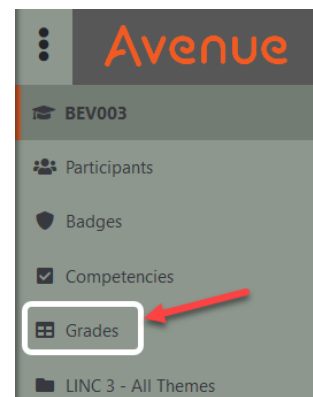


Gradebook Basics

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.

Viewing your Course Gradebook (Instructor)

1. Look in the **Navigation Drawer**.
2. Click on **Grades**.



The **Grader report** appears.

Grader report

View Setup Letters Export

Grader report Grade history Outcomes report **Overview report** User report

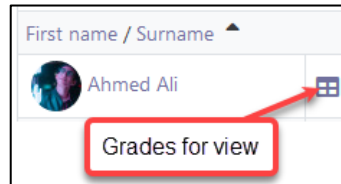
All participants: 5/5

First name All 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

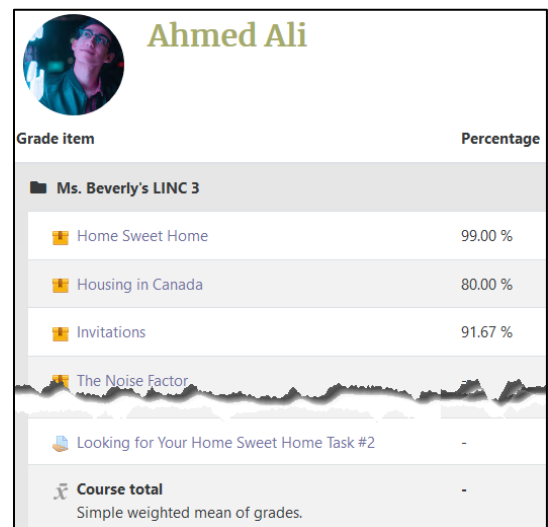
Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

		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	
Dirk Allen	knewdirk@gmail.com	-	-	-	
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	
Overall average		Overall average	66.00	90.33	89.00

3. The **Grades for** icon is located beside each student's name.



4. The **Grades for view** shows grades for only one student as in this example.

A screenshot of a 'Grades for view' report for a student named Ahmed Ali. The report shows a list of grade items and their corresponding percentages. The student's profile picture and name are at the top. The table below has two columns: 'Grade item' and 'Percentage'.

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

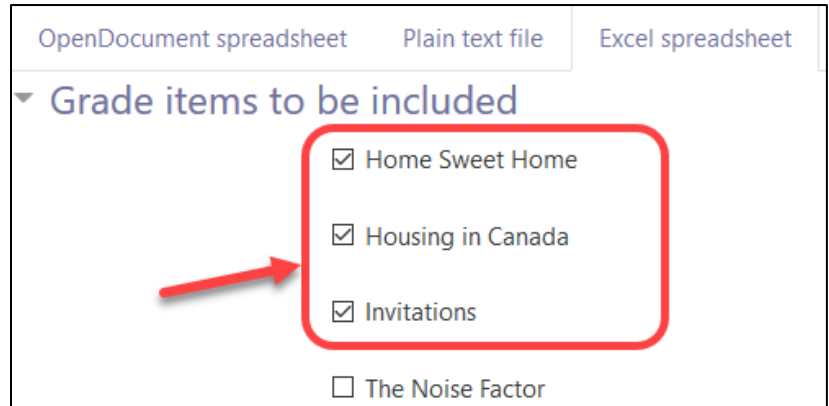
Saving (Exporting) a Report from Your Course

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.



The screenshot shows a web interface for configuring a report. At the top, there are three tabs: "OpenDocument spreadsheet", "Plain text file", and "Excel spreadsheet". Below the tabs is a section titled "Grade items to be included" with a dropdown arrow. Under this section, there are four items, each with a checkbox: "Home Sweet Home" (checked), "Housing in Canada" (checked), "Invitations" (checked), and "The Noise Factor" (unchecked). A red rounded rectangle highlights the first three items, and a red arrow points to the "Housing in Canada" checkbox.

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>