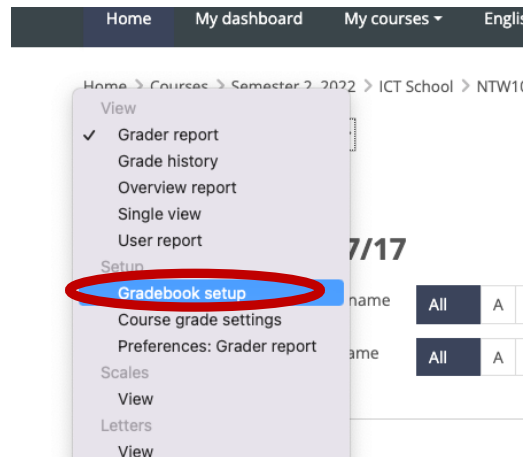


## Setting up the Gradebook in Moodle Units

1. Select to the **UNIT** from your home page: <https://moodle.pia.edu.au/>
2. Select **GRADES** on the left side of the page.
3. Go to the drop-down box and select **GRADEBOOK SET UP**.



4. Here you will see all assessments and weightings for the unit

Insert the weightings of your assessments in this column.

### Gradebook setup

Name	Weights <sup>?</sup>	Max grade	Actions
NTW100 Introduction to computer networking_S22022		-	Edit ▾
Assignment-1 (Individual Submission)	30.0	30.00	Edit ▾
Quiz 1	5.0	5.00	Edit ▾
Quiz 2	5.0	5.00	Edit ▾
Quiz 3	5.0	5.00	Edit ▾
Quiz 4	5.0	5.00	Edit ▾
Tutorial Submission	10.0	10.00	Edit ▾
Final Exam Quiz	40.0	40.00	Edit ▾
NTW100 Attendance	0.0	100.00	Edit ▾
Supplementary Assignment Submission	0.0	100.00	Edit ▾
Zoom Class S2 2022	0.0	100.00	Edit ▾
Course total Weighted mean of grades. Include empty grades.		100.00	Edit ▾


Adds up to 100

- Check that the name and weighting of each assessment **matches** the unit outline. If you need to change the final (max) grade, click on the **EDIT** button and go to **EDIT SETTINGS**.

10.0	100.00	Edit ▾
50.0		 Edit settings

- Here you change the maximum grade of a particular assessment. Once you have done this, scroll to the bottom and click the **SAVE CHANGES** button.

**IMPORTANT:** Ensure the Course Total setting is on “Weighted Mean of Grades”

 **Course total**  
Weighted mean of grades. Include empty grades.

## TROUBLESHOOTING

If your gradebook doesn't have a weighting column, there are 2 potential fixes:

Go to “Edit” as circled below and select “Edit Settings”

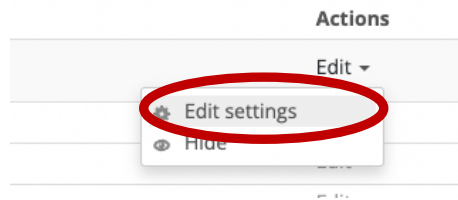
### Gradebook setup

Name	Max grade	Actions
Student Orientation	-	 Edit ▾
PIA Moodle Orientation	10.00	Edit ▾
Assessment 1	100.00	Edit ▾
Assessment 2	10.00	Edit ▾
Assessment 3	100.00	Edit ▾
Course total Simple weighted mean of grades.	100.00	Edit ▾

Save changes

Add grade item

Add category



Ensure “Weighted Means of Grades” is selected

▼ Grade category

Category name

Aggregation<sup>?</sup>

- Mean of grades
- Weighted mean of grades**
- ✓ Simple weighted mean of grades
- Mean of grades (with extra credits)
- Median of grades
- Lowest grade
- Highest grade
- Mode of grades
- Natural

▼ Category total

Grade type<sup>?</sup>

Scale<sup>?</sup>

Maximum grade<sup>?</sup>

Minimum grade<sup>?</sup>

☐ Hidden <sup>?</sup>

☐ Locked <sup>?</sup>

Save changes

Cancel

Aggregation<sup>?</sup>

Show more...

---

Show less..

☐ Exclude empty grades ?

Ensure “Exclude empty grades” box is unchecked.

This should fix the issue and the weightings will now be visible to you.



Alternatively, it might be that there's a formula in your gradebook. If you have the correct gradebook setting, you don't need to enter a formula.

Delete the formula by going to "Edit" as circled below and click on "Edit Calculation"

### Gradebook setup

Name	Max grade	Actions
Student Orientation	-	Edit ▾
PIA Moodle Orientation	10.00	Edit ▾
Assessment 1	100.00	Edit ▾
Assessment 2	10.00	Edit ▾
Assessment 3	100.00	Edit ▾
Course total Simple weighted mean of grades.	100.00	

[Save changes](#)

Edit calculation  
Hide

Clear the section below, then press "Save changes".

You will then need to ensure you have

#### Grade item

Item name

Calculation?

[Save changes](#)

[Cancel](#)

#### ID numbers

##### Student Orientation

###### Course total

PIA Moodle Orientation

Assessment 1

Assessment 2

Assessment 3

[Add ID](#)

You will then need to ensure that "Weighted mean of grades" is selected and you should see the weightings column appear.

## CHECKLIST TASKS



Ensure that assessment names and weightings match the unit outline and assessment screenshot on the Moodle unit.



Check that the course total has '**weighted means of grades**' underneath



Ensure '**Exclude empty grades**' is unselected



Ask you Head of Discipline to check your grade book if unsure.