# Gradebook settings

* Create a Level 1 grade category for summative assessments
* Must have the word ‘summative’ in the category name
* Aggregation types must be ‘weighted mean of grades’
* Weightings of assessments or categories within this Level 1 category must add up to 1, i.e. 100%
* Create a Level 1 grade category formative assessments, if required
* Weightings of assessments or categories within this Level 1 category must all be 0
* Create a Level 2 grade category if required for:
* Resits/Second sittings
* Assessment grades aggregated from multiple components
	+ Choose aggregation type from the following:
		- Mean of grades
		- Weighted mean of grades
		- Median of grades
		- Highest grade
		- Mode of grades
		- Natural
	+ Tick weight adjusted
	+ Enter the total weight of the assessment (**not** the component parts)
	+ Select the Level 1 category as the parent category

# Setting up an activity

GCAT can aggregate grades from the following activity types: Assignment, Forum, Quiz,

Workshop. Follow your ordinary processes for setting these up, and then follow the steps below, as appropriate.

Remember: If an assessment has multiple components, set each component up as an individual activity.

* Add the activity to a section on the Moodle page which also contains the name of the course, course short code, or another clear way of identifying which course the assessments are for – required for Student Dashboard
* Set correct start/available from date
* Set correct end/cut-off date / deadline
* ‘In-name only’ assignment - Untick all submission types
* Select grade type (see flowchart)
* Select grade category from dropdown list (NB: if these are not set up already, follow the steps under ‘Gradebook settings’)
* Draft submissions – select ‘Uncategorised’ from dropdown list
* Make assessments on this page visible on the Student Dashboard:
* Go to Grade Capture and Aggregation Tool
* Click settings cog
* Choose ‘Switch on display of assessments on Student Dashboard’

# Setting up a resit

* Set up a resit group containing the students taking the resit/second sitting
* Add the resit activity
* Restrict access to the resit group
* Set up a Level 2 category – Aggregation type: Highest grade
* Add the resit and original activities to this Level 2 category

# Backing up, rolling over, and archiving

* Go to the settings cog on the top right of your Moodle page
* Choose ‘Backup’
* Choose ‘Restore’
* Restore as a new course
* Adjust settings as appropriate for you
* Make sure course start and end dates are correct
* Set up ‘Archive’ category
* Move original course to ‘Archive’ category – it will be displayed on the Student Dashboard as a ‘past course’ and all assessments etc will be available for students

# Using a single Moodle page for a programme or level

* Keep assessments for each course in their own section of the Moodle page
* Restrict access to this section and the assessments in it to a grouping containing the groups of students enrolled on this course
* Set up a summative and formative category for each course