

Grade Report Views

In the gradebook, Moodle has four functional types of grade reports available to users. Each serves a different function, and only certain [Moodle roles \(https://wp.stolaf.edu/it/?page_id=9455\)](https://wp.stolaf.edu/it/?page_id=9455) can view some reports.

Grader Report

The grader report can only be seen by users in the role of teacher and non-editing teacher. This view displays all students and all grade item scores in a table. Scores can be edited directly in this report and save automatically. (Category totals do not update automatically. You must refresh the page to update them.) Entering scores through the grader report is convenient, but there is one caveat. Any scores entered for Moodle activities on this page override scores given on the activity page itself. The using the gradebook guide discusses entering grades and grade overrides in further detail. To change what is visible in the grader report, visit the [grader report preferences page \(https://wp.stolaf.edu/it/?page_id=10055\)](https://wp.stolaf.edu/it/?page_id=10055).

Note in the screenshot below that grade items extend in columns to the right. When scrolling horizontally, the name column will freeze, enabling you to view student names at all times.

Last name	First name	Email address	Class Basics	Oral Presentation	Haydn Trumpet Concerto Paper	Final Paper	Medieval/Renaissance
Benjamin		@stolaf.edu	-	-	-	-	-
Deugas		@stolaf.edu	-	-	-	-	-
Sarah		@stolaf.edu	-	45.00 (100.00 %)	-	-	-
Jason		@stolaf.edu	-	-	-	-	-
Ezra		@stolaf.edu	-	-	-	-	-
Overall average			-	45.00 (100.00 %)	-	-	-

Single View

This view is only available to teachers. Its name come from the fact that you can view a single student or a single grade item at a time. Use the drop down menus to select a grade item or user to view. You can edit grades and feedback for offline activities in this view. You can also edit online Moodle activities, but the

Override checkbox must be selected first. Grades entered manually in this view for online activities will disable grading through the activity's own grading interface. When finished editing, select **Save**.

Administration > Single view

Single view

Grade item: Haydn Trumpet Concerto Paper

View Setup Scales Letters Import Export

Grader report Outcomes report Overview report **Single view** User report

4 Oral Presentation Final Paper ▶

Visible groups: All participants

Select grade item... Select user... Save

First name (Alternate name) Last name	Range	Grade	Feedback	Override All / None	Exclude All / None
Benjamin	0.00 - 75.00	42.00	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Douglas	0.00 - 75.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sarah	0.00 - 75.00	17.01	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason	0.00 - 75.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ezra	0.00 - 75.00	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Perform bulk insert

For Insert value

Bulk inserts of grade values can be performed by selecting the **Perform bulk insert** box at the bottom of the page and using the drop down menu. Select **Save** to perform the insert.

To excuse a student from an assignment, select the **Excluded** box in the right column. The grade item will not be included in the student's course grade. The student's score will be counted for overall class average.

User Report

This report displays complete grade details in that course for a single user. Teachers and non-editing teachers can view user reports for all participants. TAs/Graders and students can only view user reports for themselves. Scores and feedback cannot be edited from this report, only viewed. To change what appears details to you and to students in the user report, visit the [course grade settings page](https://wp.stolaf.edu/it/?page_id=10055) (https://wp.stolaf.edu/it/?page_id=10055).



Sarah

User report

View Setup Scales Letters Import Export

Grader report Outcomes report Overview report Single view **User report**

Visible groups: All participants

Select all or one user Sarah

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback	Contribution to course total
Sample Course: Music 1xx							
Assignments							
<input type="checkbox"/> Brass Basics	0.00 % (Empty)	-	0-49	-	-	-	0.00 %
<input checked="" type="checkbox"/> Oral Presentation	100.00 %	45.00 (100.00 %)	0-45	100.00 %	A	-	60.00 %
<input type="checkbox"/> Haydn Trumpet Concerto Paper	100.00 % (Extra credit)	17.01 (22.68 %)	0-75	22.68 %	F	-	22.68 %
<input type="checkbox"/> Final Paper	0.00 % (Empty)	-	0-100	-	-	-	0.00 %
Σ Assignments total	60.00 %	45.00 (100.00 %)	0-45	100.00 %	A	-	-
Performance							
<input checked="" type="checkbox"/> Medieval/Renaissance Excerpts	100.00 %	15.00 (60.00 %)	0-25	60.00 %	D	-	21.00 %
<input checked="" type="checkbox"/> Baroque Excerpts	0.00 % (Empty)	-	0-25	-	-	-	0.00 %
<input checked="" type="checkbox"/> Classical Excerpts	0.00 % (Dropped)	25.00 (100.00 %)	0-25	100.00 %	A	-	0.00 %
<input checked="" type="checkbox"/> Romantic Excerpts	0.00 % (Dropped)	0.00 (0.00 %)	0-25	0.00 %	F	-	0.00 %
<input checked="" type="checkbox"/> Contemporary Excerpts	0.00 % (Dropped)	0.00 (0.00 %)	0-25	0.00 %	F	-	0.00 %
Σ Performance total	35.00 %	15.00 (60.00 %)	0-25	60.00 %	D	-	-
Participation							
<input type="checkbox"/> Introductions and the Use of Brass	50.00 %	2.00 (20.00 %)	0-10	20.00 %	F	-	0.50 %
<input checked="" type="checkbox"/> In class discussion	50.00 %	10.00 (100.00 %)	0-10	100.00 %	A	-	2.50 %
Σ Participation total	5.00 %	12.00 (60.00 %)	0-20	60.00 %	D	-	-
Course total Weighted mean of grades	-	84.00 (84.00 %)	0-100	84.00 %	B	-	-

Overview Report

This report, visible only to students and TAs, allows users to see their grades for all courses they are enrolled in.

The screenshot shows a Blackboard user interface. At the top, there is a breadcrumb trail: "Training Sites > Music 300". Below this is a navigation sidebar on the left with various menu items like "Home", "Courses", "Grades", etc. The main content area features a user profile for "Sarah" with a Kermit the Frog avatar. Below the profile, there are navigation tabs for "Overview report", "Grader report", "Outcomes report", "Single view", and "User report". The "Overview report" tab is selected, showing a table of course grades. The table has two columns: "Course name" and "Grade".

Course name	Grade
Sample Course: Music 300	84.00 (84.00 %)
Music Fall 2016-17	-
Mathematics Fall 2016-17	-
Music Fall 2016-17	-
Music Fall 2016-17	-
Music Performance Studies Fall 2016-17	-
Religion Fall 2016-17	-

Now that you know about the different grade report views, take a look at how to [adjust their display settings](https://wp.stolaf.edu/it/?page_id=10055) (https://wp.stolaf.edu/it/?page_id=10055).