

# Beginner's Guide to Moodle Gradebook

If you haven't used Moodle Gradebook before, this would be a great time to try it out. Some benefits include:

- graded Moodle activities are automatically imported into the Moodle gradebook
- students can log in and see their grades at any time
- at the end of the semester, final grades can be sent to Portal with a few clicks.

If you'd like to get started, please follow the instructions and links below.

## Setting Up Your Gradebook

1. Make sure your grade scale in Moodle matches the grade scale for your course.
2. Decide if you want to do weighted categories in your gradebook or not.
3. If you're using weighted categories, set up the categories and put existing assignments into the correct categories.
4. Grade your assignments.

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