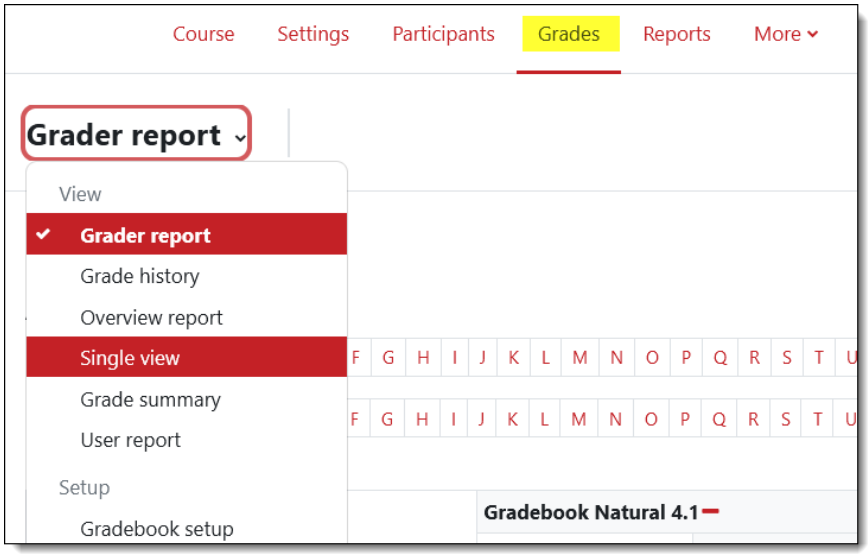
Faculty: Gradebook "Single View"

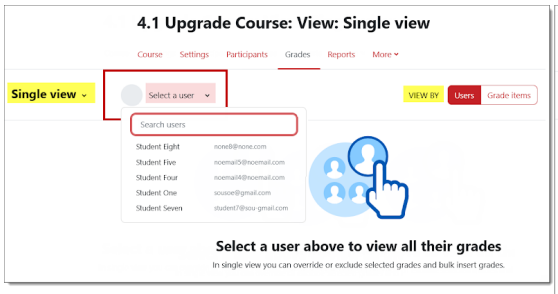
Hart Wilson - 2025-12-18 - Comments (0) - Faculty

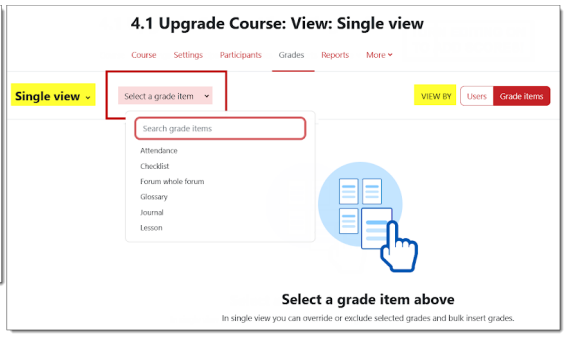
Moodle's ***Single view*** option is handy for entering grades in a manually created item. It's also useful for quickly reviewing all of a specific student's grades or for seeing all of your students' grades for a particular item. If you need to enter bonus points for an assignment, this view offers an easy way to do so. See information below about "Overriding Scores" for instructions.

To access this view, click on the **Grades** menu at the top of the main course page, then open the gradebook pull-down menu on the left and select **Single view**.



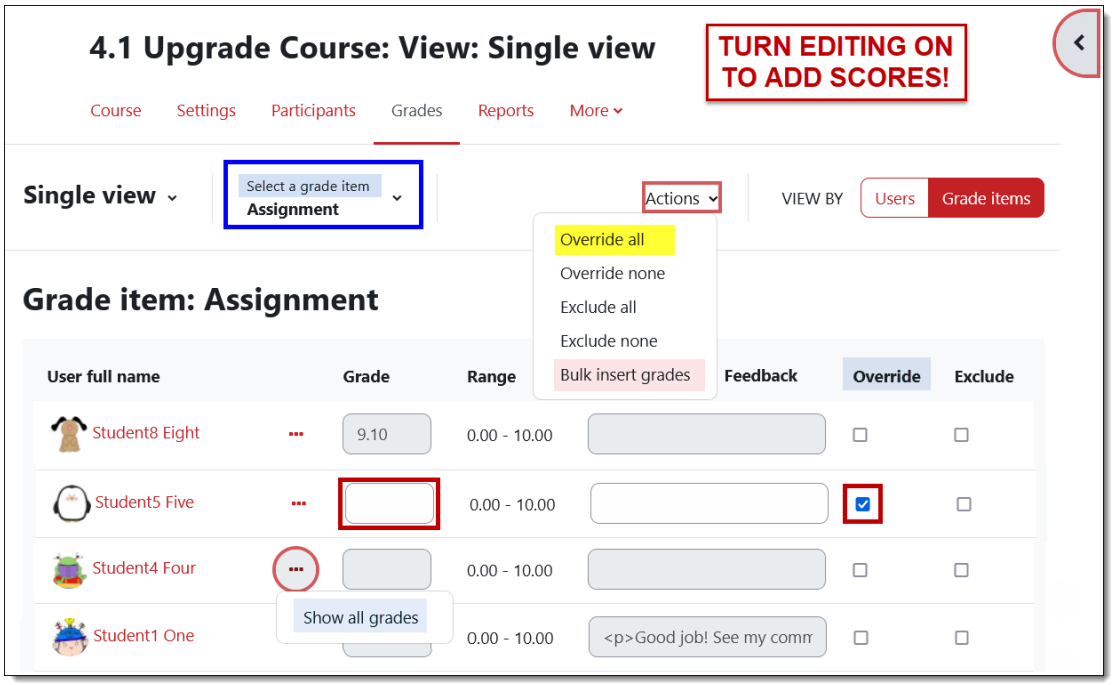
On the **Single view** page, you can choose to display a particular **user** OR specific **grade item** to view or enter grades. If you wish to **view** the grades for a particular learner, use the **Select a user** menu to choose the learner's name; for a grade item, use the **Select a grade item** menu.





Enter Scores for a Grade Item

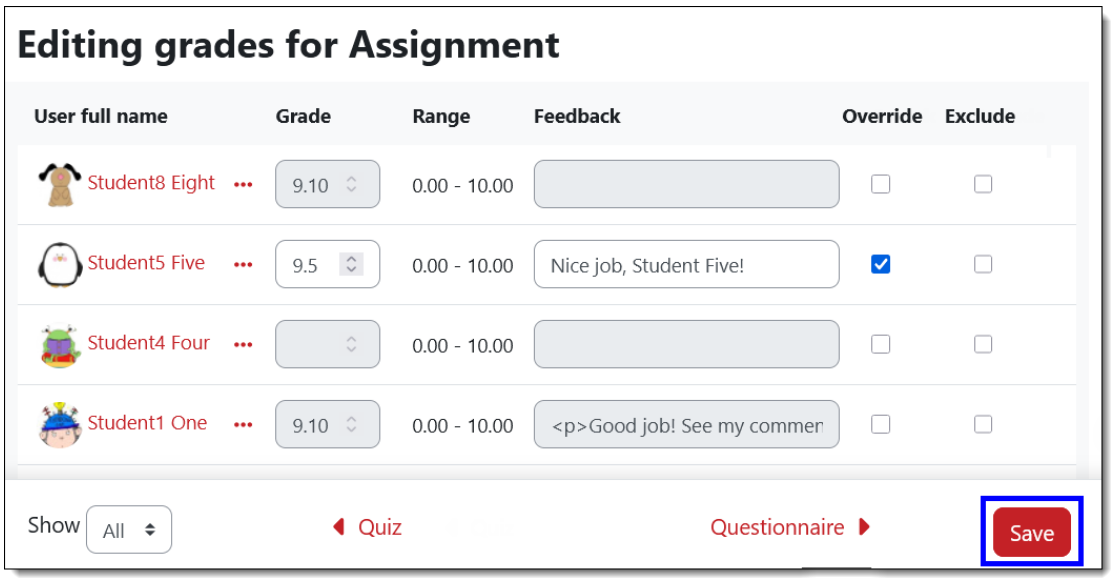
In the example shown here, the grade item **Assignment** was selected. (The options shown here are available once editing is turned on in your course.)



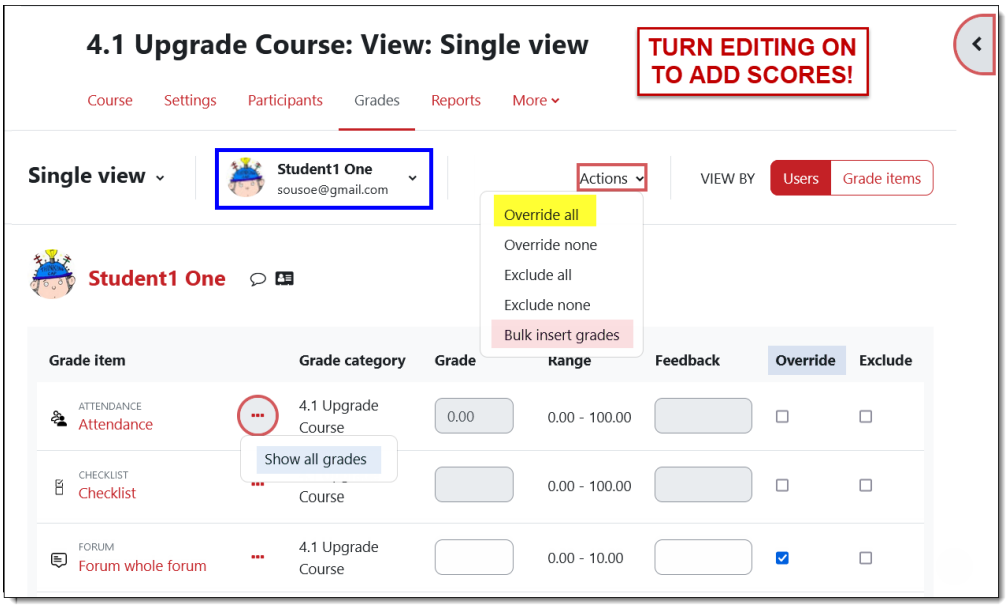
With editing turned on, click on the **Grade items** button in the **VIEW BY** field, then choose the target item from the **Select a grade item** menu. Enter scores for:

> ***A few students***: Check the box associated with each student in the **Override** column. Enter a score for each student and any feedback you'd like to include in the fields provided. Tab between students to enter scores.
>
> ***All students***: Open the **Actions** menu at the top of the page and select **Override all**. Open the **Actions** menu and select **Bulk insert grades** to enter the same score for all students or for all blank grade fields.

Click **Save** at the bottom of the page to record the scores you have entered.



Enter Scores for a Learner



1. With editing turned, click on the **Users** button In the **VIEW BY** field, then choose a student's name from the **Select a user** menu.
2. Check the box associated with each grade item in the **Override** column.
3. Enter a score for each grade item and enter feedback in the fields provided. Tab between items to enter scores.
4. To enter the same score for all items or for all blank grade fields, open the **Actions** menu and select **Bulk insert grades**.
5. Click **Save** to record the scores you have entered.

Overriding Scores

Your ability to simply enter scores for an item will depend on whether the item was manually created in the gradebook setup page or if it was created when you added an assignment link or quiz activity to your course main page.

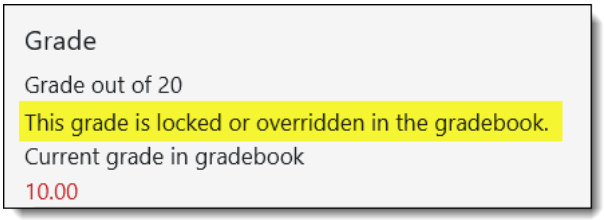
Manually Created Items

For a manually created item, you can simply enter scores, tabbing from one student to the next. **Save** when you have finished entering grades.

Auto-created Items

As you know, when you add a graded assignment or quiz to your course main page, a corresponding item is automatically created in the gradebook. Moodle expects you to enter grades directly through the activity link on the main course page, not from the gradebook. As a result, the score and feedback fields for these items in **Single view** will be shaded out (as in the example above), and you won't be able to enter scores directly in those boxes. To enter scores for one of these items, check the box in the **Override** column for a given student or click on **Override all** in the **Actions** menu to allow you to enter scores for every student. Be sure to click on **Save** to record any changes you make.

- When you return to the **Grader report** view, you'll note that the scores you have entered as overrides will be displayed with a pencil icon indicating they are overrides.
- When you open an activity link on the course main page and go the the grading interface, you'll see a note for any overridden scores indicating that they have been entered in the gradebook:



Remove an Override

See [these instructions for removing overrides](#).