

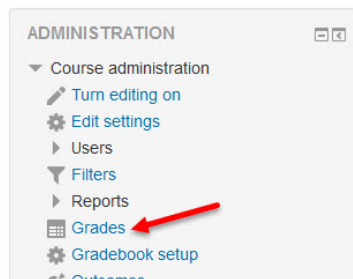
Gradebook Basics

The gradebook is a standard feature on all courses. Teachers 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. Teachers 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. As well, consideration should be given to what the students see in their gradebook.

Gradebook Exemplar

There is a gradebook exemplar that can be found in the Stage 2/3 Exemplar course.

To open the gradebook in any course, click on the Grades link in the Administration block on the left side of the course page.



Viewing your course Gradebook

1. Look for the Administration block
2. Expand Course administration
3. Click on Grades
 - The Grader report appears (see next page)

Grader report

Grader 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

			LINC 4 (OK)			
Surname	First name	Email address	Owning a Home Abroad	Making a Difference	Tongue Twister /th/	Stop Bug
	Charley Ferzam	CFerzam@hopeville.tn	1.00	1.00	1.00	
	Jorge Garcia	jg2014@freemail.org	1.00	1.00	1.00	
	Maria Gupta	Guppy5@email.ca	1.00	1.00	1.00	
	LINC Student	linc.student@edulinc.ca	1.00	1.00	1.00	
Overall average			1.00	1.00	1.00	

4. To hide the individual assignment grades and show the final grade, click on the Minimize icon

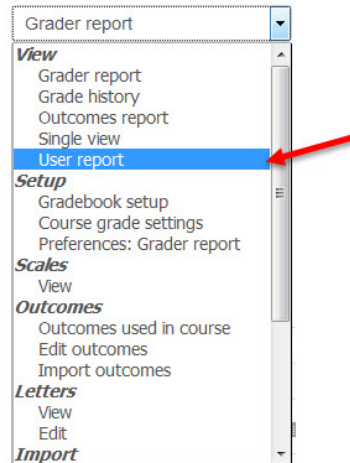
			LINC 4 (OK)			
Surname	First name	Email address	Owning a Home Abroad	Making a Difference	Tongue Twister /th/	Stop Bug
	Charley Ferzam	CFerzam@hopeville.tn	1.00	1.00	1.00	
	Jorge Garcia	jg2014@freemail.org	1.00	1.00	1.00	
	Maria Gupta	Guppy5@email.ca	1.00	1.00	1.00	
	LINC Student	linc.student@edulinc.ca	1.00	1.00	1.00	
Overall average			1.00	1.00	1.00	

5. To show the assignment grades, click on the Maximize icon

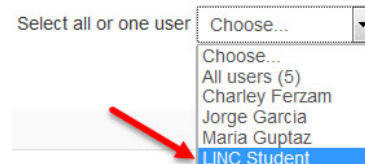
			LINC 4 (OK)	
Surname	First name	Email address	Course total	
	Charley Ferzam	CFerzam@hopeville.tn	100.00	
	Jorge Garcia	jg2014@freemail.org	100.00	
	Maria Gupta	Guppy5@email.ca	100.00	
	LINC Student	linc.student@edulinc.ca	100.00	
Overall average			100.00	

Viewing a User Report

1. Above the Grader report, click the Grader report View drop-down
2. Choose User report



3. Locate the Select all or one user drop-down
4. Click Choose, a drop-down list appears
5. Click on a student name



- The individual student User report appears

User report

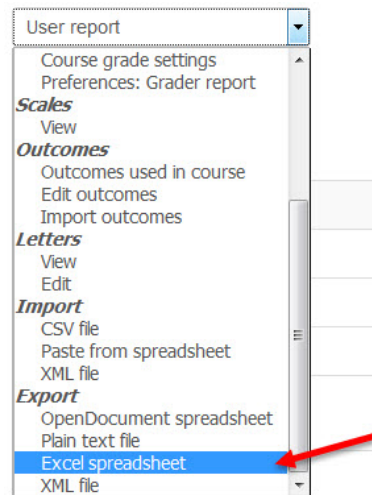
Select all or one user: LINC Student

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
LINC 4 (OK)						
Owing a Home Abroad	0.97 %	1.00	0-1	100.00 %		0.97 %
Making a Difference	0.97 %	1.00	0-1	100.00 %		0.97 %
Tongue Twister /th/	0.97 %	1.00	0-1	100.00 %		0.97 %

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.

1. Above the Grader report, click the Gradebook View drop-down
2. Choose Excel Spreadsheet under Export



3. Choose options that suit your needs
4. Click on the Download button
5. Locate the file on your computer and open it. Save it if necessary.

Gradebook Help links

[Moodle Documents: Gradebook](http://docs.moodle.org/31/en/Gradebook)

<<http://docs.moodle.org/31/en/Gradebook>>