Instructor's Guide to View and Download Moodle Grade Report

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Overview

This guide was developed for instructors to view and download Moodle Grade Report for individual subjects. Every subject has a separate gradebook which can be accessed from the "Grades" or the "Gradebook Setup" link. Moodle gradebook setup allows assessments to be arranged in categories for easy management the assessments. In addition, the items that need to be downloaded can be chosen based on the requirements of the grade report. The grade report can be downloaded and saved in csv and open document spreadsheet.

Guiding steps to view and download Moodle Grade Report

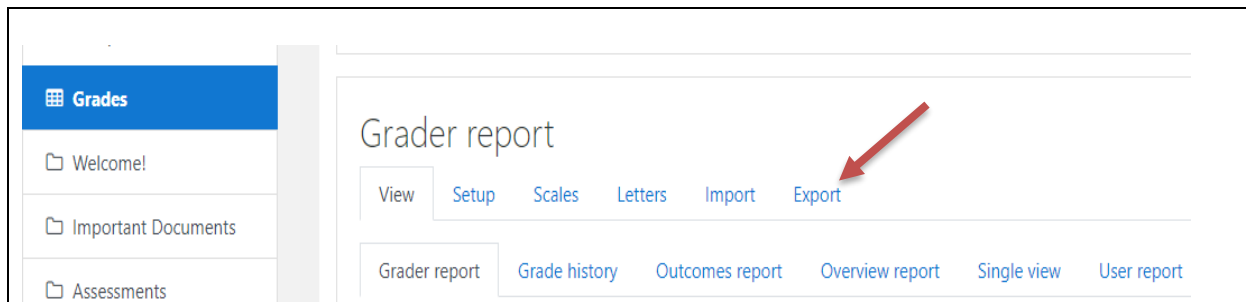To view and download/ generate Moodle Grade Report, use the following steps.

Step 1:

Login to Moodle page, go to **Settings** >> **Gradebook Setup** >> "**Grades**" OR directly click "**Grades**" from the Administration block.
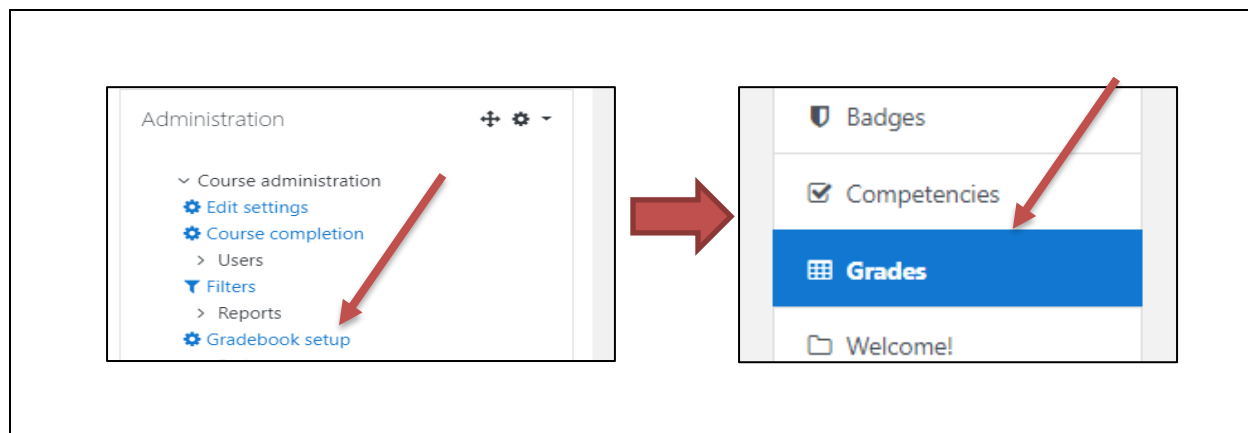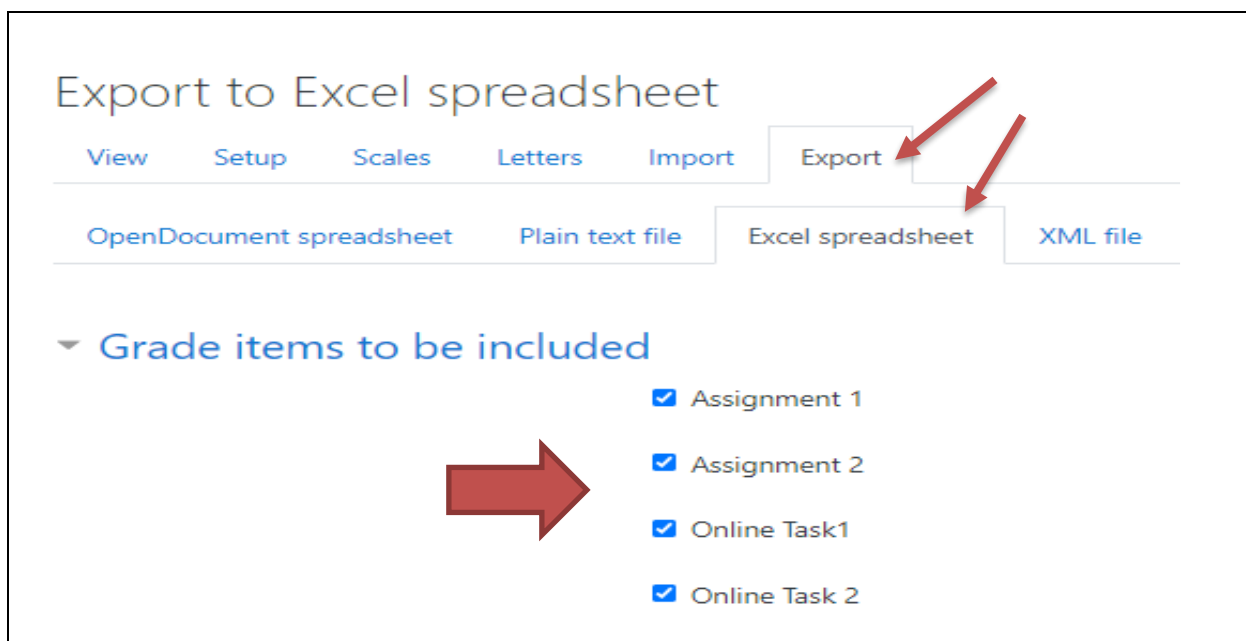
Step 2:

Click "**Export**" from the "**Grader report**".

Step 3:

Select "**Excel spreadsheet**" >> **choose** the assessments to be included in the grade report

Step 4:

Go down the page, set the "**Export format options**" and "**Download**" the grade report.

Open the downloaded file, and use grade report to analyze students' performance.

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