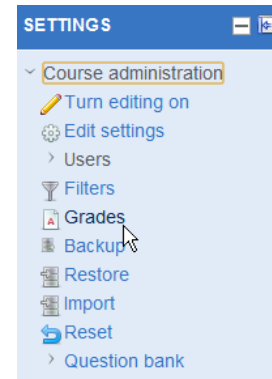
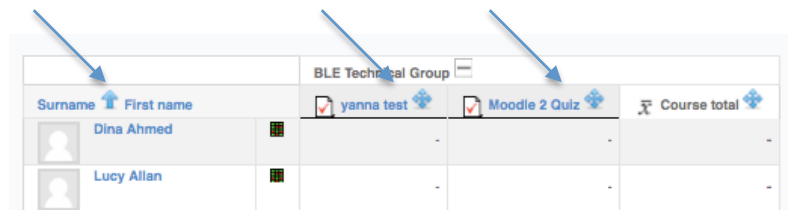


Gradebook is a database, which manages student grades by each activity in a course. To access the Gradebook in your course, scroll to the **Settings block** and click on **Grades**. As a tutor or course administrator, you will see three types of reports in the breadcrumbs below the tabs: **Grader report**, **Outcomes report** and **User report**. The **Grader report** is shown by default and shows each student on the left-hand side and each category, gradable activity and grade for the current Moodle course along the top of the page. The list of students can be sorted using the arrows alongside each activity name. Clicking the name of the activity will take you to the students' attempts for that activity.

Surname	First name	yanna test	Moodle 2 Quiz	Course total
Dina Ahmed		-	-	-
Lucy Allan		-	-	-

To update the Gradebook, click on the dropdown arrow and you will be able to add a category or change the report type. The **Outcomes report** lists the outcomes used within the course, the overall average (each outcome can be measured through many grade items), each item's average values and the number of "grades" given for each item. The **User report** shows the user reports for all or selected students in the course. Here, you can also **Import** and **Export** grades from the quiz attempts.

