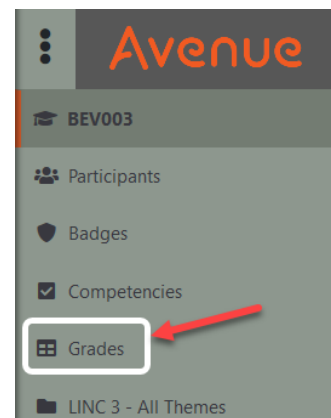# Gradebook Basics

The gradebook is a standard feature on all courses. Instructors can use the gradebook to monitor students' progress. Grades reported to the students through the gradebook feature can inspire motivation, or simply provide progress indicators to students. Instructors can use gradebook elements to generate student overall grades. It is important to understand the mechanics of managing grades for your courses. Items for consideration are displaying, customizing, importing, and exporting grades. Consideration should be given to what the students see in their gradebook as well.

Gradebook Exemplar

A gradebook exemplar can be found in the **Stage 2/3 Exemplar** course.

Viewing your Course Gradebook (Instructor)

1. Look in the **Navigation Drawer**.

2. Click on **Grades.**

The **Grader report** appears.

3. To show overall and total course grades view, select the **Change to aggregates only** icon.

4. To change back to the grades view, click on the **Change to grades only** icon.

5. The **Grades for** and **Single view** are two icons beside each student's name.
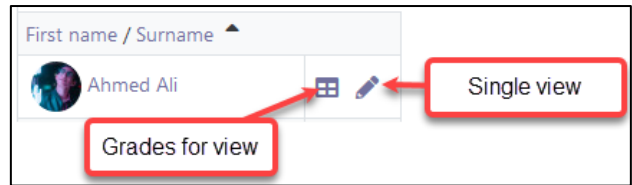
6. The **Grades for view** shows grades for only one student as in this example.

7. The **Single view** 🖉 allows a course instructor to add grade comments, change grade percentage or exclude grade from course total.

8. Like the learner **Single view**, you can view activity grades as well, click on the **Single view** icon for an activity.

9. This is useful to know how the class did on an activity.

Saving (Exporting) a Report from Your Course
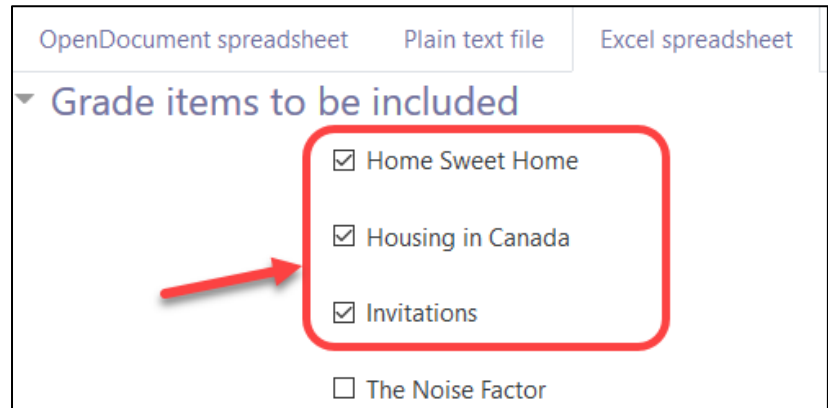
Grades reside in the gradebook for a student. If, however, you wish to keep a paper copy of grades, you will need to export a gradebook file and save it.

At the top of the **Grader report** are two rows of tabs.

1. Click on the **Export** tab on the row above the **Grader report**.

2. Several options appear, choose **Excel Spreadsheet.**

3. Choose the **Grade items to be included** on the report.

4. Click on the **Download** button.

5. Save this **Excel** file if necessary.

6. Locate the **file** on your computer and open it.

Gradebook Help Links

[Moodle Documents: Gradebook](https://docs.moodle.org/39/en/Grader_report)
<https://docs.moodle.org/39/en/Grader_report>