade does not equal what they think it should.

To use the report, enter a student's name in the Search users box and select them (see 1 in screenshots). Then, use the "View report as" dropdown to switch between "Myself" (instructor view) and "User" (student view).

The screenshots below show how hidden grades affect what's visible to students:

- In the Instructor view (top screenshot, 2a), the hidden grade is still visible to the instructor (3a) and the Course total includes it (4a).
- In the Student view (bottom screenshot, 2b), the hidden grade is completely omitted (3b) and the Course total remains unchanged (4b).

Reviewing this report regularly helps ensure students see an accurate and complete reflection of their progress.

User report ▾ Willow Barefoot × Clear 2a → View report as Myself ▾

1

Willow Barefoot

Grade item	Calculated weight	Grade	Percentage	Feedback	Contribution to course total
Testing in Moodle					
AGGREGATION Course total	-	77.50 (77.50 %)	77.50 %		-
QUIZ Syllabus Quiz--Enrollment Verification, 23-24	20.00 %	70.00 %	70.00 %		14.00 %
FORUM Forum 1 whole forum	0.00 % (Empty)	-	-		0.00 %
FORUM Forum 2 whole forum	0.00 % (Empty)	-	-		0.00 %

3a

4a

User report ▾ Willow Barefoot × Clear 2b → View report as User ▾

1

Willow Barefoot

Grade item	Calculated weight	Grade	Percentage	Feedback	Contribution to course total
Testing in Moodle					
AGGREGATION Course total	-	77.50 (77.50 %)	77.50 %		-
FORUM Forum 1 whole forum	0.00 % (Empty)	-	-		0.00 %
FORUM Forum 2 whole forum	0.00 % (Empty)	-	-		0.00 %
FORUM Forum Talking Points whole forum	0.00 % (Empty)	-	-		0.00 %

3b

4b (Syllabus Quiz activity is missing from list)

Setting Up Your Gradebook

Setting Up Your Gradebook

Setting up the Moodle gradebook effectively involves a few key steps. While Moodle can automate much of the process, thoughtful planning will save time later and help ensure your gradebook matches your course structure and syllabus.

Note: If you've **imported content** from a previous course shell (which is common), your gradebook may already contain activities, categories, and settings from that course. While this gives you a head start, you should still review everything carefully to ensure the gradebook aligns with your current syllabus, grading structure, and student expectations.

Gradebooks will only appear completely blank if you're building a course from scratch or starting with a brand-new, empty shell.

Setup Steps at a Glance

1. [Plan your graded activities.](#)
2. [Choose an aggregation \(calculation\) method.](#)
3. [Organize your gradebook](#) by
 - a. [Creating any gradebook categories you want to use.](#)
 - b. Creating your Moodle activities and any [manual grade items](#) (as needed).

Planning Graded Activities

Before building your gradebook, take time to map out all the graded work in your course. Ask yourself:

- What types of assignments will students complete? (Quizzes, discussions, papers, projects, participation, etc.)
- How many of each type will there be?
- Will they be equally weighted or vary in importance?
- Are any items grouped (e.g., weekly quizzes, unit projects) that should be averaged together?

It may help to sketch this out in a Word document or spreadsheet before building it in Moodle. This step ensures that you don't overlook anything and that your gradebook structure matches your syllabus and grading policy.

Important: Whatever you plan in your gradebook must match what you state in your syllabus—and vice versa. For example, if your syllabus says that **tests account for 20%** of the final grade, make sure that your Moodle gradebook reflects that:

- Either use point values that calculate to 20%, or

- Use the [Weighted Mean of Grades](#) method and assign tests a weight of **20**.

Choosing an Aggregation Method

Once you've outlined your graded activities, you'll need to decide how Moodle should calculate final grades. Moodle offers several aggregation methods for calculating grades. Multiple aggregation methods can be used within a single gradebook by applying one method at the course level in the gradebook and another at the category level, giving you maximum flexibility. For example, you could set your course as a whole to be aggregated as Weighted Mean of Grades, but grade items within your Quizzes category are averaged together with Mean of Grades.

Below are the three most commonly used methods on our site, with explanations of how each works and its strengths and limitations.

Mean of Grades

How it works: This method averages all grade items equally by adding up the total points earned and dividing by the number of graded items.

Pros: Easiest method to set up and understand. Extremely flexible you can add or remove grade items without disrupting the gradebook. Great for instructors who prefer to build as they go.

Cons: All grade items are treated equally. If you want one assignment to "count more," you'll need to give it more points (e.g., make an essay worth 100 points and a quiz worth 10).

Best for: Simpler courses where all activities carry roughly equal weight or for instructors who want maximum flexibility.

See the [Mean of Grades](#) section of this guide to learn how to set your gradebook up using this method.

Weighted Mean of Grades

How it works: This method allows you to assign specific weights to grade items or categories (e.g., Quizzes = 20%, Assignments = 40%, Final Exam = 40%), regardless of point values.

Pros: Gives precise control over how different parts of the course impact the final grade. Easy to align with the course breakdown section in your syllabus. Doesn't require activities to have uniform point scales.

Cons: Requires slightly more setup. Not always intuitive for students unless weights are clearly communicated.

Best for: Courses where different assignment types should carry different levels of importance.

See the [Weighted Mean of Grades](#) section of this guide to learn how to set your gradebook up using this method.

Natural (the “Points” method)

How it works: This method adds up all points a student earns, divides by the total possible points, and converts that to a percentage. It mimics a traditional “points-based” system.

Pros: Easy for instructors and students to understand the calculations. Allows for extra credit grades. Works well when your assignment structure is stable and doesn’t change much.

Cons: Not flexible for evolving course designs; If you add or remove assignments mid-semester, it changes the total possible points and throws off the grade breakdown you’ve promised in your syllabus (e.g., “Quizzes = 20%”). Instructors who prefer to build the course as they go may find it hard to keep percentages aligned without frequent recalculations or explanations to students.

Best for: Courses with a fixed structure where all assignments are known in advance and align with a points-based grading system.

See the [Natural](#) section of this guide to learn how to set your gradebook up using this method.

Mean of Grades

Mean of Grades Setup

To set up your gradebook with the Mean of Grades aggregation method, follow this method:

1. **Open the Gradebook Setup page:** Go to the “Views” dropdown in the gradebook and select “Gradebook Setup.”
2. **Check your current aggregation method(s):** Aggregation methods are listed under the **Status** column next to the course name and each category. In the example below, the course-level aggregation is *Weighted Mean of Grades*, while the category is set to *Mean of Grades*.

Gradebook setup ▾ Add ▾

Name	Weights ?	Max grade	Status	Actions
<input type="checkbox"/> ▾ HEA-110-11N1-2024SP Practice Course			Weighted mean of grades Exclude empty grades	...
AGGREGATION Course total		100.00		...
<input type="checkbox"/> ▾ ↕ Written Assignments	1.0		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total		100.00		...
<input type="checkbox"/> ↕ ASSIGNMENT Copyleaks Test: Media and Body Image		100.00		...
<input type="checkbox"/> ↕ ASSIGNMENT Copyleaks Test Marijuana		100.00		...

Save changes

Course level (points to HEA-110-11N1-2024SP Practice Course)

Category level (points to Written Assignments)

3. **Edit the course-level aggregation method:** Click the three-dot menu (...) under the **Actions** column next to the course name, then choose “**Edit category.**”

4. In the pop up window, select “Mean of Grades” in the Aggregation drop-down menu (1 in screenshot below), and click the “Save” button in the bottom right (2 in screenshot).

Edit category

Category name

Aggregation

Weighted mean of grades

Mean of grades

Weighted mean of grades

Simple weighted mean of grades

Mean of grades (with extra credits)

Natural

Drop the lowest

0

Grade type

Value

Maximum grade

100.00

Minimum grade

0.00

☐ Hidden

☐ Locked

Cancel Save

5. **Recalculating:** The grades will recalculate automatically. Once that is complete, click the “Continue” button to be redirected back to the Gradebook Setup page.
6. **Verify the change:** On the Gradebook Setup page, confirm the course-level aggregation method now shows Mean of Grades. Repeat these steps for any categories you want to adjust.

Name	Max grade	Status	Actions
<input type="checkbox"/> HEA-110-1IN1-2024SP Practice Course		Mean of grades Exclude empty grades	...
AGGREGATION Course total	100.00		...
<input type="checkbox"/> Written Assignments		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total	100.00		...
<input type="checkbox"/> ASSIGNMENT Copyleaks Test: Media and Body Image	100.00		...
<input type="checkbox"/> ASSIGNMENT Copyleaks Test Marijuana	100.00		...

7. **Adjust categories:** Repeat Steps 3–6 for any **existing categories** if you want to change their aggregation method (most instructors leave categories set to **Mean of Grades**).
8. Finish [organizing your gradebook](#) (i.e., creating new categories and grade items, moving things, and deleting old items).

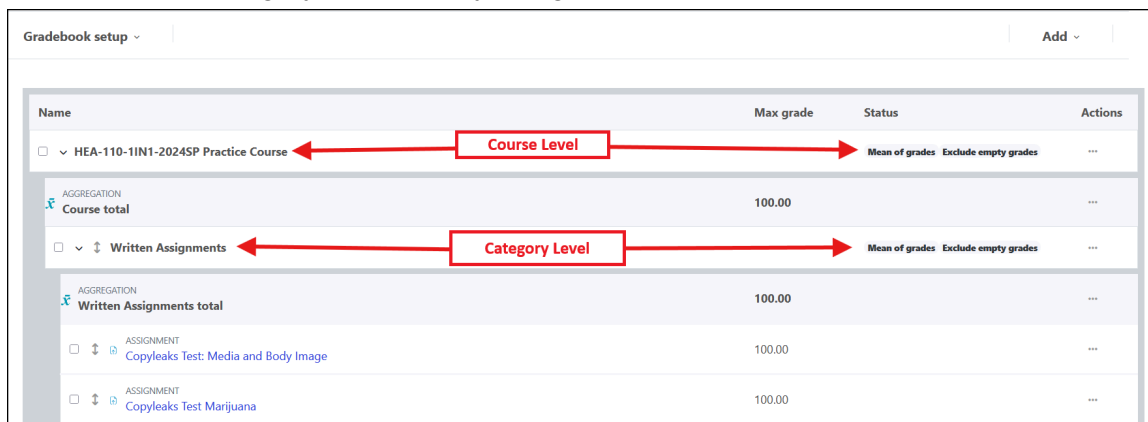
Weighted Mean of Grades

Weighted Mean of Grades Setup

To set up your gradebook with the Mean of Grades aggregation method, follow the method detailed below.

Note: A common and effective setup is to use **Weighted Mean of Grades at the course level** and **Mean of Grades at the category level**. This setup averages grades within each category, then applies weights to those category totals when calculating the final course grade. These directions will cover this specific setup configuration.

1. **Open Gradebook Setup:** Go to the “Views” dropdown in the gradebook and select “Gradebook Setup.”
2. **Check your current aggregation methods:** Aggregation methods are shown in the **Status** column, next to each category and the course total. In the example below, both the course and category are currently using **Mean of Grades**.



The screenshot shows the 'Gradebook setup' interface. It features a table with columns: Name, Max grade, Status, and Actions. The table is organized into a hierarchy. At the top is the course level, 'HEA-110-11N1-2024SP Practice Course', with a status of 'Mean of grades' and 'Exclude empty grades'. Below this is the category level, 'Written Assignments', also with a status of 'Mean of grades' and 'Exclude empty grades'. Further down are individual assignments: 'Copyleaks Test: Media and Body Image' and 'Copyleaks Test Marijuana', both with a status of 'Mean of grades' and 'Exclude empty grades'. Red arrows and boxes highlight the 'Course Level' and 'Category Level' aggregation methods.

Name	Max grade	Status	Actions
HEA-110-11N1-2024SP Practice Course		Mean of grades Exclude empty grades	...
AGGREGATION Course total	100.00		...
Written Assignments		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total	100.00		...
ASSIGNMENT Copyleaks Test: Media and Body Image	100.00		...
ASSIGNMENT Copyleaks Test Marijuana	100.00		...

3. **Change the course-level aggregation to Weighted Mean of Grades:** Click the three dots (...) menu under the Actions column for the course level aggregation and click “Edit category.”
4. In the popup window, select **Weighted Mean of Grades** from the **Aggregation** dropdown (1 in screenshot). and click the “Save” button in the bottom right (2 in

screenshot below).

Edit category

Category name

Aggregation

Mean of grades

Mean of grades

Weighted mean of grades

Simple weighted mean of grades

Mean of grades (with extra credits)

Natural

Drop the lowest

0

Grade type

Value

Maximum grade

100.00

Minimum grade

0.00

☐ Hidden

☐ Locked

Cancel Save

5. **Recalculating:** The grades will recalculate automatically. Once that is complete, click the “Continue” button to be redirected back to the Gradebook Setup page.
6. **Verify the change:** On the Gradebook Setup page, confirm the course-level aggregation method now shows Weighted Mean of Grades under the status column, that a “Weights” column has appeared, and that the categories or (if you do not have categories) grade

items have a text box in the Weights column.

Gradebook setup ▾ Add ▾

Name	Weights 1	Max grade	Status	Actions
HEA-110-11N1-2024SP Practice Course			Weighted mean of grades Exclude empty grades	...
AGGREGATION Course total		100.00		...
Written Assignments	1.0		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total		100.00		...
ASSIGNMENT Copyleaks Test: Media and Body Image		100.00		...
ASSIGNMENT Copyleaks Test Marijuana		100.00		...

Save changes

- Adjust or create categories:** Repeat Steps 3–5 for any **existing categories** if you want to change their aggregation method (most instructors leave categories set to **Mean of Grades**, which averages all items within that category).
- Create any **new categories** as needed.
- Assign weights to each category:** In the **Weights** column (see 1 in screenshot below), enter the desired weight for each category and click “**Save Changes**” (see 2 in screenshot). Weights do not have to add up to 100, but doing so adds clarity to your grading methods.

Tip: The DL Department recommends aligning weights with the percentages listed in the Course Breakdown section in your syllabus. For example, if your syllabus says that Written Assignments are worth 40% of the overall grade, enter a weight of 40 for that category.

Gradebook setup ▾ Add ▾

Name	Weights 1	Max grade	Status	Actions
HEA-110-11N1-2024SP Practice Course			Weighted mean of grades Exclude empty grades	...
AGGREGATION Course total		100.00		...
Written Assignments	40		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total		100.00		...
ASSIGNMENT Copyleaks Test: Media and Body Image		100.00		...
ASSIGNMENT Copyleaks Test Marijuana		100.00		...
ASSIGNMENT Copyleaks Test Bull and Bear Markets		100.00		...
ATTENDANCE Attendance		100.00		...
ASSIGNMENT Commedia Test		100.00		...
QUIZ Test quiz		10.00		...

2 Save changes

10. **Adjust or create categories:** Repeat Steps 3–5 for any **existing categories** if you want to change their aggregation method (most instructors leave categories set to **Mean of Grades**, which averages all items within that category).
11. Finish [organizing your gradebook](#) (i.e., creating new grade items and moving and deleting things).

Natural (Points)

Natural (Points Method)

To set up your gradebook with the Natural aggregation method, follow the method detailed below.

1. **Open the Gradebook Setup page:** Go to the “Views” dropdown in the gradebook and select “Gradebook Setup.”
2. **Check your current aggregation method(s):** Aggregation methods are listed under the **Status** column next to the course name and each category. In the example below, the course-level aggregation is *Weighted Mean of Grades*, while the category is set to *Mean of Grades*.

The screenshot shows the 'Gradebook setup' interface. It features a table with columns: Name, Weights, Max grade, Status, and Actions. The table lists the course 'HEA-110-11N1-2024SP Practice Course' and its categories 'Written Assignments' and 'Written Assignments total'. The 'Status' column shows the aggregation method for each: 'Weighted mean of grades' for the course and 'Mean of grades' for the category. Red arrows and boxes highlight the 'Course level' and 'Category level' aggregation settings.

Name	Weights	Max grade	Status	Actions
<input type="checkbox"/> HEA-110-11N1-2024SP Practice Course			Weighted mean of grades Exclude empty grades	...
AGGREGATION				
Course total		100.00		...
<input type="checkbox"/> Written Assignments	1.0		Mean of grades Exclude empty grades	...
AGGREGATION				
Written Assignments total		100.00		...
<input type="checkbox"/> ASSIGNMENT Copyleaks Test: Media and Body Image		100.00		...
<input type="checkbox"/> ASSIGNMENT Copyleaks Test Marijuana		100.00		...

Save changes

3. **Edit the course-level aggregation method:** Click the three-dot menu (...) under the **Actions** column next to the course name and then choose “**Edit category.**”

4. In the pop up window, select “**Natural**” in the Aggregation drop-down (1 in screenshot below), and click the “Save” button in the bottom right (2 in screenshot).

The screenshot shows the 'Edit category' dialog box. The 'Category name' field is empty. The 'Aggregation' dropdown is open, showing the following options: 'Mean of grades', 'Weighted mean of grades', 'Simple weighted mean of grades', 'Mean of grades (with extra credits)', and 'Natural'. A red arrow labeled '1' points to the 'Natural' option. Below the aggregation dropdown, the 'Drop the lowest' field is set to '0'. The 'Grade type' dropdown is set to 'Value'. The 'Maximum grade' field is set to '100.00' and the 'Minimum grade' field is set to '0.00'. There are checkboxes for 'Hidden' and 'Locked', both of which are unchecked. At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow labeled '2' points to the 'Save' button.

5. **Recalculating:** Moodle will automatically recalculate the grades. Once complete, click Continue to return to the Gradebook Setup page.
6. **Verify the change:** On the Gradebook Setup page, confirm that the:
- Course-level aggregation method now shows Natural under the status column (see 1 in screenshot below)
 - “Weights” and “Max grade” columns have appeared (2 and 3), and
 - Categories or grade items (if you do not have categories) show grayed-out weight boxes (4), indicating that weights are auto-calculated based on point values.

Note: While it is technically possible to override these weights, the DL Department **strongly recommends against it**—it can make grading less

transparent for students and cause confusion in final grade calculations.

The screenshot shows the 'Gradebook setup' interface. Red arrows and numbers highlight the following elements:

- 1**: Points to the 'Status' column, where 'Natural' is selected and highlighted with a red box.
- 2**: Points to the 'Weights' column header.
- 3**: Points to the 'Max grade' column header.
- 4**: Points to the 'Written Assignments' row, where the weight is set to '4.539 %'.

Name	Weights	Max grade	Status	Actions
<input type="checkbox"/> HEA-110-11N1-2024SP Practice Course			Natural	...
AGGREGATION Course total		2203.00		...
<input type="checkbox"/> Written Assignments	4.539 %		Mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total		100.00		...
ASSIGNMENT <input type="checkbox"/> Copyleaks Test: Media and Body Image		100.00		...
ASSIGNMENT <input type="checkbox"/> Copyleaks Test Mariuana		100.00		...

Save changes

7. **Manage Categories:** In **Natural aggregation** gradebooks, categories are typically used **for organization only** and **not for calculation**, which makes them less essential than in methods like **Weighted Mean of Grades**, where categories are used for weighted breakdowns.

For simplicity and accuracy, the DL Department recommends choosing **one** of the following:

- Use categories for organization only:** If you want to organize your gradebook visually (e.g., group all quizzes together), set each existing category's aggregation method to **Natural** using the same method described in Steps 3–5, but at the **category level**. Additionally, [create any new categories you need](#).
 - Delete the categories you don't need** to simplify your gradebook and avoid confusion or accidental calculation issues. Follow these steps:
 - Click the three-dot (...) menu next to the category name and select "Delete."
 - Click the "Delete" button in the pop-up window.
 - Confirm the recalculation when prompted.
8. Finish [organizing your gradebook](#) (i.e., creating new grade items and moving and deleting things).

Organizing the Gradebook

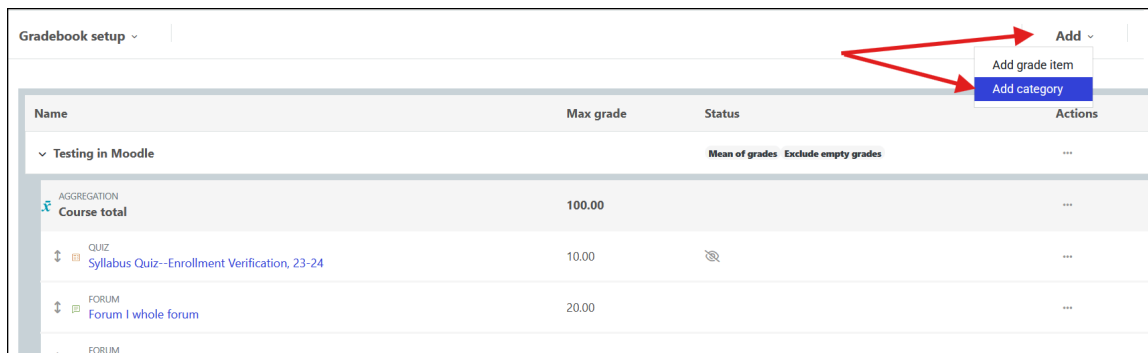
Organizing the Gradebook

Creating Categories

Categories in Moodle serve two main purposes: organizing content and supporting grade calculations. Any grade items placed within a category will use that category's aggregation method for calculation.

To create a category:

1. Open the Gradebook Setup page - Go to the “Views” dropdown in the gradebook and select “Gradebook Setup.”
2. Click the “Add” drop down in the top right-hand, and click “Add category” (see below)



3. Configure the category's settings in the pop up window.
 - a. At minimum, you should set the Category name and Aggregation at minimum
 - b. Optional: Keep the highest X number of grades and/or Drop the lowest X number of grades.

Note: Click “Show more...” at the bottom to reveal additional settings. Some aggregation methods (e.g., Natural) will display extra options here, such as

“Extra credit.”

New category

Category name ! !
- You must supply a value here.

Aggregation ? Mean of grades ⌵

☒ Exclude empty grades ?

☐ Include outcomes in aggregation ?

Keep the highest ? 0

Drop the lowest ? 0

Grade type ? Value ⌵

Maximum grade ? 100

Minimum grade ? 0

☐ Hidden ?

☐ Locked ?

☐ Weight adjusted ?

[Show more...](#)

[Cancel](#) [Save](#)

4. Click the “Save” button at the bottom of the pop-up window to create the category. It will then appear at the bottom of the Gradebook Setup page.

Moving Gradebook Items and Categories

Locating and Moving Grade Items

Grade items use the aggregation method of their category. If they’re not placed in a category, they default to the course-level aggregation method. This is especially important when using multiple aggregation methods—items must be sorted into the appropriate category to be calculated correctly.

There are two main ways to identify and change an activity’s placement in the gradebook:

Option 1: From the activity settings

1. Go to the activity's Settings page.

2. Under the “Grade” section, use the “Grade category” dropdown to choose its category

Grade

Type Point

Maximum grade 100

Grading method Simple direct grading

Grade category

Uncategorized

Uncategorized

Written Assignments

0.00

Anonymous submissions

(see below).

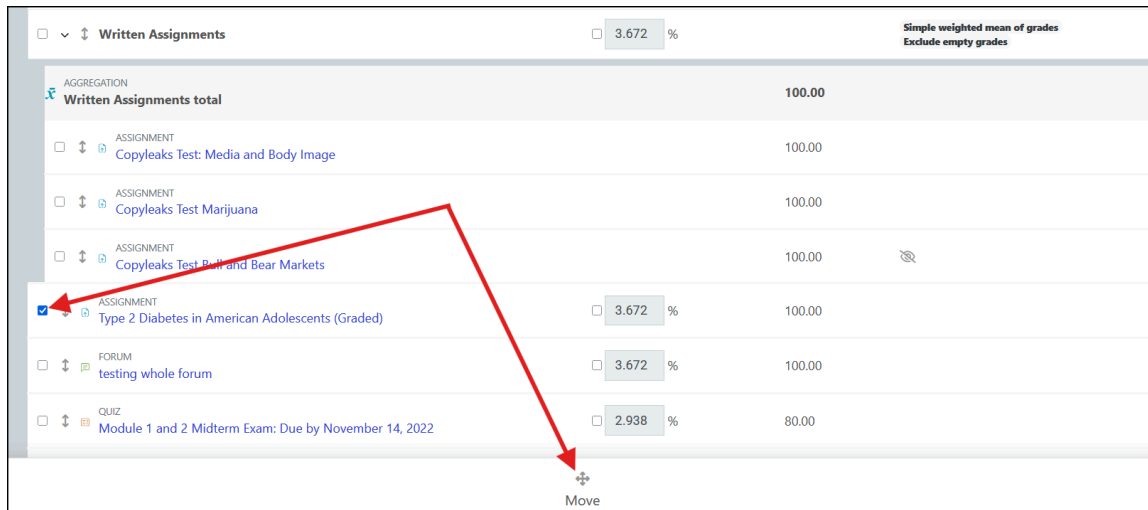
3. Click the “Save and display” or “Save and return to course” button to move the activity.

Option 2: From the Gradebook Setup page

1. Open the Gradebook Setup page - Go to the “Views” dropdown in the gradebook and select “Gradebook Setup.”
2. Look at the indentation of grade items: items nested under a category name are part of that category. In the example below, the Copleys Test assignments are indented under the Written Assignments category, while the Type 2 Diabetes assignment is not.

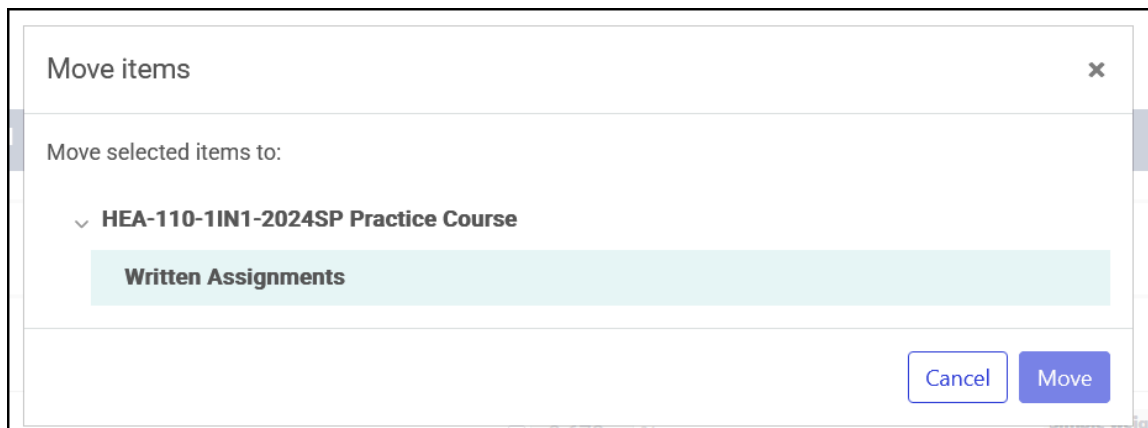
<input type="checkbox"/>	▼	↕	Written Assignments	<input type="checkbox"/>	3.672	%	Simple weighted mean of grades Exclude empty grades	...
AGGREGATION								
		✚	Written Assignments total		100.00			...
<input type="checkbox"/>	↕	↗	ASSIGNMENT Copleys Test: Media and Body Image		100.00			...
<input type="checkbox"/>	↕	↗	ASSIGNMENT Copleys Test Marijuana		100.00			...
<input type="checkbox"/>	↕	↗	ASSIGNMENT Copleys Test Bull and Bear Markets		100.00			...
<input type="checkbox"/>	↕	↗	ASSIGNMENT Type 2 Diabetes in American Adolescents (Graded)	<input type="checkbox"/>	3.672	%		...
<input type="checkbox"/>	↕	↗	FORUM testing whole forum	<input type="checkbox"/>	3.672	%		...

- Click the checkbox next to the item(s) you want to move, and a “Move” button will appear in the bottom toolbar (see below).



Written Assignments		3.672 %	Simple weighted mean of grades Exclude empty grades
AGGREGATION Written Assignments total		100.00	
ASSIGNMENT	Copleaks Test: Media and Body Image	100.00	
ASSIGNMENT	Copleaks Test Marijuana	100.00	
ASSIGNMENT	Copleaks Test Bull and Bear Markets	100.00	
<input checked="" type="checkbox"/>	ASSIGNMENT Type 2 Diabetes in American Adolescents (Graded)	3.672 %	100.00
FORUM	testing whole forum	3.672 %	100.00
QUIZ	Module 1 and 2 Midterm Exam: Due by November 14, 2022	2.938 %	80.00
		Move	

- Click “Move.” In the pop-up window, select the target category or the course title to make the items “Uncategorized” (see screenshot below), and click the “Move” button.



Move items

Move selected items to:

✓ HEA-110-1IN1-2024SP Practice Course

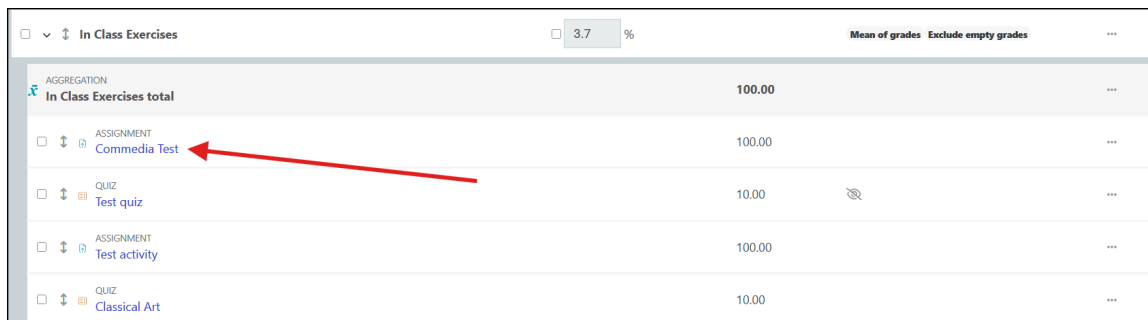
Written Assignments

Cancel Move

- Click the “Save changes” button in the bottom right of the page.

If you need to reorder the activities within the category itself, you can do the following:

- Click the up/down arrow icon next to the activity (see below)



In Class Exercises		3.7 %	Mean of grades Exclude empty grades	...
AGGREGATION In Class Exercises total		100.00		...
ASSIGNMENT	Commedia Test	100.00		...
QUIZ	Test quiz	10.00		...
ASSIGNMENT	Test activity	100.00		...
QUIZ	Classical Art	10.00		...

- The page will reload, and blue dotted lines will appear below each item and category (see screenshot below).

Name
<input type="checkbox"/> ▾ HEA-110-11N1-2024SP Practice Course
<input type="checkbox"/> ▾ ATTENDANCE Attendance
<input type="checkbox"/> ▾ In Class Exercises
Commedia Test (Move)
<input type="checkbox"/> ▾ QUIZ Test quiz
<input type="checkbox"/> ▾ ASSIGNMENT Test activity
<input type="checkbox"/> ▾ QUIZ Classical Art
<input type="checkbox"/> ▾ Written Assignments
<input type="checkbox"/> ▾ ASSIGNMENT Copyleaks Test: Media and Body Image

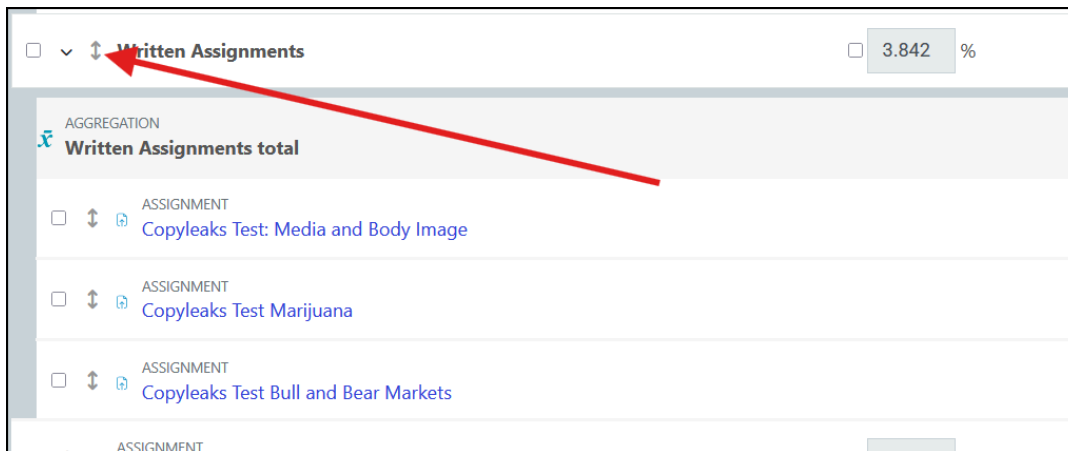
- Click a line to move the selected activity to that location. Note that lines that are not indented under a category name will move the activity to be “uncategorized.” In the example below, the Commedia Test activity was moved from the top of the In Class Exercises category to the bottom (see below).

<input type="checkbox"/> ▾ In Class Exercises	<input type="checkbox"/> 3.7 %	Mean of grades Exclude empty grades	...
AGGREGATION			
In Class Exercises total	100.00		...
<input type="checkbox"/> ▾ QUIZ Test quiz	10.00		...
<input type="checkbox"/> ▾ ASSIGNMENT Test activity	100.00		...
<input type="checkbox"/> ▾ QUIZ Classical Art	10.00		...
<input type="checkbox"/> ▾ ASSIGNMENT Commedia Test	100.00		...

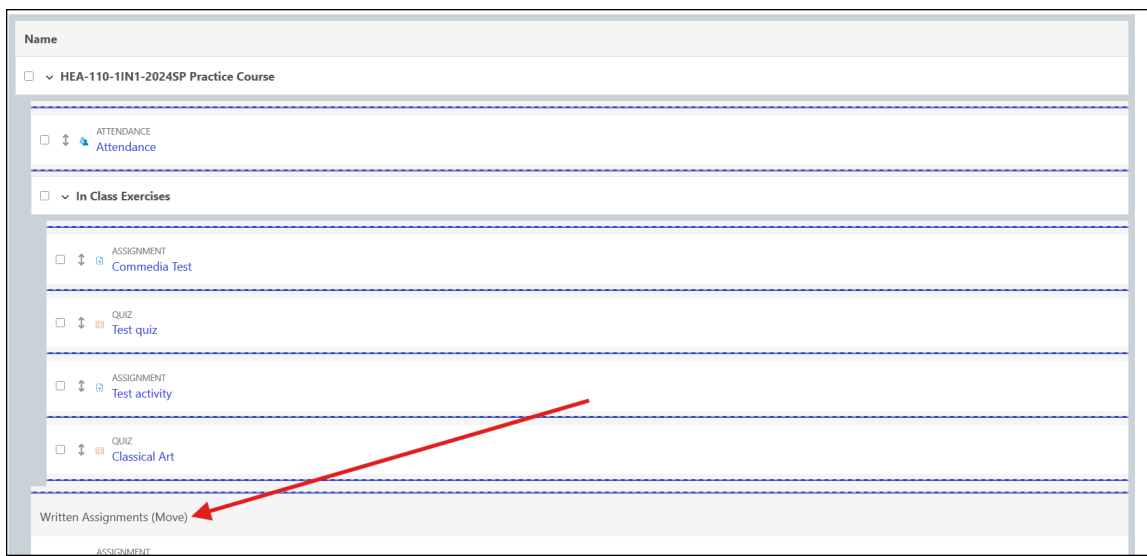
Moving Categories

To reorganize your gradebook or make a category a sub-category, you can move entire categories using the following steps:

1. Click the up/down arrow icon next to the category name.



2. The page will reload, and blue dotted lines will appear below each item and category (see screenshot below).



3. Click a line to move the selected category to that location. The level of indentation shows whether it will become a main category or a sub-category.
4. Click the “Save changes” button in the bottom right of the page.
5. Your category should move to the location you selected. In the example below, the Written Assignments category was moved from under the In Class Exercises category to

above it.

Name	Weights ?	Max grade	Status	Actions
HEA-110-11N1-2024SP Practice Course			Natural Exclude empty grades	...
AGGREGATION Course total		2703.00		...
ATTENDANCE Attendance	3.7 %	100.00		...
Written Assignments	3.7 %		Simple weighted mean of grades Exclude empty grades	...
AGGREGATION Written Assignments total		100.00		...
ASSIGNMENT Copyleaks Test: Media and Body Image		100.00		...
ASSIGNMENT Copyleaks Test Marijuana		100.00		...
ASSIGNMENT Copyleaks Test Bull and Bear Markets		100.00		...
In Class Exercises	3.7 %		Mean of grades Exclude empty grades	...
AGGREGATION In Class Exercises total		100.00		...
QUIZ Test quiz		10.00		...
ASSIGNMENT				...

Creating Manual Grade Items

Manual grade items are grade entries not connected to a Moodle activity. You'll recognize them in the Gradebook Setup by:

- The “Manual item” label above their name.
- A gray, unlinked name (unlike linked Moodle activities).

Manual items are commonly used for:

- In-person work (e.g., a test given on paper).
- Activities hosted on 3rd party platforms (e.g., assignments completed in Cengage or another 3rd-party platform). Note: Most 3rd-party platforms (like Cengage or McGraw-Hill) can automatically create manual grade items via grade sync.

If you need to create a manual item yourself:

1. Open the Gradebook Setup page- go to the “Views” dropdown and select “Gradebook Setup.”
2. Click the “Add” dropdown in the top right-hand corner and select “Add grade item.” (see below)

Gradebook setup				Add
				Add grade item
				Add category
Name	Weights ?	Max grade	Status	Actions
HEA-110-11N1-2024SP Practice Course			Natural Exclude empty grades	...
AGGREGATION Course total		2603.00		...
ATTENDANCE	3.7 %	100.00		...

3. In the pop-up window, configure the item name, maximum grade, and grade category (see below).

Additional settings are available in the pop-up or under “Show more...”

New grade item

Item name: Sample Manual Item

Grade type: Value

Maximum grade: 100.00

Minimum grade: 0.00

☐ Hidden

☐ Locked

☐ Weight adjusted

Grade category: HEA-110-1IN1-2024SP Practice Course

Show more...

Cancel Save

4. Click “Save” to add the item (the gradebook may recalculate briefly). Once prompted, click “Continue.” The item will now appear in the specified category (see below).

			Mean of grades	Exclude empty grades	
AGGREGATION	In Class Exercises total		100.00		...
MANUAL ITEM	Sample Manual Item		100.00		...
ASSIGNMENT	Commedia Test		100.00		...
QUIZ	Test quiz		10.00		...

Deleting Old Activities

Moodle gradebooks can quickly become cluttered with old, duplicated, or unnecessary grade items—often caused by retaining outdated Moodle activities or syncing issues from 3rd party platforms like Cengage. While gradebook cleanup can happen anytime, it's best done before the semester starts to avoid accidentally deleting student grades.

Deleting Moodle Activities

Grade items tied to Moodle activities (e.g., Assignments, Quizzes, Forums) are automatically removed from the gradebook when the activity itself is deleted from the course page.

To safely delete a duplicate or unused activity:

1. Navigate to the activity in your Moodle course.
2. Click on it to check for student submissions.
3. If there are *no* submissions:
 - a. Return to the course page where the activity is located.
 - b. Click the down arrow (▼) in the top-right corner of the activity card.
 - c. Select Delete.
4. Return to the gradebook—once deleted, the associated grade item should disappear.

Deleting Manual Grade Items

Manual grade items are not connected to a Moodle activity and must be deleted directly from the Gradebook Setup page.

To delete a manual item:

1. First, confirm it has no grades:
 - a. Go to the Grader Report.
 - b. Locate the item and check that no students have grades recorded.
2. Switch to the Gradebook Setup view.
3. Locate the manual item.
4. Click the three horizontal dots (⋮) on the far right.
5. Select Delete.
6. In the pop-up window, click Delete again to confirm.
7. Allow the gradebook to recalculate, then click Continue.

Note: If the manual item was added via a 3rd party tool (like Cengage), double-check before deleting. After cleanup, you may want to force a grade sync in the platform to ensure nothing essential was removed.

Pro Tip: Bulk Cleanup Strategy

If you plan to delete multiple items—especially during the semester—you might find it helpful to:

1. Create a temporary gradebook category called something like “To Delete.”
2. Move unwanted items into that category.
3. In the Grader Report, scroll to that category and verify there are no grades.
4. Once verified, delete the items from the course page (for Moodle activities) or from the Gradebook Setup (for manual items).

Maintaining Accurate Grades

Maintaining Accurate Grades

Students have a right to having an accurate idea of their course grades at any time to help motivate them and give them an accurate view of whether or not they are succeeding in the course. This section will discuss several best practices to adopt to ensure you students know their academic standing in your course.

Use Built-in Graders Instead of Manual Overrides

If an activity type includes a built-in grader (indicated by a “Grade” or “Grade Users” button on its details page), you should use that grader interface rather than typing grades directly into the Grader Report.

The built-in grader ensures that grades, feedback, and annotations flow correctly into the gradebook. If you manually override a grade in the Grader Report, any grades entered through the activity’s grader afterward will not replace your manual entry unless you remove the override.

Assignments and Forums are the most commonly used activity types that have built-in graders. Submissions can be graded through the following methods:

- **Assignments** – Clicking an Assignment activity opens its details page. From there, clicking “Grade” launches the Assignment grader, where you can review submissions, annotate files, assign grades, and provide feedback (see below).

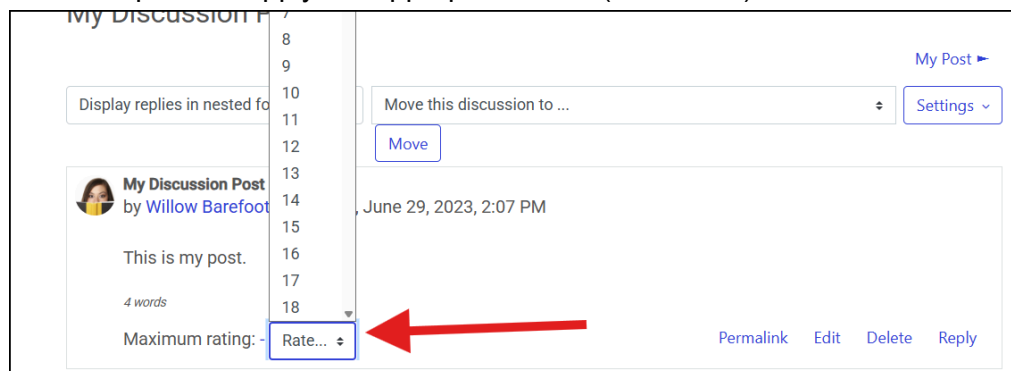
The screenshot displays the Canvas LMS Assignment Grader interface. The main content area shows a document titled "The Rising Epidemic of Type 2 Diabetes in American Adolescents" by Willow Barefoot. The document text discusses the prevalence of Type 2 Diabetes Mellitus (T2DM) among American adolescents, noting that it has emerged as a significant public health concern. The document is divided into sections, with "1. Prevalence and Trends" visible. The right sidebar contains the submission details, including the submission status "Submitted for grading", the grade "Not graded", and the submission date "May 1, 2024, 10:09 AM". Below this, there is a "Grade" section with a "Grade out of 100" field and a "Current grade in gradebook" section showing "Not graded". At the bottom of the sidebar, there is a "Feedback comments" section with a text area and a "Notify student" button. The bottom of the interface features a navigation bar with buttons for "Save changes", "Save and show next", and "Reset".

- **Forum-** forums can be graded in two ways depending on the grading method(s) (e.g., whole forum vs. ratings) you’ve chosen:

- **Whole forum grading:** Clicking “Grade Users” opens the forum grader, where you can read posts, view threads, and assign a single grade for a student’s overall participation. (see below).



- **Ratings:** Open a discussion thread, then use the rating drop-down menu on individual posts to apply the appropriate score(see below).



Grade Promptly and Enter Zeroes for Missing Work

Grades should generally be posted within **one week** of the due date—**two weeks** should be the exception, not the rule.

One of the most important gradebook maintenance tasks is entering zeroes for missing work. Moodle does not automatically assign zeroes after a due date, and R-CCC gradebooks are set to **Exclude Empty Grades**. The latter prevents future, unattempted work from lowering a student’s grade prematurely, but it also means that missing work will not count against the student until a zero is entered.

Tip: In the gradebook, an empty grade (displayed as “–”) means either:

1. The activity has not been graded yet, or
2. The student did not submit the work.

How to enter zeroes:

- **If the activity has a built-in grader:** Open the grader and page through until you find students with no grade. Enter a zero and save.
- **If the activity does not have a built-in grader:**
 1. Go to the **Grader Report**.
 2. Toggle **Edit mode** in the top-right corner.
 3. Locate the empty grade cell.
 4. Enter "0" and click **Save changes** at the bottom of the screen.

Do Not Hide Past Activities from Students

Hiding an activity on the course page also hides it from students' gradebook view, even though its score is still included in their total grade. This can make it unclear to students how their total grade was calculated.

Best practice: only hide upcoming activities or modules — keep completed ones visible so students can see exactly how their grades were determined.

Tips & FAQ

General Gradebook Tips

- **Keep it simple.** Stick to aggregation methods and structures you can easily explain. You can always add more functionality/complexity in future courses.
- **Check the students' view.** Use the *User report* to confirm what students actually see. If they can't see everything they've been graded on, unhide the items for transparency.
- **Grade through the activity.** Use the activity's grader instead of typing directly in the gradebook to avoid overrides.
- **Enter zeroes for missing work.** Empty grades (–) aren't counted in totals.
- **Check category setup often.** Visit the *Gradebook Setup* page regularly to be sure activities are in the right categories and calculating correctly.
- **Use weights carefully.** Double-check weighted categories add up to 100% for transparency in calculations.
- **Document your choices.** Keep a simple note of your grading scheme for consistency across semesters.

Frequently Asked Questions

What if I need to give a test, quiz, worksheet, etc. on paper in class? How do I get those grades into Moodle?

You can [create a Manual Grade Item](#) in the gradebook for you to record students' grades.

Why do I see multiple copies of an activity in my gradebook?

The main reason why you may see more than one copy of an activity is if you have not deleted outdated activities from your course. See the [Deleting Old Activities](#) section of this guide for more information on how to do this.

If that does not seem to solve your issue, the problem may be that multiple grading options are turned on. Forums, for instance, can have both Whole Forum Grading and Ratings turned on as grading options. If you turn off one of them via the "Whole Forum Grading" or "Ratings" drop downs on the activity's settings page, the duplicate grade should disappear.

I have a lot of activities in my course. Do I have to manually grade all of them?

This depends on the activity and question type:

- **Not gradable:** Activities like Feedback and Choice, as well as resources (e.g., Files, Pages, Books, PDFs), cannot be graded.

- **Manual grading needed:** As a general rule, anything requiring students to submit original thoughts will need to be graded by you. Examples:
 - Essay questions in Quizzes or Lessons
 - Assignment activities
 - Journals
- **Auto-graded:** Activities where students select answers are generally graded automatically. Examples:
 - Most Quiz question types
 - Many H5P activities
 - Lessons with multiple-choice questions
- 3rd-party tools: If you use platforms like Cengage, grades can generally sync automatically to your gradebook if Grade Sync (or equivalent) is enabled.

How do I create practice activities that don't calculate into students' grades?

The easiest way to handle practice activities is to place them in a dedicated gradebook category with its **Grade type** set to **None**, so they do not contribute to grade totals. This works with any gradable activity—even those without a built-in “no grade” option—and clearly marks them as practice for students in the gradebook.

1. Create a new category (see [Creating Categories](#) section of this guide), but at Step 3:
 - a. Name it something very clear like “Practice Activities – Does Not Count Towards Your Grade”

- b. Change the grade type to “None” (see screenshot below)

The screenshot shows the 'New category' form. The 'Grade type' dropdown menu is open, showing options: None, Value, Scale, Text, and Hidden. A red arrow points to the 'None' option. Other fields include 'Category name' (empty), 'Aggregation' (Mean of grades), 'Exclude empty grades' (checked), 'Include outcomes in aggregation' (unchecked), 'Keep the highest' (0), 'Drop the lowest' (0), 'Maximum grade' (empty), 'Minimum grade' (empty), 'Hidden' (unchecked), 'Locked' (unchecked), 'Weight adjusted' (unchecked), 'Parent category' (HEA-110-1IN1-2024SP Practice Course), and 'Show more...' link. 'Cancel' and 'Save' buttons are at the bottom right.

2. Save your changes and confirm there's no Aggregation/Category Total bar under the Practice Activities category on the Gradebook Setup page (see screenshot below).

The screenshot shows the Gradebook Setup page. The 'Practice Activities (Not for a grade)' category is selected, showing a grade of 1.0. Below it, a list of activities is shown: QUIZ Syllabus Quiz--Enrollment Verification, 23-24 (10.00), FORUM "Introduce Yourself" Forum rating (Outstanding (3)), FORUM "Introduce Yourself" Forum rating (Outstanding (3)), and FORUM "Introduce Yourself" Forum rating (Outstanding (3)). A red arrow points to the text 'No Aggregation/Category Total bar' below the first forum entry. Below this, the 'Oral and Written Assignments' category is shown with a grade of 1.0. An aggregation bar for 'Oral and Written Assignments total' is highlighted with a red box, showing a total of 1400.00. Below this, two assignments are listed: Oral Assignment (7.143 %, 100.00) and Module 1 Writing Assignment (7.143 %, 100.00).

Category	Grade	Aggregation
Practice Activities (Not for a grade)	1.0	Mean of grades Exclude empty grades
QUIZ Syllabus Quiz--Enrollment Verification, 23-24	10.00	
FORUM "Introduce Yourself" Forum rating	Outstanding (3)	
FORUM "Introduce Yourself" Forum rating	Outstanding (3)	
FORUM "Introduce Yourself" Forum rating	Outstanding (3)	
Oral and Written Assignments	1.0	Natural Exclude empty grades
AGGREGATION Oral and Written Assignments total	1400.00	
ASSIGNMENT Oral Assignment	7.143 % 100.00	
ASSIGNMENT Module 1 Writing Assignment	7.143 % 100.00	

3. Move any practice activities into this category.

This method works with any gradable activity type in Moodle — even those that don't have a built-in “no grade” option — so it's the most flexible way to create practice work that won't affect student grades.

Why are my students' grades not calculating correctly?

This can happen for several reasons. The most common are:

Empty Grades

Grades shown as a dash (–) are not counted in totals. If late or missing work is left empty, it won't lower the student's grade.

Fix: Assign a zero to missing work so it's factored in. See [Grade promptly and Enter Zeroes for Missing Work](#) in this guide for steps.

Overridden Grade Items or Categories

An override happens when you type a grade directly into the gradebook instead of grading through the activity's grader. Overrides stop new grades from automatically updating. While some overrides are intentional (e.g., adjusting a grade after a review), accidental or outdated/invalid ones can block correct calculations.

Note: If you see one score in the grader and a different score in the gradebook, an override may be preventing the updated score from “pushing through” to the gradebook total.

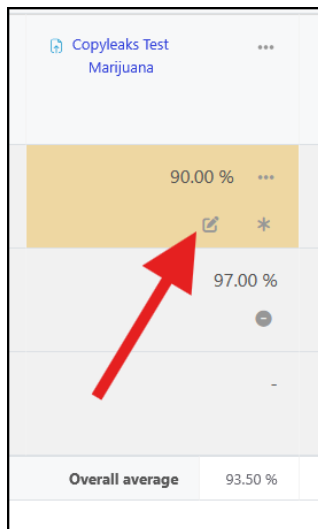
Examples of Unintentional Overrides:

- You give a zero for a quiz, but the student later submits it. The new quiz score won't “push through” to the gradebook until the override is removed.
- You override the “Forums” category total instead of the grades for an individual forum. Any new forum grades won't update the category average.

How to Check and Fix Unintentional Overrides:

1. Navigate to the Grader Report and turn Edit Mode on (toggle in top right).

2. Look for gold-highlighted cells with a pencil icon (see below).



The screenshot shows a gradebook interface. At the top, there is a header for 'Copley Test Marijuana'. Below this, there is a table with two columns: 'Grade' and 'Action'. The first row has a gold-highlighted cell with '90.00 %' and a pencil icon. The second row has a grey cell with '97.00 %' and a minus sign icon. The third row has a grey cell with a dash '-' and a minus sign icon. At the bottom, there is a summary row with 'Overall average' and '93.50 %'.

Copley Test Marijuana	
90.00 %	***
97.00 %	-
-	-
Overall average	93.50 %

3. Confirm if the override is intentional/still valid.
4. If not:
 - a. Click the three horizontal dots next to the grade item and select **Edit Grade**.
 - b. Uncheck **Overridden** and save.

Uncategorized Activities

If a graded activity is not categorized in a gradebook that uses categories, it will automatically adopt the course-level aggregation method. If you are using the Weighted Mean of Grades method, for instance, this would mean an uncategorized activity would automatically be weighted as a “1” rather than the weight of the category it belongs to.

To correct this issue, simply move the activity into the correct category as detailed in the [“Locating and Moving Grade Items”](#) section of this guide.

How do I make a grade item not count toward students’ grade totals?

Sometimes you want to keep a record that a student completed an activity, but not have it affect their course total (e.g., a make-up test after a poor class-wide performance, or optional extra practice). To do so, follow this process to exclude the grade item.

1. In the gradebook, switch to **Single View**.
2. Turn **Edit Mode** on (toggle in top right).
3. Check the **Exclude** box for each student, or choose **Exclude all** from the *Actions* drop-down (see below).
4. Click **Save**.




Single view

Select a grade item
Copleaks Test: ...

Actions

VIEW BY
Users Grade items

Editing grades for Copleaks Test: Media and Body Image

User full name	Grade	Range	Feedback	Override	Exclude
 Willow Barefoot	90.0	0.00 - 100.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Janelle Cleaves	50.0	0.00 - 100.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
 RC: Ralph Cleaves		0.00 - 100.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

Override all

Override none

Exclude all

Exclude none

Bulk insert grades

English (United States) (en_us)

Show All

Attendance Copleaks Test Marijuana

Save

How do I make a grade item count for extra credit?

Extra credit can be assigned to a grade item when it is located in a gradebook or gradebook category using the Natural (Points) aggregation method. Please see the [Natural \(Points\) section](#) of this guide for instructions on setting up this aggregation method.

To apply the extra credit setting to a grade item or category, find the item or category in any gradebook view, click the three horizontal dots next to it, check the “Extra credit” box in the pop up, and click “Save.”