

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".

I Grades			
Welcome!	Grader report		
	View Setup Scales Letters Import Export		
Important Documents			
C Assessments	Grader report Grade history Outcomes report Overview report Single view User report		

Step 3:

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

Export to Excel spreadsheet				
View Setup Scales Letters	Import Export			
OpenDocument spreadsheet Plain	text file Excel spreadsheet XML file			
 Grade items to be included Assignment 1 				
	Assignment 2			
	Online Task1			
	Online Task 2			

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Step 4:

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

 Export format options 		
	Include feedback in export	
	Exclude suspended users ??	
Grade export display types	🗹 Real 🗹 Percentage 🛛 Letter	
Grade export decimal places	2 🗢	
	Download	

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

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