Set up weighted grade book items in the Moodle grade book.

1. In the “Settings” block, click “Grades”
2. In the dropdown list, under Categories and items click “Full view”
3. Be sure “Aggregation” is set to “Weighted mean of grades”
4. In the “Weight” column next to each “Max grade” value, enter the weight for that item. For 10%, enter 0.10, for 7.5%, enter 0.075, etc. Be sure all your weights in the column add up to 1.00 (100%).
5. If you want a group of items together to have a certain weight, say 30%, either divide up the 0.30 equally among items in that group (Example: To get four items together to total 30%, divide the total by four, so 0.30/4 gives a weight of 0.075 for each item). Or you could put the items in their own category and give the 0.30 weight to that category. If you do put them in a category, each item in the category should have the same weight of 1.00 (or any nonzero number actually), unless you want to further weight them within the category.
6. For an item that you don’t want to count as part of the grade, leave the item’s weight set to 0.00