Moodle Grade Categories and Items.

Moodle lets you organize graded items in your course into categories to make managing grades easier.

There are two types of grade items in Moodle.

- **Activities** are created using the “Add an activity or resource” menu on the main page of the course when editing is turned on. Any grade, other than “None”, assigned to an Activity, will automatically create an entry in the Moodle Gradebook. Activities—Assignments, Forums, etc. --are created, edited, and deleted on the main page. (Resources do not appear in the Gradebook.)

- **Manually-created grade items** are added in the “Categories and items” section of Grades. These are grades for non-computer activities, such as class participation, written assignments on paper, and in-class presentations.

It's usually more efficient to create categories before grade items, but grade items can be moved after they are created. It’s recommended to place all course grade items into a category.

To create or manage grade categories, click **Grades** in the course Administration block.

Select “Categories and items” from the Setup section of the Grader report drop-down menu.

Clicking “Add category” will open a dialog to create a new grade category.
A name for the category is required.

The default grade for a category is 100, but other values can be used. For example, if you want items in the “Quiz” category to be worth 40% of the course grade, set “Maximum grade” to 40. Just be sure all course grade categories add up to 100.

If “None” is selected as a Grade type, the category will not appear in the Moodle Grade book.

Click **Save changes** at the bottom of the page.

The “Quiz” category will appear on the Categories and items page, but without any items in it.

Activities created on the main course page, but not assigned to categories can be moved into a category using the move icon 🔄. Click the move icon next to the item to be moved.

A list of all items and categories will display. Click in the “destination” box where the item should appear.

The grade item will appear in its new location.
To manually add a grade item to the gradebook, go to the “Categories and Items” page and click **Add grade item** at the bottom of the page.

An item name is required. Other settings are similar to those for grade items created from the “Activities and resources” menu.

A category can be assigned using the “Grade category” dropdown menu.

Click **Save changes** at the bottom of the page.

The new grade item will appear in the “Categories and items” display.

The category total will remain the same even if the number of items in the category changes.

Additional documentation on Moodle grade categories is available at:

[https://docs.moodle.org/29/en/Grade_categories](https://docs.moodle.org/29/en/Grade_categories)

(You may be required to create a free account to log in to the site.)

If you have any questions about this tutorial please contact **moodle@albright.edu**