

Customizing the Teacher's Gradebook

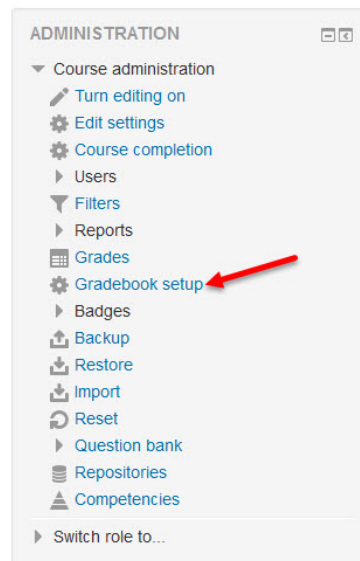
Hiding Items in the Grader Report Page

To hide unwanted activities from appearing in a teacher's view of the gradebook, the teacher needs to:

1. create a gradebook category,
2. move unwanted items into the category book, and
3. hide the category.

Creating a new Gradebook Category (and moving items into it)

1. Click *Gradebook setup* in the *Administration* block on the course home page. The Grader setup page is displayed.



Scroll to the bottom of the page

2. Click the *Add Category* button.



The *New category* page is displayed.

- Type a descriptive name for the category, e.g. Hidden activities.

Grade category

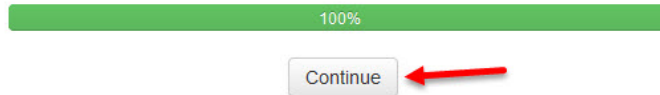
Category name* ←

Aggregation ? ▾

[Show more...](#)

- Click the *Save changes* button, a message appears, click the *Continue* button

Recalculating grades

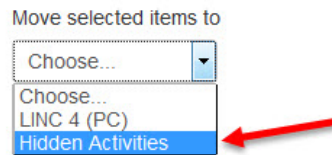


The *Gradebook setup* page re-appears.

- Select the items (by using the check boxes on the right side) that you want hidden in the Grader report. In the example below, we have selected items that are grayed out. (These grayed out items are hidden from students on the course page.)

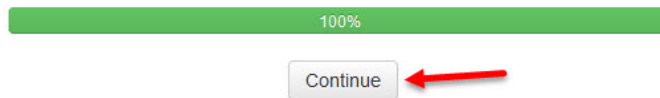
Name	Max grade	Actions	Select
<ul style="list-style-type: none"> LINC 4 (PC) 	-	Edit ▾	All / None
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Mental Health Vocabulary 	100.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Owning a Home Abroad 	1.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Making a Difference 	1.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tongue Twister /th/ 	1.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Stop Bugging Me 	100.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> What's the Message? 	100.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Practice Saying Phone Numbers 	1.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Leaving Voice Messages 	1.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> Tongue Twister /oi/ 	1.00	Edit ▾	<input type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> The Amazing Rattenbury Story (Part 1) 	100.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> The Amazing Rattenbury Story (Part 2) 	100.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> The Amazing Rattenbury Story (Part 3) 	100.00	Edit ▾	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <ul style="list-style-type: none"> The Amazing Rattenbury Story (Part 4) 	100.00	Edit ▾	<input checked="" type="checkbox"/>

6. Scroll to the bottom of the page
7. Click *Choose* in the drop-down menu next to *Move selected items to* and select the name of the new category (added in step 3). Note: By default, all gradebook items are placed in a category identified by the course short name.



The page refreshes after clicking on a category and a message appears, click the *Continue* button

Recalculating grades



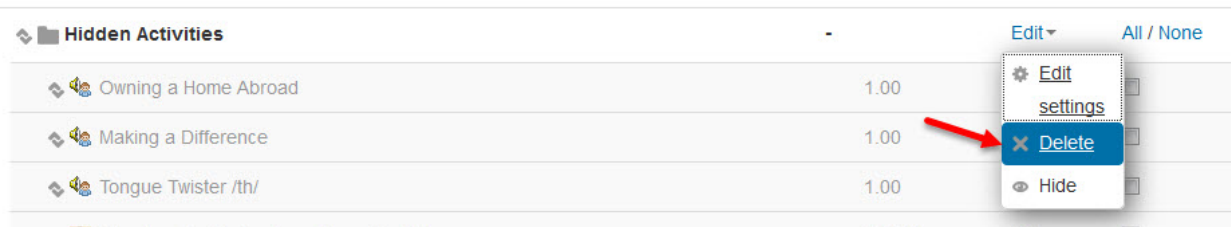
The *Gradebook setup* page re-appears.. Scroll down the page to see the updated contents of the category. Items selected in step 5 are can be seen under that category.

Hidden Activities	-	Edit	All / None
Owning a Home Abroad	1.00	Edit	
Making a Difference	1.00	Edit	
Tongue Twister /th/	1.00	Edit	
The Amazing Rattenbury Story (Part 1)	100.00	Edit	
The Amazing Rattenbury Story (Part 2)	100.00	Edit	
The Amazing Rattenbury Story (Part 3)	100.00	Edit	
The Amazing Rattenbury Story (Part 4)	100.00	Edit	

Scroll back up the page again if needed.

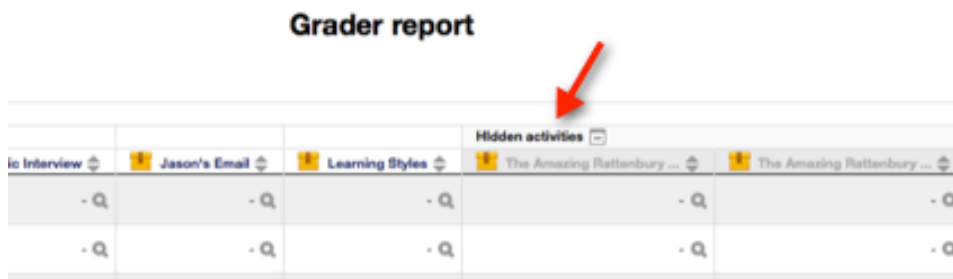
How to Delete a Category

Any category (except the default category with the course short name) can be deleted by clicking the delete icon next to it in the drop down editing menu on the *Gradebook setup* page.

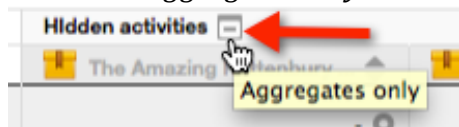


Hiding a Category (and all of its contents) on the Grader Report Page

8. Click *Grades* in the Course Administration block. The *Grader report* page re-appears.
9. Scroll to the right until the name of the new category (from Step 3) appears. It will be displayed above the first item in that category. In our example, it appears above the first grayed out item/hidden course activity.



10. Click the *Aggregates only* icon next to the category name.



If necessary click it more than once to change the icon back to *Aggregates only*.

All items in that category have been hidden in the *Grader Report* view.

Grader report

						Hidden activities
The Kobar Family 1 - ...	National Do Not Call List ...	Veterinary Clinic Interview	Jason's Email	Learning Styles	Category total	
- Q	- Q	- Q	- Q	- Q	- Q	-
- Q	- Q	- Q	- Q	- Q	- Q	-
- Q	- Q	- Q	- Q	- Q	- Q	-
- Q	- Q	- Q	- Q	- Q	- Q	-

Displaying Hidden Items on the Grader Report Page

A gradebook item in a category that is hidden can be displayed on the *Grader report* page by removing it from the hidden category. Follow these steps.

1. Click *Gradebook setup* in the *Grade administration* section of the *Administration* block.
2. Locate and select the item(s) (under the hidden category) to be removed from the category.
3. Scroll to the bottom of the page.
4. Click *Choose* in the *Move selected items to* drop-down menu.
5. Click the category with the course short name, a message appears, click the *Continue* button.
The items are moved out of the category and appear at the top of the gradebook items list.

Moving Items in the Grade Book

Items in the gradebook (e.g. on the Grader report or User report pages) can be moved/reordered by doing the following.

1. Click *Gradebook setup* in the *Grade administration* section of the *Administration* block.
2. The *Gradebook setup* page is displayed.
3. Relocate by clicking the *Move* icon beside the activity or resource that you would like to move.

Gradebook setup

Name	Max grade	Actions	Select
LINC 4 (PC)	-	Edit ▾	All / None
Owning a Home Abroad	1.00	Edit ▾	<input type="checkbox"/>

4. Click the *Move to here* icon (rectangle) to move the item to a new location.



The page automatically reloads and the item is moved to the new location.