

Moodle Gradebook

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The Moodle gradebook automatically aggregates scores and feedback from assignments, activities, and/or manual grades from your course. Students can view their own grades in individualized reports which protect student privacy. Instructors can decide when and how students see the gradebook. Instructors and Teaching Assistants can use the gradebook to manually enter and edit grades (Override), import grades from outside sources, or export the gradebook to backup the gradebook or to manage it in another software (like Excel).

McNeese encourages faculty members to set up their gradebooks to calculate a letter grade for the course. Providing students with a letter grade helps students easily understand how well they are doing in class. The articles below will provide **steps for Moodle to calculate letter grades for your course**.

Moodle maintains a history of changes made to the gradebook to allow instructors to audit who made changes and when.

Overview

[How Grading Works in Moodle](#)

[Alternate Grading Methods and Feedback](#)

[How to Open the Course Gradebook in Moodle](#)

[Give Students a Running Total of Their Letter Grade](#)

Setup Your Gradebook

[Gradebook Views: An Overview of Gradebook Features](#)

Grade Book Visibility

- [Gradebook Visibility](#)
- [Control Visibility of Grade Items](#)
- [View Students Grades in a Course](#)
- [Sort the Moodle Gradebook Using Groups](#)

Configure the Gradebook

- [Create and Organize Items and Categorizes](#)
 - [Add a Grade Item Column](#)
 - [Manually Add a Grade Item Column](#)
 - [Add Extra Credit Item](#)
 - [Add a Grade Category](#)
 - [Move Grade Items and Categories](#)
 - [Delete Grade Items and Categories](#)
- [Grade Category Options](#)
 - [Add a Grade Category](#)
 - [Modify the Setting of an Existing Category](#)
 - [Category Aggregation](#)
 - [Exclude Empty Grades](#)

Enter, Import & Export Grades

Drop Lowest Grade

Give Extra Credit and Add to Gradebook Calculation

Modify Extra Credit in Gradebook Calculation

Review Individual student grades or filter the grade book by groups

- Sort the Moodle Gradebook Using Groups

Import grades from external sources or export data to calculate grades in external software

- Export grades

Gradebook Troubleshooting

- Locate missing gradebook totals
 - Grade Total Not Showing?
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