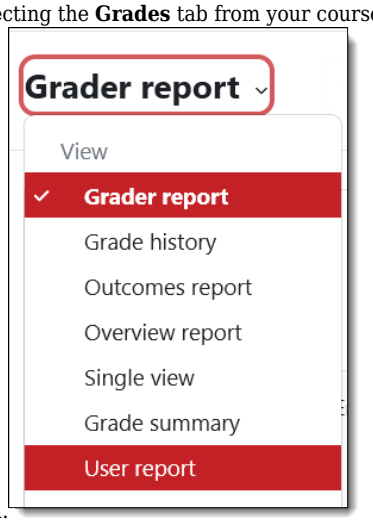
Faculty: See Student View of Gradebook

Hart Wilson - 2025-10-10 - Comments (0) - Faculty

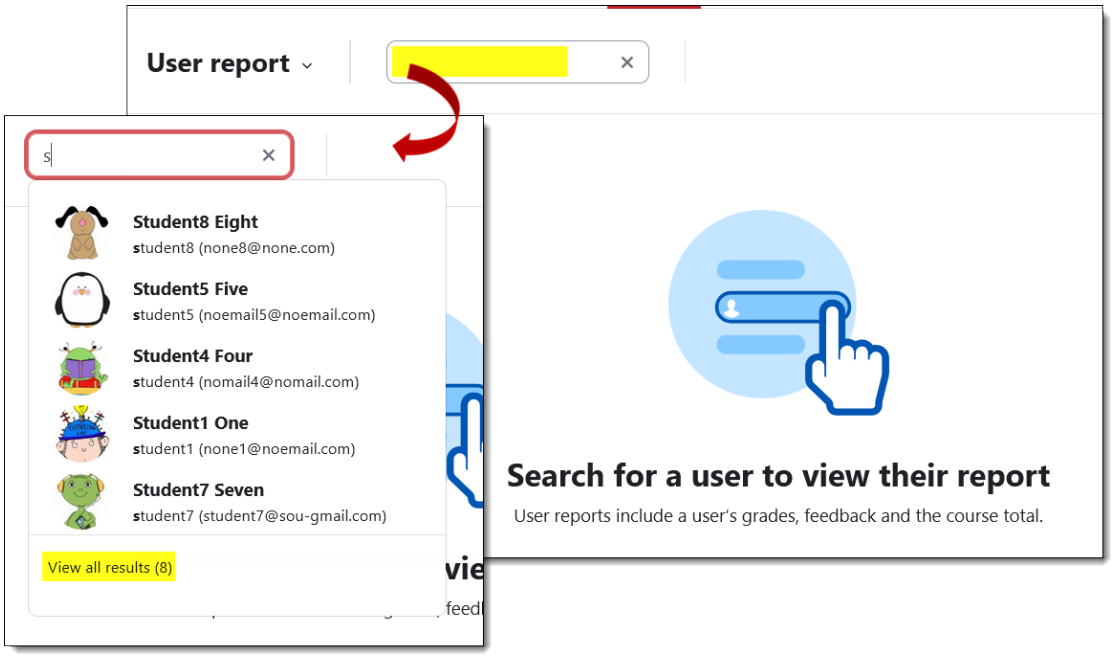
(These instructions are for Moodle 4.5, set for installation December 18, 2025. Screens are slightly different in 4.1.)

It's useful to be able to see a student's grade report as they see it. Here's how:

Begin by selecting the **Grades** tab from your course main page, then choose **User report** from the gradebook actions menu.



In the **Search** field, enter the name of a particular student or any letter to bring up a list of students, then choose **View all results (#)**.



When a student's grades are displayed, you'll have the option of seeing them as the student would or as yourself, the principal difference being the visibility of items that are hidden from students in the gradebook.

A student's grades might look something like this:

User report | Search users | View report as User

- User
- Myself

Student8 Eight

Grade item	Grade	Range	Percentage	Feedback
Gradebook Natural				
Participation				
ATTENDANCE Attendance	-	0–100	-	
FORUM Test Forum whole forum	-	0–10	-	
AGGREGATION **Participation total**	**-**	**0–100**	**-**	
In-Class Assignments				
ASSIGNMENT Exercise #1	18.00	0–20	90.00 %	
ASSIGNMENT Exercise #2	18.00	0–20	90.00 %	
ASSIGNMENT Exercise #3	-	0–20	-	
AGGREGATION **In-Class Assignments total**	**36.00**	**0–40**	**90.00 %**	
Exams				
QUIZ Midterm	- •••	0–100	-	
QUIZ Final Exam	- •••	0–100	-	
AGGREGATION **Exams total**	**-**	**0–300**	**-**	
Term Paper				
ASSIGNMENT Final Draft	-	0–50	-	
AGGREGATION **Term Paper total**	**-**	**0–100**	**-**	
AGGREGATION **Course total**	**36.00 (A-)**	**0–40**	**90.00 %**	

Note that the student's current score and total possible points only reflects what has been graded so far. It is important to enter zeros for work that is not submitted in order to take that noncompletion into account.