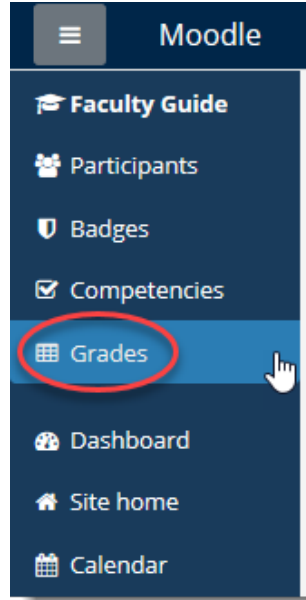


Using the Grader Report

What Is the Grader Report?

All the grades for each student in a course can be found in the course gradebook, or the **Grader report**. You can access the Grader report from your Course Home page, in the Slide Out menu.



The page automatically loads to the **Grader report** view. Here you will see all of your students listed alphabetically, along with all grades and other items to be graded.

Grader report Grader report

View Setup Scales Legacy outcomes Letters Import Export

Grader report Grade history Legacy outcomes report Overview report Single view 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](#)

Last 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](#)

Message to grade range

		Moodle Documentatio... -			
Last name	First name	Email address	Discussion Forum TEMPL...	Assignment TEMPLATE (C...	Course total
Professional Development 32		COTCstudent1@gmail.com	-	-	-
Professional Development 33		33@no-reply.com	-	-	-
Professional Development 34		34@no-reply.com	-	-	-
Professional Development 35		35@no-reply.com	-	-	-
Professional Development 36		36@no-reply.com	-	-	-
Overall average			0.00	0.00	0.00

Using the Grader Report

Scrolling Through the Gradebook

The gradebook allows for smooth and stable scrolling horizontally and vertically through grades. It uses the whole window, making it accessible on all platforms. (Note: horizontal scrolling is at the bottom of the browser window, and there is no horizontal scrollbar at the top.)

				Moodle Documentation Course		
				Quizzes		
Last name	First name	Email address		Quiz 1	Quiz 2	Quiz 3
Professional Development 32		COTCstudent1@gmail.com		17.00	10.00	10.00
Professional Development 33		33@no-reply.com		20.00	10.00	10.00
Professional Development 34		34@no-reply.com		10.00	10.00	10.00
Professional Development 35		35@no-reply.com		20.00	10.00	9.00
Professional Development 36		36@no-reply.com		0.00	0.00	0.00

Slide the bar left or right!

You can also use the vertical scrollbar to scroll up and down through students.

			Slide the bar up or down!	
	Take-Home Quiz #1	Take-Home Quiz #2	Reflec	
- q		22.00 q		
- q		25.00 q		
- q		20.00 q		
- q		25.00 q		

Using the Grader Report

Grader Report Display Settings

Along the top of the Grader report, there are several rows: the course name, the grade category and the columns for each assignment.

Course Name		Moodle Documentation Course					
Quizzes		Grade Category					
Last name	First name	Assignments	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5
Professional Development 32		COTCstudent1@gmail.com	17.00	10.00	10.00	10.00	10.00
Professional Development 33		33@no-reply.com	20.00	10.00	10.00	10.00	10.00
Professional Development 34		34@no-reply.com	10.00	10.00	10.00	10.00	10.00

Each of these rows can be manipulated in some way, to hide or show different options using the clickable icons ([-]) ([+]) (+).

Moodle Documentation Course					
Quizzes					
Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	
17.00	10.00	10.00	10.00	10.00	


NOTE: The icons for the assignments ([] [] []) will be discussed in the next section of this document.


Clicking on the [-] in the course name row, will change the view to aggregates only. Allowing you to view the course total only for each student.

Moodle Documentation Course					
Quizzes					
Change to aggregates only					
Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	


Using the Grader Report


Moodle Documentation Course			Course total
Last name	First name	Email address	
Professional Development 32		COTCstudent1@gmail.com	478.50
Professional Development 33		33@no-reply.com	361.00


Clicking the  icon will expand the gradebook back out completely.


Clicking on the  in the grade category row, will change the view to aggregates only. Once again, giving you the grade category totals only.


Quizzes	Quiz 1	Change to aggregates only
		

Quizzes	Quizzes total
	57.00
	60.00

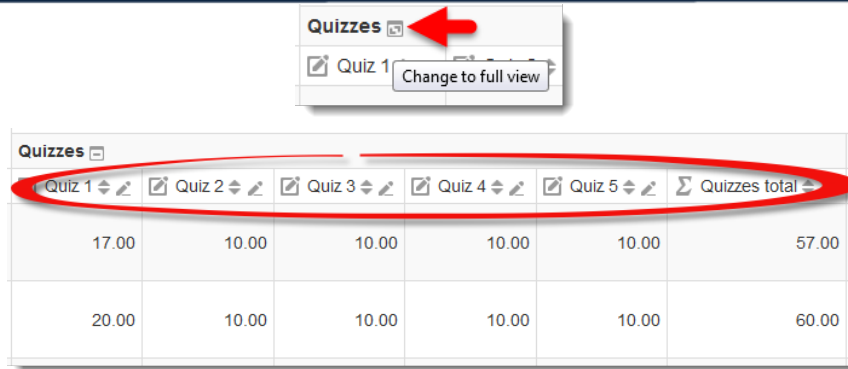
The difference here, is that clicking on the  icon in this row, will allow you to change to grades only, instead of expanding back to all grades. This view will *not allow* you to see the grade category total.

Quizzes	Lab Pro
	
Quizzes	Change to grades only

Quizzes	Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5
	17.00	10.00	10.00	10.00	10.00
	20.00	10.00	10.00	10.00	10.00




From here, you can click the  icon next to the grade category and that will change back to full view, showing all grades for that category and the category total.


Using the Grader Report

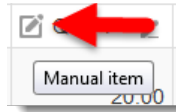



Quiz 1	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quizzes total
17.00	10.00	10.00	10.00	10.00	57.00
20.00	10.00	10.00	10.00	10.00	60.00


Assignment Display Settings

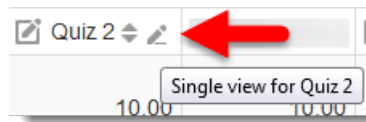
The icons for the assignments section (  ) are as follows:

 - This icon shows you that you are in Manual item mode and by clicking on the grade you can manually enter a grade into the gradebook.



 - This icon allows you to sort the grades in descending order and then you have the option to choose (▲) to switch to ascending order and from the ascending order you can choose (▼) to switch back to descending order.

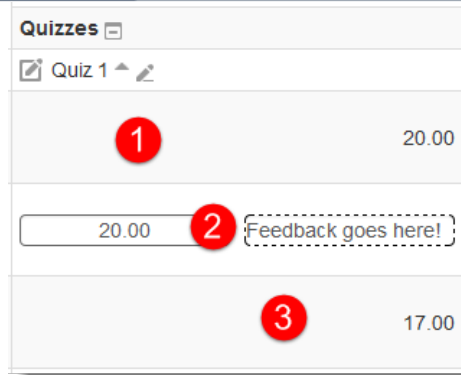
 - This icon gives you the option to view the assignment in **Single view**. The **Single view** page allows you to enter all students' grades and feedback for that assignment from one place.



Grading in Manual Item View (Grading from the main page of the Grader report)

1. Click in the cell that corresponds to the student and assignment you need to enter a new grade for.
2. Two boxes will appear in the cell:
 - a. **Grade Box:** Enter the student's grade in the solid box.
 - b. **Dashed-line Box:** Enter any feedback (optional) into the dashed-line box.
3. Click in the cell for the next student to continue grading.

Using the Grader Report



The screenshot shows a Moodle Grader Report for a quiz. It features a table with columns for the quiz name, score, and feedback. A red circle with the number '1' is placed over the score '20.00' in the first row. A red circle with the number '2' is placed over the score '20.00' in the second row, which also has a feedback box containing the text 'Feedback goes here!'. A red circle with the number '3' is placed over the score '17.00' in the third row.

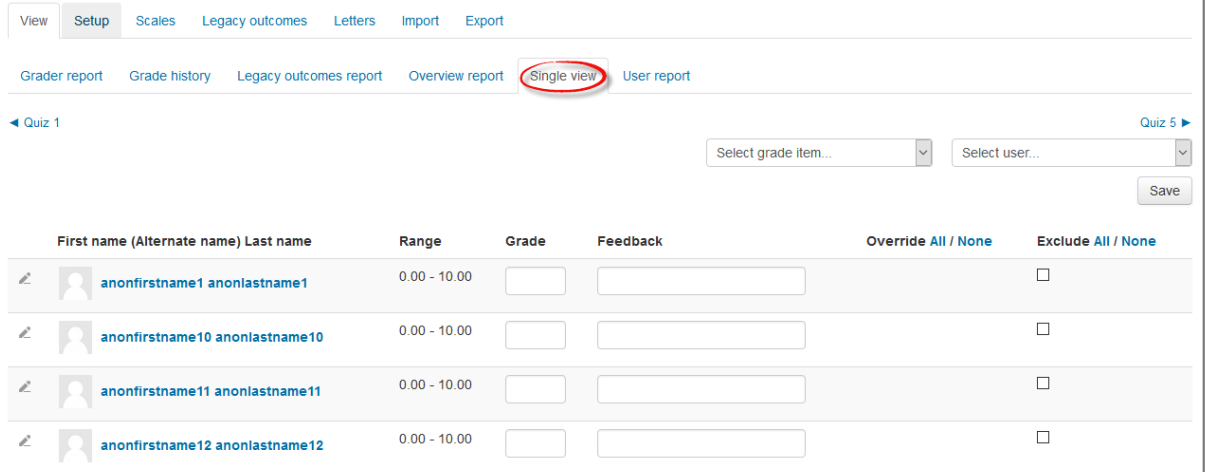
Quizzes		
Quiz 1	20.00	
20.00	Feedback goes here!	
	17.00	

Using the Grader Report

Grading in Single View

Clicking on the pencil icon (✎) in any assignment on the **Grader report** will take you to the **Single view** page.

Grade item: Quiz 2



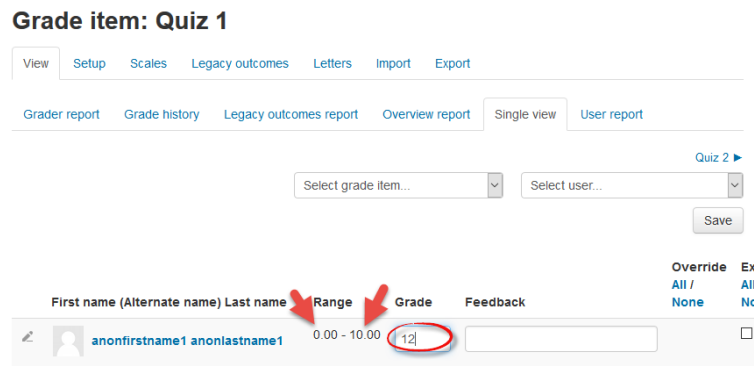
The screenshot shows the Moodle Grader Report interface for 'Quiz 2' in 'Single view' mode. At the top, there are tabs for 'View', 'Setup', 'Scales', 'Legacy outcomes', 'Letters', 'Import', and 'Export'. Below these are report type tabs: 'Grader report', 'Grade history', 'Legacy outcomes report', 'Overview report', 'Single view' (highlighted with a red circle), and 'User report'. A navigation bar shows 'Quiz 1' on the left and 'Quiz 5' on the right. There are two dropdown menus: 'Select grade item...' and 'Select user...'. A 'Save' button is located at the bottom right of the header area.

First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
anonfirstname1 anonlastname1	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
anonfirstname10 anonlastname10	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
anonfirstname11 anonlastname11	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
anonfirstname12 anonlastname12	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this tab you will enter the grade and the feedback as needed. Click **Save** at the bottom on the page to save the grades you have entered. The Moodle gradebook will automatically update.

Maximum Grades in Moodle

Moodle has a special rule regarding maximum grades. It will not let you give more than 100% for any grade item. For example, in **Single view**, Moodle tells you the lowest and highest values possible for each assignment.



The screenshot shows the Moodle Grader Report interface for 'Quiz 1' in 'Single view' mode. The 'Grade' column for the first student, 'anonfirstname1 anonlastname1', has the value '12' entered and is circled in red. Red arrows point to the 'Range' and 'Grade' columns. The 'Range' is '0.00 - 10.00'. The 'Grade' field is '12'. The 'Feedback' field is empty. The 'Override All / None' and 'Exclude All / None' checkboxes are unchecked.

Using the Grader Report

In this example, if you hit save after entering this grade of 22 points (2 points higher than what you have set as the maximum grade) Moodle will give you an error. Click **Continue** to go back to Single view and make any necessary corrections.

The grade entered for Quiz 1 for Professional Development 32 is more than the maximum allowed

Grades were set for 1 items

Continue

First name (Alternate name) Last name	Range	Grade
  Professional Development 32	0.00 - 20.00	20.00

You can now click **Save** and Moodle will notify you that the grade has been saved. Click the Grader report tab to return to the Gradebook.