ADLC

Viewing the Gradebook

Revised: February 28, 2019

The Gradebook contains all the assessment scores for each student in a course. It also provides at-a-glance information so that you can see how your students are performing at any given time and determine who, if anyone, needs additional support to achieve targeted outcomes. To find out more about the Gradebook, please refer to the official moodledocs library.

Overview

In this how-to document, we will focus entirely on Gradebook activities that aren't covered within the scope of the moodledocs library. For ADLC Partners, this applies to overrides and exemptions.

Overrides, in the context of ADLC's LMS, refer to the manual editing of items that would otherwise be graded automatically. Overrides can be applied to a variety of assessment items, such as quizzes, forums, or assignments.

Exemptions, on the other hand, refer to those items that a student or multiple students are *not* required to complete as a requirement of their course. Because exempt assessments have a null value, it's important to configure them as such so that they are *not* rendered as a zero and factored into the student's overall average.

To Complete an Override

1. On the navigation bar, select the **Assessments** menu and choose **Grades** from the dropdown.
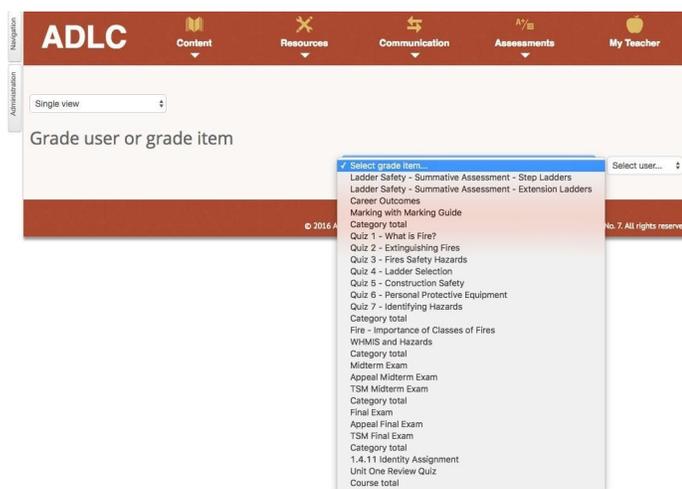
2. Select the item that you want to override from the **Select grade item** dropdown.
   Note: The selected grade item appears with a list of all of the students who are enrolled in this course.

3. Underneath the **Override All/None column**, check the box beside the name(s) of the student(s) whose grade(s) you want to override.
   Note: If you want to exempt the entire class, you can click the **Override All** link to select them all at once rather than one at a time.

4. Enter the student's new grade into the **Grade** field.

5. Enter any new feedback into the **Feedback** field.

6. Repeat Steps 5 & 6 for any other remaining students that you have selected.

7. Click **Save** to apply your changes.

8. A confirmation message will appear. Click **Continue** to proceed and confirmation will be required for "Recalculating grades" click **Continue**. Student's newly assigned grade will appear.

Student's newly assigned grade will appear in their **User Reports**.
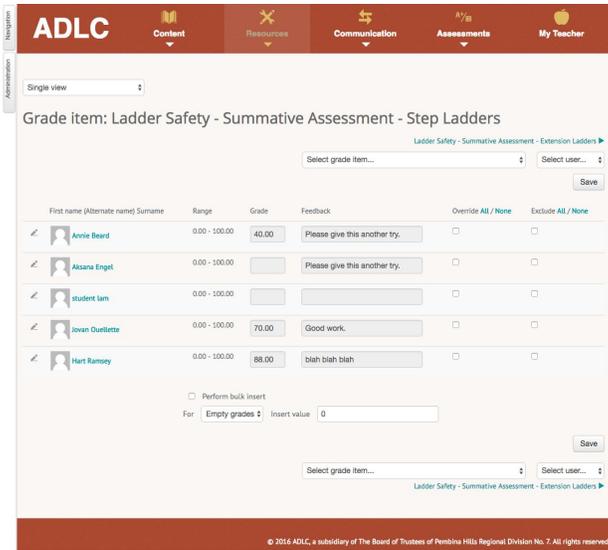

To Make an Exemption

1. On the navigation bar, select the **Assessments** menu and choose **Grades** from the dropdown.

2. Select the item that you want to exempt from the **Select grade item** dropdown.
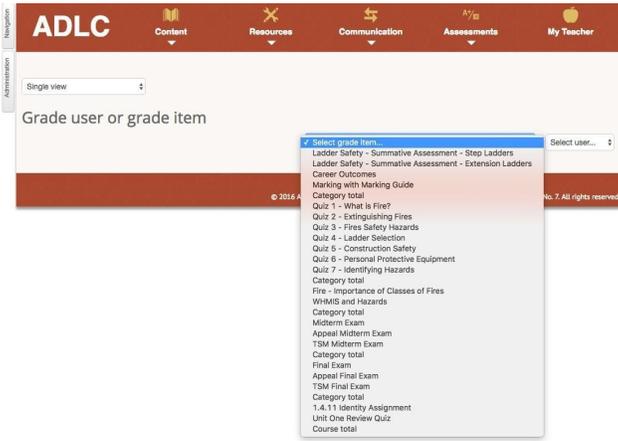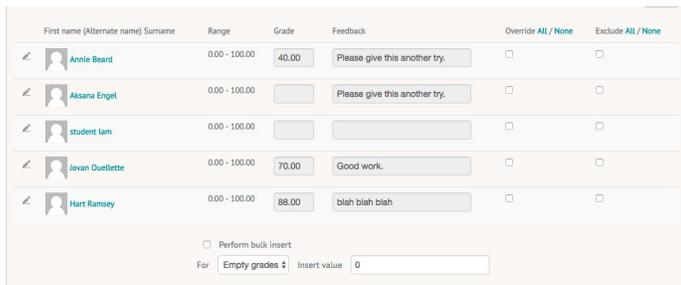

The selected grade item appears with a list of all of the students who are enrolled in this course.

3. Underneath the **Exclude All/None** column, check the box beside the name(s) of the student(s) who you want to exempt.
   Note: If you want to exempt the entire class, you can click the **Exclude All** link to select them all at once, rather than one at a time.

4. Click **Save** to apply your changes.

5. A confirmation message will appear. Click **Continue** to proceed and confirmation will be required for "Recalculating grades" click **Continue**..

The next time students login and select the newly exempted item, as message will appear at the top of the screens informing them of the recent change and letting them know they're not required to complete it as part of their course.

Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email moodlesupport@adlc.ca