

# Gradebook views in Moodle: An Overview of Gradebook Features

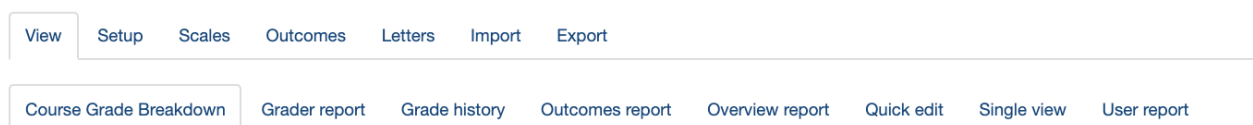
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## Open the Course Gradebook in Moodle

With the Moodle gradebook open, select the View tab for the Grader report, one of several views you can use to track student progress and manage gradebook functions. Use the navigation tabs or the drop down box to change the report views.

### View tab

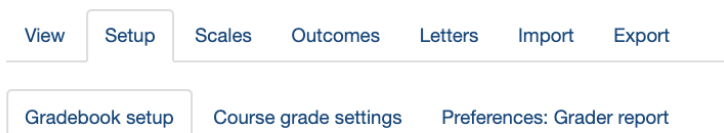
Under the View tab, you will see:



- **Course Grade Breakdown** allows instructors to customize grades for activities in Moodle.
- **Grader report** shows the complete gradebook for the entire class, including all graded activities created for the course. Click Turn editing on to manually enter or edit grades. Some activities provide a separate grading interface that automatically updates grades in the gradebook.
- **Grade history** shows a complete report of all grades entered and changed for the course. This can be particularly useful if there are multiple people grading in one course.
- **Outcomes report** lists what a student has demonstrated and understood at the completion of an activity or course.
- **Overview report** lists all the courses a student is enrolled in together with the total grade for each course. Use the drop-down (top-right) to select a particular student.
- **Quick Edit**
- **Single view** allows you to enter grades for all students for a particular activity, or grades for a particular student for all activities.
- **User report** shows a grade report for a particular student. This is the same view that students have of their grades. Use the drop-down (top-right) to select a particular student.

### Setup tab

Under the Setup tab, you will see:



- **Gradebook setup** controls the arrangement of your gradebook columns and how grades are calculated.
- **Course grade settings** determine how the gradebook appears for all participants in the course.
- **Preferences: Grader report** lets you customize your personal view of the Grader report (e.g., how many students are shown per page).

**Note:** Settings made under *Preferences: Grader report* apply to all courses you teach.

### Scales tab

Under the Scales tab set up custom scales.

### **Standard & Custom Grading Scales in Moodle**

#### **Outcomes tab**

View	Setup	Scales	Outcomes	Letters	Import	Export
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Outcomes used in course	Edit outcomes	Import outcomes
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Outcomes are specific descriptions of what a student has demonstrated and understood at the completion of an activity or course. Each outcome is set up to be rated by some sort of scale.

#### **Letters tab**

View	Setup	Scales	Outcomes	Letters	Import	Export
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View	Edit
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Under the Letter tab set up custom Letter grade scales.

### **Letter Grades in Moodle**

#### **Import and Export tab**

Under the Import and Export tabs, you can import gradebook data from a spreadsheet or export data to a spreadsheet.

#### **Import Tab**

View	Setup	Scales	Outcomes	Letters	Import	Export
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CSV file	Paste from spreadsheet	Sync Pearson MyLab & Mastering Grades	XML file
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### **Import Student Data to the Moodle Gradebook**

#### **Export Tab**

View	Setup	Scales	Outcomes	Letters	Import	Export
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OpenDocument spreadsheet	Plain text file	Excel spreadsheet	XML file
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### **Export Gradebook Data from Moodle**

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