

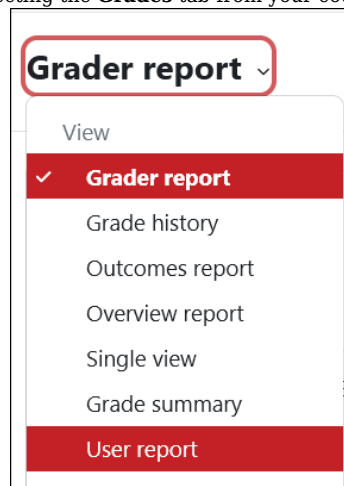
Faculty: See Student View of Gradebook

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.)

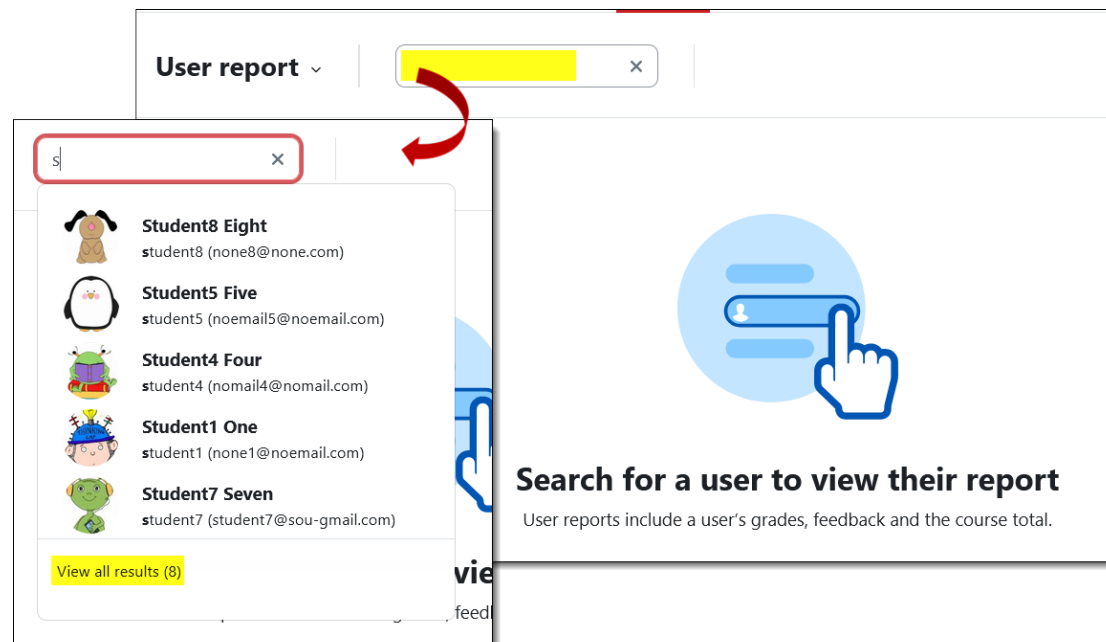
It's useful to be able to see a student's grade report as they see it. Here's how:

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 ▾

View report as **User** ▾✓ **User**

Myself

**Student8 Eight**

Grade item	Grade	Range	Percentage	Feedback
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▾ **Gradebook Natural**▾ **Participation**

ATTENDANCE Attendance	-	0-100	-
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FORUM Test Forum whole forum	-	0-10	-
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AGGREGATION Participation total	-	0-100	-
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▾ **In-Class Assignments**

ASSIGNMENT Exercise #1	18.00	0-20	90.00 %
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ASSIGNMENT Exercise #2	18.00	0-20	90.00 %
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ASSIGNMENT Exercise #3	-	0-20	-
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AGGREGATION In-Class Assignments total	36.00	0-40	90.00 %
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▾ **Exams**

QUIZ Midterm	- ...	0-100	-
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QUIZ Final Exam	- ...	0-100	-
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AGGREGATION Exams total	-	0-300	-
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▾ **Term Paper**

ASSIGNMENT Final Draft	-	0-50	-
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AGGREGATION Term Paper total	-	0-100	-
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AGGREGATION Course total	36.00 (A-)	0-40	90.00 %
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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.