

View Grades and Track Your Progress in Moodle

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If your instructor has enabled the gradebook in your course, Moodle makes it easy to see your grades through a customized report that will show you all currently graded assignments.

Your instructor may also use additional tools such as checklists or progress checkboxes to help you keep track of required activities by letting you check off, or automatically checking off submitted work (see below).

View Your Grades

Your 'User Report' shows grades for a particular course:

To view your grades in a particular course:

1. Log into Moodle and open the course.
2. On the course homepage, in the *Navigation tray* toggle, click **Grades**. The *User report* page opens to show all graded activities where your grades have been released, as well as feedback from your instructor (if any). Remember, instructors can control when you see grades for specific activities, so if you do not see all your grades, they are probably hidden until your instructor opens them to you.
3. At the bottom of the list of graded activities, you may see, if your instructor has released it, your *Course total* (a running total of your current standing in a course). Depending on how your instructor set up the gradebook, scores may be displayed as points, as percentages, as letter grades, or a combination thereof.

Note: Not all instructors use the Moodle gradebook, and often instructors will wait until the entire class has completed work before releasing grades.

Your 'Overview report' shows your current grade in all your courses:

The *Overview report* shows your overall grades (like a report card), with links to your *User report* for each class you are currently enrolled in.

Note: Instructors may not allow you to see a running total of your current standing in a course, in which case you may only see a dash (-) for your grade in that course.

There are two ways to access your Overview report:

- Log in to Moodle and from the *User menu*, select **Grades**. The *Courses I am taking* page opens displaying your grade *Overview report*.
- If you are already viewing your grades for a particular course on the *User Report* page, locate and select the **Overview report** tab. The *Overview report* will open.

Track Progress Using the Activities Block

If your instructor has included the *Activities* block in your course, you can use it to monitor your work.

1. Locate the *Activities* block on the course page.
2. Click a **link** to an activity type (such as an *Assignments*, *Quizzes*, etc.) to view a table listing each item of that activity type.
3. Depending on the type of activity, the table will provide a link to the activity, the due date, submission, and

the grade. For example, if you click the **Quizzes** link, you can see a list of all currently available quizzes, links to each quiz, deadlines, and, once you have submitted the quiz and it has been graded, your grade.

Tip: If you notice that a quiz does not have a grade listed, you should probably check whether you have actually taken the quiz or need to in the future.

Checklist Activities

Some instructors add a *Checklist* activity to one or more Sections down the middle of a Moodle course. Checking off work isn't the same as submitting. Rather, these activities are memo tools for you to manage your work.

Instructors may set up Moodle activities to automatically check when completed, but more often checklists are provided as a tool for you to manage your own workload.

Note: Not all courses have *Checklist* activities. This is an option your instructor may choose to add.

To use a Checklist:

1. Click the **Checklist** link. The *Checklist* page will open listing the activities or resources included on the *Checklist*. Items on the list may be Moodle activities such as a *Forum* or a *Quiz*, or may include "offline activities," such as attending an event or performing a task outside of class.
2. Select the **checkbox** for each required activity as you complete it (some activities may be checked automatically upon your submission to a Moodle activity.)
3. As items are checked off, the *Progress bar* at the top of the page updates to indicate the percentage of items you've checked.

Note: The progress bar does not account for the amount of time the items on the list will take; it is merely based on the number of items completed.

Checklist Block

If a course includes *Checklist* activities, you may also see a *Checklist* block on the side of the main course page if your instructor has chosen to add it. This block gives you a current count of how many activities you have completed out of the total.

At the bottom of the *Checklist* block, click **More details** to see an entire list of required activities, whether they are marked as complete, and the completion date.

"Progress" Checkboxes on the Course Page

Your instructor may choose to add checkboxes directly on the Moodle course page to help you to manage your own workload.

Note: Not all courses have checkboxes. This is an option your instructor may choose to add.

If checkboxes are enabled, you will see a heading at the top right of the main course page that says, *Your progress*. Below that, in the *Topic* or *Weekly* Sections, a checkbox will appear next to required items.

To mark an item as complete:

1. Locate the item in one of the *Sections* on the course page. To the right of a required item, on the same line, you will see a checkbox.
2. There are several ways this tool may be set to operate:
 - **Auto-complete:** Some activities are automatically checked when you complete an activity. For example,

when you submit a quiz or upload an assignment.

- **Your instructor sets additional conditions:** Your instructor may choose to mark items complete. For example, only after an activity has been graded.
- **You mark the checkbox:** If the instructor has set an item to allow you to mark it as complete, you will see an empty *checkbox*. To mark the item as complete, click the **check mark** and a blue check mark will appear.

Note: This use of the tool is intended to help you keep track of completed work, so it is only useful if you are in the habit of checking off boxes when you finish an assignment.

3. Once marked complete, the checkbox changes from empty to checked.
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