

# Locate missing grade book totals

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A gradebook may viewed in “aggregate only”, “grades only” or “full view” formats.


1. Locate the gradebook in your course
2. Select the “View” format and “Grader Report”



## Grader report


View	Setup	Scales	Outcomes	Letters	Import	Export	
Course Grade Breakdown	Grader report	Grade history	Outcomes report	Overview report	Quick edit	Single view	User report

3. Locate the course title just above your first assignment
4. Next to the course title will be a clickable icon that allows viewing the course in “aggregate only” “grades only” or “full view”


Surname ▲ First name		Email address	SWLA tour 	Introduction 	lessononeswla 	Q2 	Q3 
				10.00	20.00 	- 	-
Overall average				10.00	20.00	-	-

**SWLA tour**  Clicking this icon will result in the aggregate or course total view only. See example below:

			SWLA tour 
Surname ▲	First name	Email address	Σ Course total 
			30.00
Overall average			30.00

**SWLA tour**  Clicking this icon will result in grades view only with no course total appearing. See example below:

			SWLA tour			
Surname	First name	Email address	Introduction	lessononeswla	Q2	Q3
			10.00	20.00	-	-
Overall average			10.00	20.00	-	-

 Selecting this icon will result in the full view with grades and totals available. See example below.

			SWLA tour				
Surname	First name	Email address	Introduction	lessononeswla	Q2	Q3	Course total
			10.00	20.00	-	-	30.00
Overall average			10.00	20.00	-	-	30.00

NOTE: An instructor may also view a student's grades by selecting the icon next to the student's name. See screenshot with icon circled in blue.

			SWLA tour				
Surname	First name	Email address	Introduction	lessononeswla	Q2	Q3	Course total
			10.00	20.00	-	-	30.00
Overall average			10.00	20.00	-	-	30.00

When clicking on the icon next to student's name, an instructor has the option to view the student's grade summary. Ensure that you are viewing this report as the instructor "Myself" if you wish to see the student's contribution to the course total. This area may also be access by having the gradebook in "View" mode and selecting "User Report".

						Select all or one user
						View report as Myself
Grade item	Calculated weight	Grade	Range	Feedback	Contribution to course total	
SWLA tour						
Introduction	90.91 %	10.00	0-100		9.09 %	
lessononeswla	9.09 %	20.00	0-10		18.18 %	
Q2	0.00 % ( Empty )	-	0-10		0.00 %	
Q3	0.00 % ( Empty )	-	0-100		0.00 %	
Course total	-	30.00	0-110		-	

When selecting the pencil icon (circled in gold), you may edit a student's grades, provide

feedback, override a grade assignment, or excuse a student from an assignment. This may also be accessed with the gradebook in “View” mode with the “Single View” option selected.

Select grade item...

Select user...

Save

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Introduction	SWLA tour	0.00 - 100.00	10.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
lessononeswla	SWLA tour	0.00 - 10.00	20.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q2	SWLA tour	0.00 - 10.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q3	SWLA tour	0.00 - 100.00	<input type="text"/>	<input type="text"/>		<input type="checkbox"/>
Course total	SWLA tour	0.00 - 220.00	30.00	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

To excuse a student from an assignment:

1. Locate the assignment you wish to excuse and select the box under the “exclude” option.

2. Select “Save”

3. Return to Gradebook

4. You will now see the word “Excluded” where that assignment is.

SWLA tour

Introduction	lessononeswla	Q2	Q3	Course total
-	Excluded	-	-	-
-	-	-	-	-

To override a grade, one would select “override” and select the assignments desired. Return to the gradebook, the grade should no longer appear on the assignments.