

## Gradebook Basics

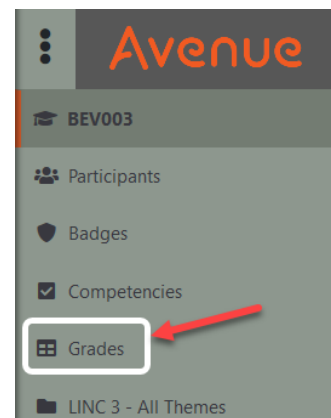
The gradebook is a standard feature on all courses. Instructors can use the gradebook to monitor students' progress. Grades reported to the students through the gradebook feature can inspire motivation, or simply provide progress indicators to students. Instructors can use gradebook elements to generate 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.

### Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report Reports

**All participants: 4/4**















First name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		Ms. Beverly's LINC 3			
First name / Surname	Email address	Home Sweet Home	Housing in Canada	Invitations	The No...
Ahmed Ali	ahmedali@fakemail.ca	99.00	80.00	91.67	
Lee Chan	leechan@fakemail.ca	66.00	100.00	86.67	
Eduardo Garcia	eduardogarcia@fakemail.ca	-	-	-	
Maria Gupte	mariagupte@fakemail.ca	33.00	91.00	88.67	
<b>Overall average</b>		66.00	90.33	89.00	

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

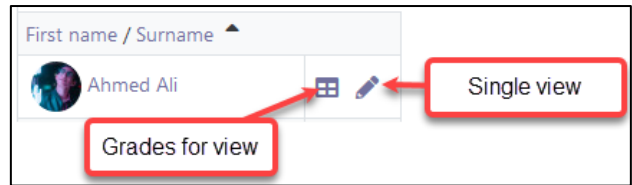
Ms. Beverly's LINC 3  

First name / Surname 			Email address	Ms. Beverly's LINC 3 
 Ahmed Ali	 	ahmedali@fakemail.ca		90.22
 Lee Chan	 	leechan@fakemail.ca		84.22
 Eduardo Garcia	 	eduardogarcia@fakemail.ca		-
 Maria Guptez	 	mariaguptez@fakemail.ca		70.89
<b>Overall average</b>				81.78







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


Ms. Beverly's LINC 3  




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.

Ahmed Ali	
Grade item	Percentage
<b>Ms. Beverly's LINC 3</b>	
 Home Sweet Home	99.00 %
 Housing in Canada	80.00 %
 Invitations	91.67 %
 The Noise Factor	
 Looking for Your Home Sweet Home Task #2	-
 <b>Course total</b> Simple weighted mean of grades.	-

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


Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
 Home Sweet Home	Ms. Beverly's LINC 3	0.00 - 100.00	100.00	excellent wo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Housing in Canada	Ms. Beverly's LINC 3	0.00 - 100.00	80.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
 Invitations	Ms. Beverly's LINC 3	0.00 - 100.00	91.67		<input type="checkbox"/>	<input type="checkbox"/>

Grade changed / override

Comment

Grade excluded

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

 Home Sweet Home	99.00
	66.00
	-
	33.00

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

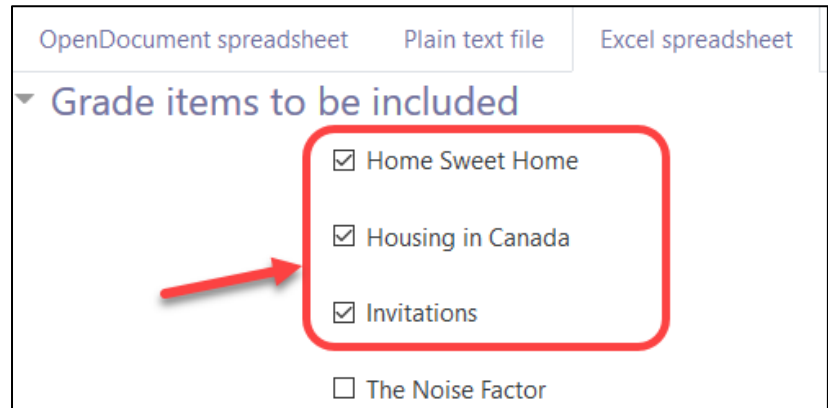
First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
  Ahmed Ali	0.00 - 100.00	99.00		<input type="checkbox"/>	<input type="checkbox"/>
  Lee Chan	0.00 - 100.00	66.00		<input type="checkbox"/>	<input type="checkbox"/>
  Eduardo Garcia	0.00 - 100.00			<input type="checkbox"/>	<input type="checkbox"/>
  Maria Gupte	0.00 - 100.00	33.00		<input type="checkbox"/>	<input type="checkbox"/>

## 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](https://docs.moodle.org/39/en/Grader_report)>