

The Simple Weighted Mean of Grades Aggregation Gradebook

If you want to weigh different categories of grades so that different categories are more or less significant to the final grade for the class, you'll want to use the Simple Weighted Mean of Grades Gradebook.

1. If your syllabus looks like this – using weighted categories, you will want to use the Simple Weighted Mean of Grades aggregation.

Grades	
Papers (2)	40%
Paper 1	
Paper 2	
Forums (2)	10%
Forum 1	
Forum 2	
Presentation	30%
Participation and Attendance	5%
Tests	15%
Midterm	
Take Home Final	
<hr/>	
	100%

2. Go to the class. Click on the **Gear** and add your activities on the course page. Many of the graded activities will appear in the gradebook once they are added to the course page. Assignment, Quiz, and Forum will do this, and there are several others that do as well.

With this type of aggregation, you do not **have** to add all of your grade items on the course page before setting up the grade book, though it may make things a bit easier.

Lifestyles of Film and Comic Book Villains
Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / SWMG Final

CCG 144
Lifestyles of Film and Comic Book Villains
Dr. Willard Evil
evil@hanover.edu
(See syllabus for office hours)

Goals:
In this course, we will explore the backstories and motivations of many pop culture villains as they roam about their lairs in an unsuccessful quest for world domination.

Announcements
Syllabus

1. Add at grade items on the course page

With Simple Weighted Mean of Grades aggregation, you do not have to add every grade item in the course to initially set up your gradebook.

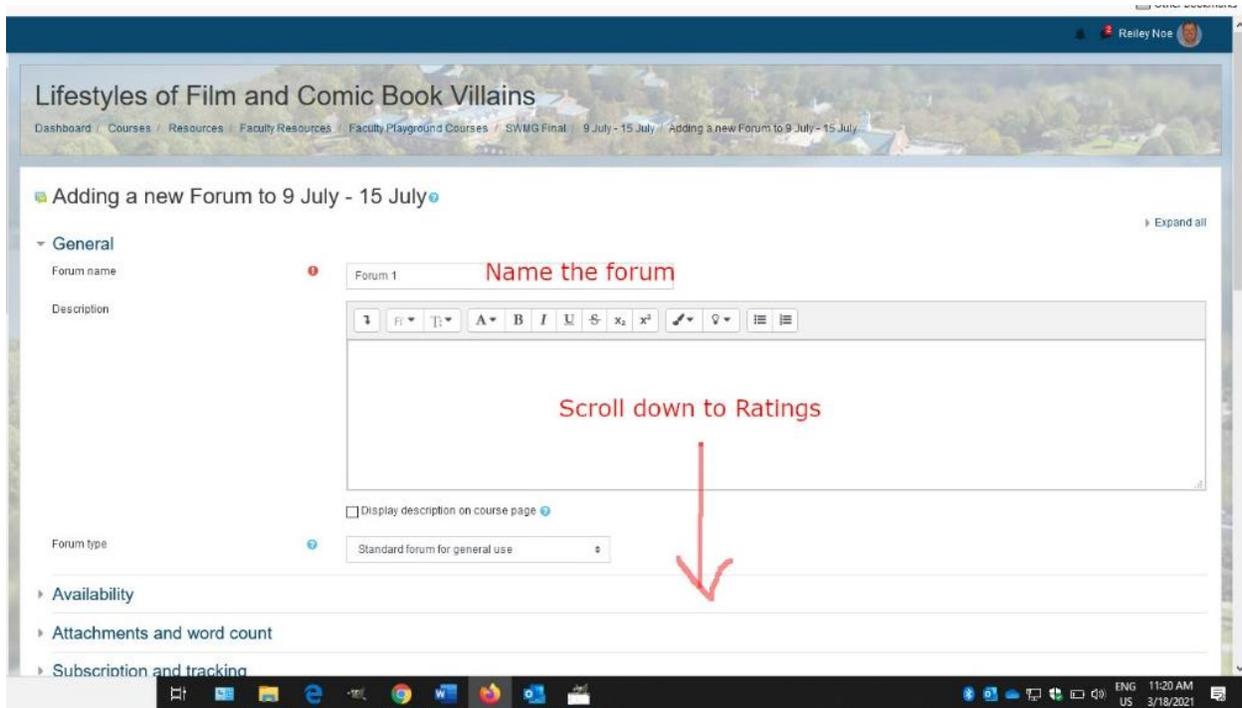
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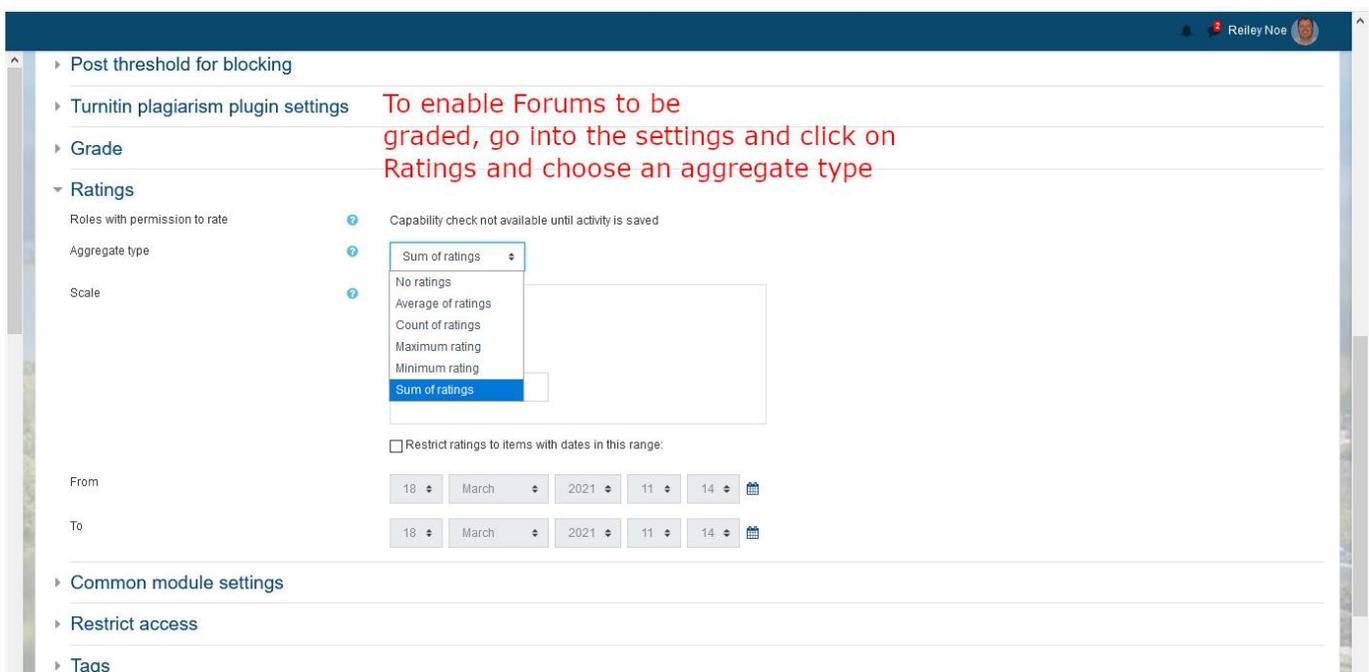
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3. If you are adding one or more **graded Forum** to your course, in Moodle 3.7, you will have to set these up so that they can be graded. If you are not using any graded Forum in your course, skip to step 5.

If you have a forum that is graded, first name the forum and scroll down to **Ratings**.



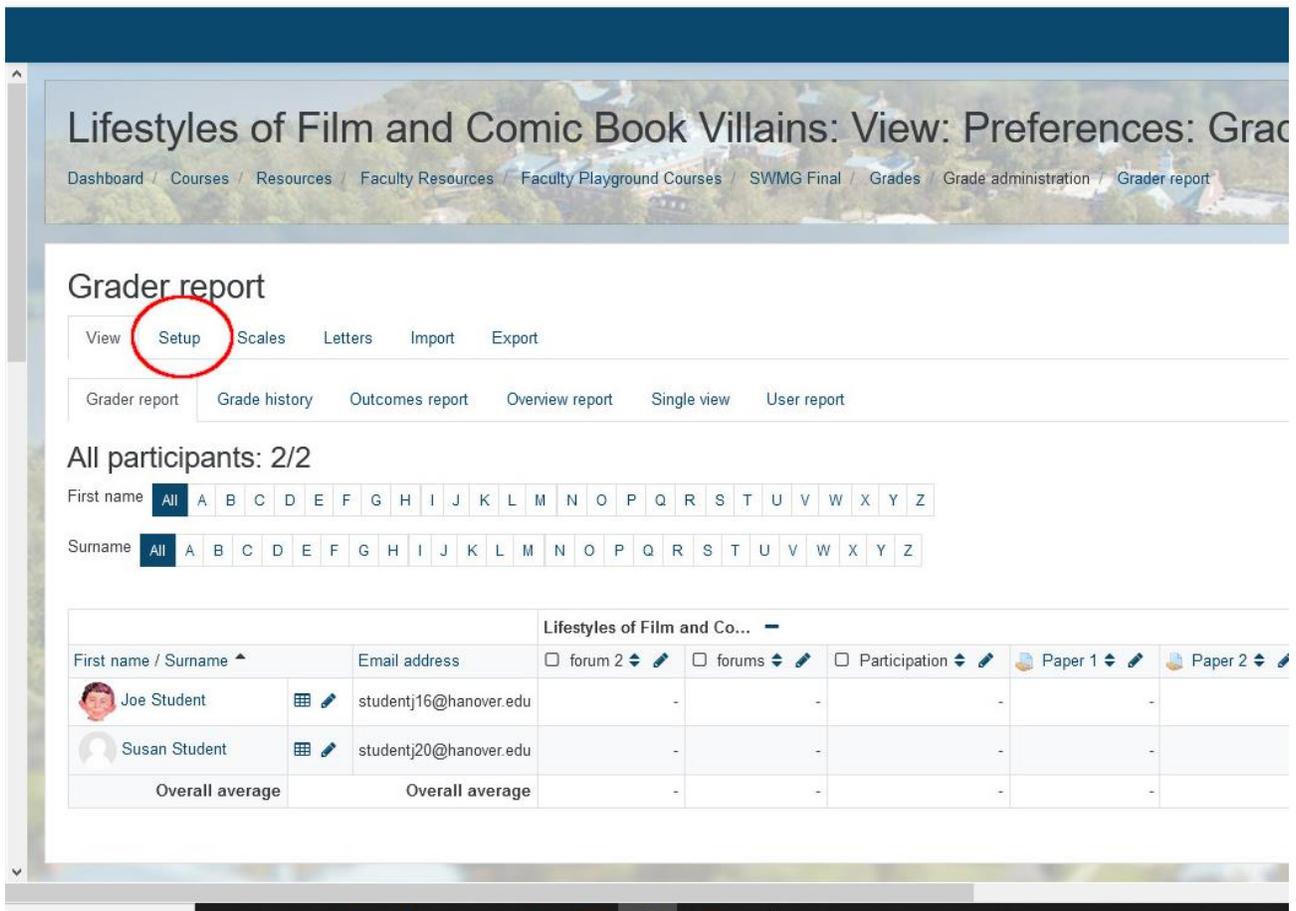
4. Pick an aggregation type to enable grading for forums. You can also fill out the other settings at this time, too, if you want.



5. After you have added all or at least some of your activities, click on Grade to access the gradebook.



6. Click on **Setup**.



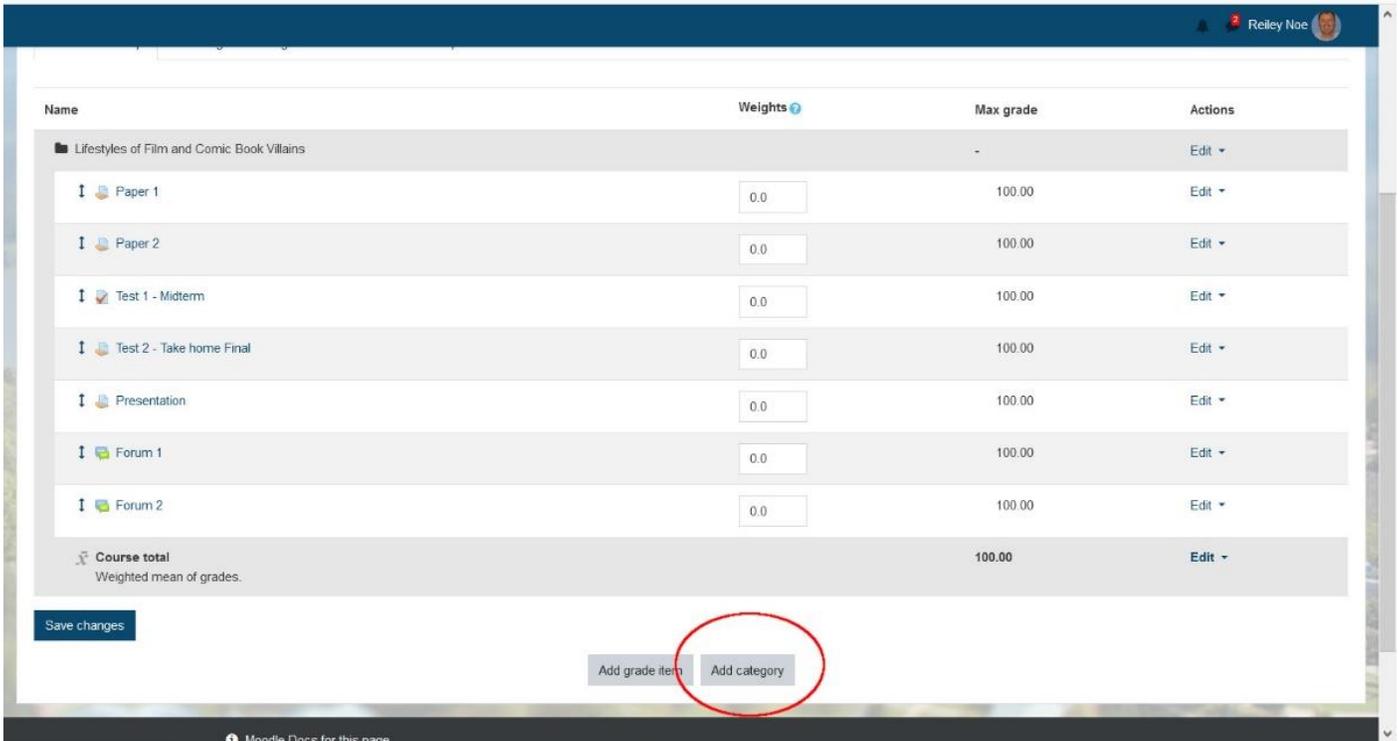
7. Go to the Edit link across from the course name at the top of the grade item list on the gradebook page. Click on Edit and then Edit Settings. You will be setting the aggregation for the course here.

The screenshot shows the 'Gradebook setup' interface. At the top, there are tabs for 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Below these are sub-tabs for 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main area is a table with columns: 'Name', 'Weights', 'Max grade', and 'Actions'. The table lists several items like 'Paper 1', 'Paper 2', 'Test 1 - Midterm', etc. The 'Actions' column for the first item has a dropdown menu open, showing 'Edit', 'Edit settings', and 'Hide'. Red circles and numbers 1 and 2 highlight the 'Edit settings' option and the 'Actions' column header respectively.

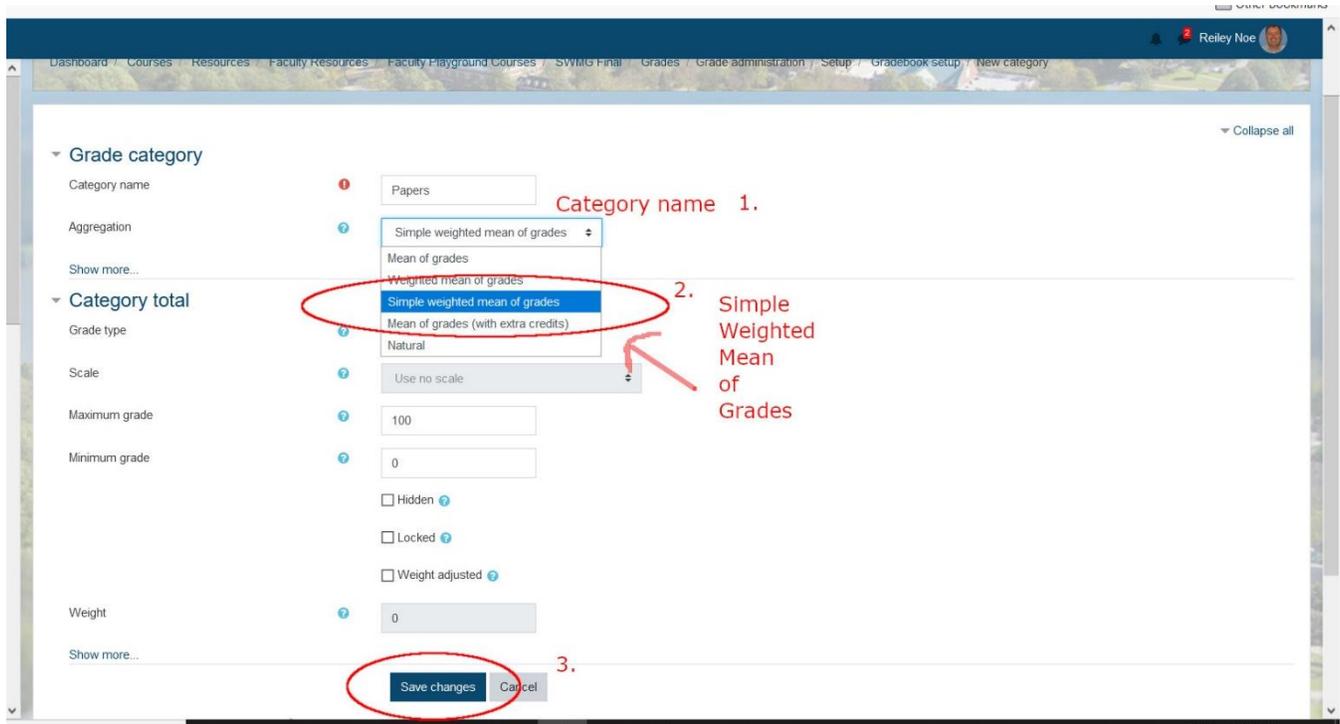
8. Leave the top blank for this one. Change the Aggregation item from Natural, which is the default to **Weighted Mean of Grades**, which is what you will need to set up the Simple Weighted Mean of Grades aggregation for the course. This topmost category is the only one that will have Weighted Mean of Grades.

The screenshot shows the 'Edit category' dialog box for 'Lifestyles of Film and Comic Book Villains'. The 'Grade category' section has a 'Category name' field that is empty, with a red note 'Leave blank' next to it. The 'Aggregation' dropdown menu is open, showing options: 'Weighted mean of grades', 'Mean of grades', 'Weighted mean of grades', 'Simple weighted mean of grades', and 'Mean of grades (with extra credits)'. The 'Weighted mean of grades' option is selected and highlighted with a red circle and number 1. The 'Category total' section has a 'Scale' dropdown set to 'Use no scale', and 'Maximum grade' and 'Minimum grade' fields set to '100.00' and '0.00' respectively. At the bottom, the 'Save changes' button is highlighted with a red circle and number 2.

9. Click on **Add Category**.



10. You will get a page for your grade category. This will let you adjust the settings for a specific grade category. Type in a name for the grade category and then select Simple Weighted Mean of Grades from the menu. You will use Simple Weighted Mean of Grades for all grade categories in the gradebook. Click **Save**.



11. Notice that at the bottom a category appears. There is a line with the category name and a folder icon at the top and below it is a line with a line above an X and the total for the category.

Category	Grade	Weight	Actions
Paper 2	0.0	100.00	Edit
Test 1 - Midterm	0.0	100.00	Edit
Test 2 - Take home Final	0.0	100.00	Edit
Presentation	0.0	100.00	Edit
Forum 1	0.0	100.00	Edit
Forum 2	0.0	100.00	Edit
Papers	0.0	-	Edit
Papers total Simple weighted mean of grades.		100.00	Edit
Course total Weighted mean of grades.		100.00	Edit

Save changes

Move selected items to: Choose...

Add grade item Add category

12. We will add another category. This one will be **Tests**. We will change it to Simple Weighted Mean of Grades and then click **Save**.

Lifestyles of Film and Comic Book Villains: Setup: Edit category

Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / SWMG Final / Grades / Grade-administration / Setup / Gradebook setup / Edit category

Grade category

Category name: Tests **Name**

Aggregation: Simple weighted mean of grades **Simple Weighted Mean of Grades**

Category total

Parent category

Save changes Cancel

There are required fields in this form marked *

13. You will notice the second category for **Tests** has been added at the bottom.

Category	Weight	Score	Grade	Options
Test 2 - Take home Final	0.0	100.00		Edit
Presentation	0.0	100.00		Edit
Forum 1	0.0	100.00		Edit
Forum 2	0.0	100.00		Edit
Papers	0.0	-	All / None	Edit
Papers total Simple weighted mean of grades.		100.00		Edit
Tests	0.0	-	All / None	Edit
Tests total Simple weighted mean of grades.		100.00		Edit
Course total Weighted mean of grades.		100.00		Edit

Save changes

Move selected items to: Choose...

Add grade item Add category

14. Repeat the steps to add all of the grade categories on the syllabus to the gradebook.

Category	Weight	Score	Grade	Options
Forum 2	0.0	100.00		Edit
Papers	0.0	-	All / None	Edit
Papers total Simple weighted mean of grades.		100.00		Edit
Tests	0.0	-	All / None	Edit
Tests total Simple weighted mean of grades.		100.00		Edit
Presentation	0.0	-	All / None	Edit
Presentation total Simple weighted mean of grades.		100.00		Edit
Forum	0.0	-	All / None	Edit
Forum total Simple weighted mean of grades.		100.00		Edit
Participation	0.0	-	All / None	Edit
Participation total Simple weighted mean of grades.		100.00		Edit
Course total Weighted mean of grades.		100.00		Edit

When all categories are added, scroll up

15. Tick the boxes across from the items that will go in the first category. In this case, click on the tick boxes next to the papers due. Next scroll down.

Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions	Select
Lifestyles of Film and Comic Book Villains		-	Edit ▾	All / None
Paper 1	0.0	100.00	Edit ▾	<input checked="" type="checkbox"/>
Paper 2	0.0	100.00	Edit ▾	<input checked="" type="checkbox"/>
Test 1 - Midterm	0.0	100.00	Edit ▾	<input type="checkbox"/>
Test 2 - Take home Final	0.0	100.00	Edit ▾	<input type="checkbox"/>
Presentation	0.0	100.00	Edit ▾	<input type="checkbox"/>
Forum 1	0.0	100.00	Edit ▾	<input type="checkbox"/>
Forum 2	0.0	100.00	Edit ▾	<input type="checkbox"/>
Papers	0.0	-	Edit ▾	All / None

Tick grade items for a category then scroll down

16. At the bottom of the page, click on the double arrow across from 'Move selected items to'. When the menu appears, click on the Papers category with your mouse.

Tests

Tests total
Simple weighted mean of grades

Presentation

Presentation total
Simple weighted mean of grades

Forum

Forum total
Simple weighted mean of grades

Participation

Participi
Simple w

Course tota
Weighted me

Save changes

Move selected items to

Choose...
Lifestyles of Film and Comic Book Villains
Papers
Tests
Presentation
Forum
Participation
Choose...

Select the category name where they are going in the menu and click on it.

Click to generate popup menu

Add grade item Add category

17. Notice that the items we ticked – paper 1 and 2 have been nested in the category between the category name – which has the folder icon – and the total line for the category.

Item	Score	Weight	Grade	Category
Test 1 - Midterm	0.0	100.00		All / None
Test 2 - Take home Final	0.0	100.00		All / None
Presentation	0.0	100.00		All / None
Forum 1	0.0	100.00		All / None
Forum 2	0.0	100.00		All / None
Papers	0.0	-		All / None
Paper 1		100.00		
Paper 2		100.00		
Papers total		100.00		
Simple weighted mean of grades.				
Tests	0.0	-		All / None
Tests total		100.00		
Simple weighted mean of grades.				
Presentation	0.0	-		All / None
Presentation total		100.00		
Simple weighted mean of grades.				

18. Now we will try a second category – Tests. If you feel that you have the hang of this, you can skip to step number 21. If you want to see this again, here you go. Tick the boxes next to the tests.

Item	Score	Weight	Grade	Category
Test 1 - Midterm	0.0	100.00		<input checked="" type="checkbox"/>
Test 2 - Take home Final	0.0	100.00		<input checked="" type="checkbox"/>
Presentation	0.0	100.00		<input type="checkbox"/>
Forum 1	0.0	100.00		<input type="checkbox"/>
Forum 2	0.0	100.00		<input type="checkbox"/>
Papers	0.0	-		All / None
Paper 1		100.00		<input type="checkbox"/>
Paper 2		100.00		<input type="checkbox"/>
Papers total		100.00		
Simple weighted mean of grades.				
Tests	0.0	-		All / None
Tests total		100.00		
Simple weighted mean of grades.				
Presentation	0.0	-		All / None
Presentation total		100.00		
Simple weighted mean of grades.				

19. Click on the double arrow across from Move items to. Then pick out the Tests selection. Click on the blue area with your mouse.

Save changes

Move selected items to

Choose... (dropdown menu)

- Choose...
- Lifestyles of Film and Comic Book Villains
- Papers
- Tests**
- Presentation
- Forum
- Participation

Add grade item Add category

To generate the menu

Category	Score	Weight	Edit	Visibility
Presentation	0.0	-	Edit	All / None
Presentation total		100.00	Edit	
Simple weighted mean of grades.				
Forum	0.0	-	Edit	All / None
Forum total		100.00	Edit	
Simple weighted mean of grades.				
Participation	0.0	-	Edit	All / None
Participation total		100.00	Edit	
Simple weighted mean of grades.				
Course total		100.00	Edit	
Weighted mean of grades.				

20. You will notice Test 1 and Test 2 have moved into that category.

Category	Score	Weight	Edit	Visibility
Papers	0.0	-	Edit	All / None
Papers total		100.00	Edit	
Simple weighted mean of grades.				
Tests	0.0	-	Edit	All / None
Test 1 - Midterm		100.00	Edit	<input type="checkbox"/>
Test 2 - Take home Final		100.00	Edit	<input type="checkbox"/>
Tests total		100.00	Edit	
Simple weighted mean of grades.				
Presentation	0.0	-	Edit	All / None
Presentation total		100.00	Edit	
Simple weighted mean of grades.				
Forum	0.0	-	Edit	All / None
Forum total		100.00	Edit	
Simple weighted mean of grades.				
Participation	0.0	-	Edit	All / None

21. Now we will move the rest of the grade items into their proper categories using the steps that we just followed.

The screenshot shows a Moodle gradebook interface with the following structure:

Category	Grade	Weight	Item	Grade	Weight	Item
Papers total	100.00		Simple weighted mean of grades.			Edit
Tests	0.0	-				Edit All / None
Test 1 - Midterm		100.00				Edit
Test 2 - Take home Final		100.00				Edit
Tests total	100.00		Simple weighted mean of grades.			Edit
Presentation	0.0	-				Edit All / None
Presentation		100.00				Edit
Presentation total	100.00		Simple weighted mean of grades.			Edit
Forum	0.0	-				Edit All / None
Forum 1		100.00				Edit
Forum 2		100.00				Edit
Forum total	100.00		Simple weighted mean of grades.			Edit
Participation	0.0	-				Edit All / None
Participation total	100.00		Simple weighted mean of grades.			Edit

We will move the rest of the grade items to their categories.

22. Notice that the participation category here does not have an activity connected to it. If you have a grade item that is not covered by an activity, you can use the Grade Item button to make a placeholder grade item. You can add this grade item to give a grade for it when you grade manually from the Grader Report tab in the Moodle gradebook.

The screenshot shows the Moodle gradebook interface with the following structure:

Category	Grade	Weight	Item	Grade	Weight	Item
Presentation total	100.00		Simple weighted mean of grades.			Edit
Forum	0.0	-				Edit All / None
Forum 1		100.00				Edit
Forum 2		100.00				Edit
Forum total	100.00		Simple weighted mean of grades.			Edit
Participation	0.0	-				Edit All / None
Participation total	100.00		Simple weighted mean of grades.			Edit
Course total	100.00		Weighted mean of grades.			Edit

At the bottom of the page, there is a "Save changes" button and a "Move selected items to" dropdown menu. Below these, there are two buttons: "Add grade item" (circled in red) and "Add category".

For Participation, you can add a grade item as a placeholder with the button...

Add grade item Add category

23. We will name the grade item **Participation** here. And then click **Save**.

Dashboard / Courses / Resources / Faculty Resources / Faculty Playground Courses / SWMG Final / Grades / Grade administration / Setup / Gradebook setup / New grade item

Grade item

Item name: Participation

Name grade item

Grade type: Value

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 0.00

Parent category: Lifestyles of Film and Comic Book Villains

Save changes

24. Just like the other grade items, we will want to move it in the proper category – **Participation**.

Item	Grade	Weight	Scale	Category
Presentation	0.0	-	-	All / None
Presentation		100.00		
Presentation total		100.00		
Simple weighted mean of grades.				
Forum	0.0	-	-	All / None
Forum 1		100.00		
Forum 2		100.00		
Forum total		100.00		
Simple weighted mean of grades.				
Participation	0.0	-	-	All / None
Participation total		100.00		
Simple weighted mean of grades.				
Participation		100.00		
Course total		100.00		
Weighted mean of grades.				

Move it into the Participation grade category in the same manner

25. Now that we've 1) set the aggregation for the course and 2) moved the grade items into their proper category, we can now add the weighting for the category. Add the percentage to the box across from the category name. For papers, we'll add 40 for 40%.

The screenshot shows the 'Gradebook setup' page with the 'Setup' tab selected. The 'Weights' column for the 'Papers' category is highlighted with a red box containing the value '40.0'. A red text overlay reads: 'Add the weightings into each box for each category'. The table below shows the following data:

Name	Weights	Max grade	Actions	Select
Lifestyles of Film and Comic Book Villains		-	Edit	All / None
Papers	40.0	-	Edit	All / None
Paper 1		100.00	Edit	<input type="checkbox"/>
Paper 2		100.00	Edit	<input type="checkbox"/>
Papers total		100.00	Edit	
Tests	0.0	-	Edit	All / None
Test 1 - Midterm		100.00	Edit	<input type="checkbox"/>
Test 2 - Take home Final		100.00	Edit	<input type="checkbox"/>
Tests total		100.00	Edit	

26. And we'll do the same for the rest of the categories so that they match the weightings on the syllabus.

The screenshot shows the 'Gradebook setup' page with the 'Weights' column for the 'Presentation', 'Forum', and 'Participation' categories highlighted with blue boxes containing the values '30.0', '10.0', and '5.0' respectively. The table below shows the following data:

Tests total		100.00	Edit	
Presentation	30.0	-	Edit	All / None
Presentation		100.00	Edit	<input type="checkbox"/>
Presentation total		100.00	Edit	
Forum	10.0	-	Edit	All / None
Forum 1		100.00	Edit	<input type="checkbox"/>
Forum 2		100.00	Edit	<input type="checkbox"/>
Forum total		100.00	Edit	
Participation	5.0	-	Edit	All / None
Participation		100.00	Edit	<input type="checkbox"/>
Participation total		100.00	Edit	
Course total		100.00	Edit	

A 'Save changes' button is visible at the bottom left of the interface.

More information

[Gradebook aggregation methods \(Helena College\)](#)

[Grade Aggregation \(Moodle Docs\)](#)

Extra Credit / Dropping the Lowest Grade

For more information about how to configure extra credit or dropping the lowest of a series of grade items, check out the [Grades and Grading](#) area of the IT Resources page