

Grader Report

This page will show you how to access the Grader Report where you can edit students grades

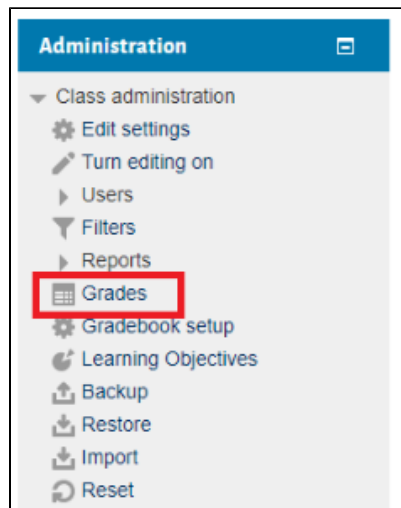
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If you are using this to enter marks it should be used for 'grade item' activities i.e. offline activities like exams. See [Recording Exam Marks in Myplace](#) for more information. To upload marks from a spreadsheet to grade items please see [Bulk Upload of Marks to Grade Items](#)

It can also be used for quick editing of assignment marks, but to use the full interface available see [Simple Direct Grading in a Myplace Assignment](#) and [Annotating an Assignment](#)

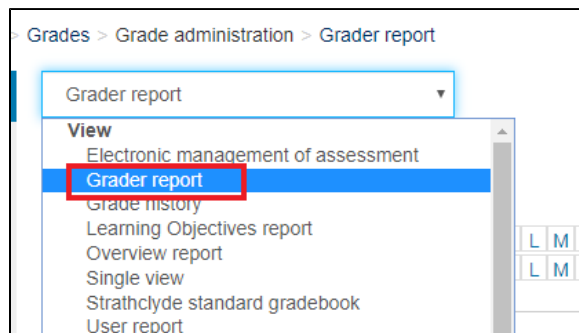
Accessing the Grader Report

Step 1 - Go to your class and click the 'grade' button in the administration tab



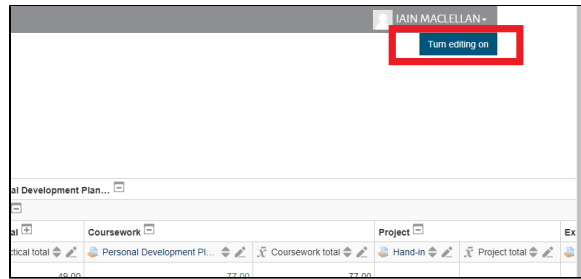
Step 2 - From the drop-down menu select Grader Report

Note: You may already be on this page, as it goes to whatever you last accessed within the 'Grades' sub-heading



Step 3 - Turn Editing On

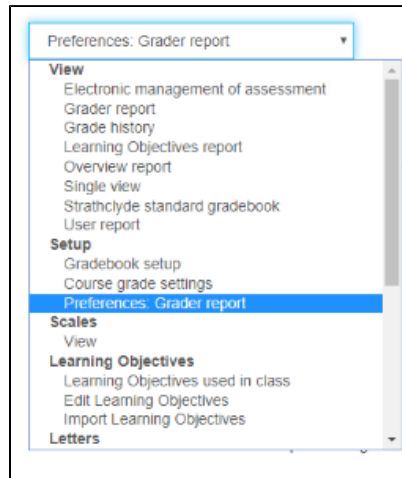
This will allow you to edit grades



Grader Report Preferences

The rest of this page presumes these preferences are set to the default as this effects how the Grader Report is displayed (i.e. the icons that are shown).

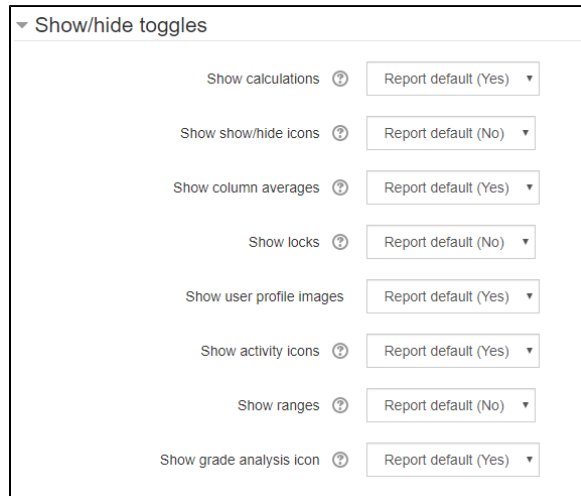
If you want to edit them, select 'Preferences Grader Report' from the drop-down



You will now be shown the show/hide toggles for the various features in the grader report and whether they are set to default.

For example you could add 'lock symbols' by changing the drop down to 'Yes'

If you wanted to remove one you would set it to 'No'



Grader Report Explained

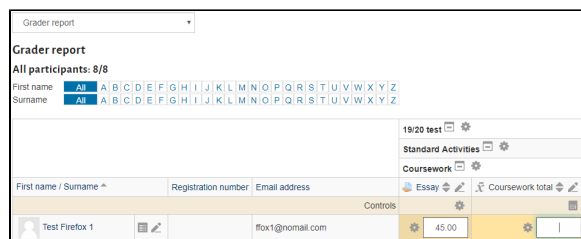
With editing turned on you can now enter grades in the boxes provided. The grades should be saved in real-time so you should not have to click save changes (which is located at the bottom left) .


Any Gradebook categories will be shown, to make it easier to customise the view. Otherwise, just the class name will be displayed.

At the bottom averages for each piece of assessment is also shown.


Scroll to the right to see all assessments. Scroll down to see all students.

Single view

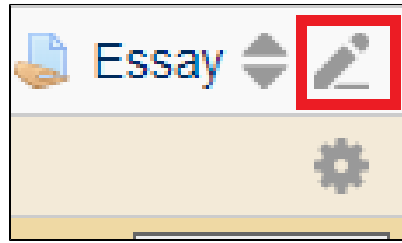


Single view is accessed by the  icon for either an assessment item, a student or category total. Clicking this allows you to view and edit all grades for that student, assessment or total.

Single view for an assessment


Click the  icon and you will be taken to a page similar to the image second image

You can tick the override button to allow you to enter marks.



First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
Test Firefox 1	0.00 - 100.00	45.0	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Firefox 1	0.00 - 100.00	79.1	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Firefox 2	0.00 - 100.00	82.1	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Firefox 3	0.00 - 100.00	61.1	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>


Single view for a student

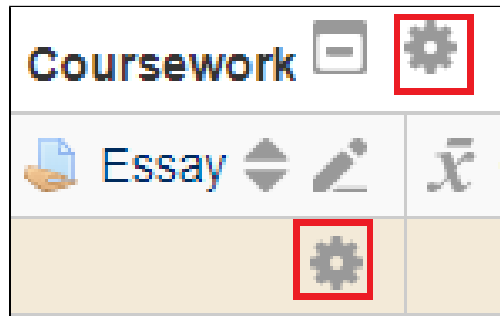
Click the  icon and you will be taken to a page similar to the image second image.


You can tick the override button to allow you to enter marks.

Grade item	Grade category	Range	Grade	Feedback	Override All / None	Exclude All / None
Essay	Coursework	0.00 - 100.00	79.1	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Essay (2nd attempt)	Coursework	0.00 - 100.00		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coursework total	Coursework	0.00 - 100.00	79.1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam	Examination	0.00 - 100.00	88.1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination total	Examination	0.00 - 100.00	88.1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Settings button

The  button allows you to edit settings for that assignment or category.



You can also click the  beside a mark and you will be taken to the next settings page which allows you to edit, exclude, hide, lock or add feedback if needed.

User	Item name	Final grade	Override	Exclude	Hidden	Locked	Feedback
Test Firefox 1	Essay	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Edit grade

User: Test Firefox 1

Item name: Essay

Overridden:

Final grade:

Excluded:

Hidden:

Hidden until: 25 September 2019 12:05 Enable


Locked:

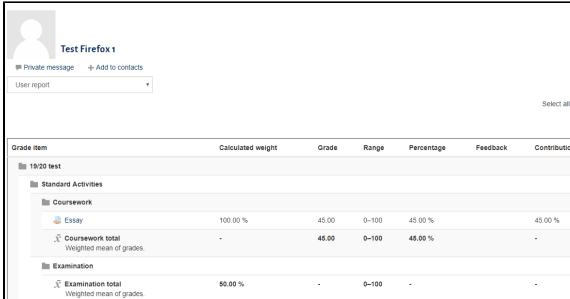
Lock after: 25 September 2019 12:05 Enable

Feedback:

Grades button


User	Item name	Final grade	Override	Exclude	Hidden	Locked	Feedback
Test Firefox 1	Essay	45.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

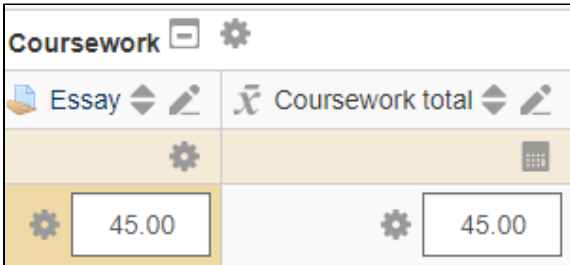
The  button allows you to see how a student would view their Gradebook calculation




Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution
19/20 test						
Standard Activities						
Coursework						
Essay	100.00 %	45.00	0-100	45.00 %		45.00 %
Coursework total	-	45.00	0-100	45.00 %		-
Weighted mean of grades						
Examination						
Examination total	50.00 %	-	0-100	-		-
Weighted mean of grades						

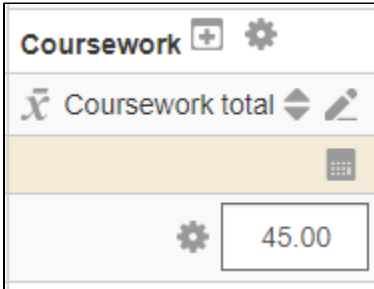
Editing the View

If the  is shown (as in image to the right) then the view for that category is on 'full view' which has assessment marks and category totals.





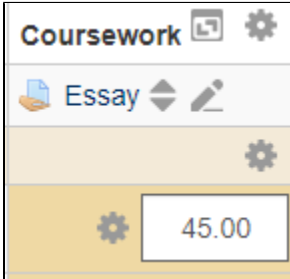
Coursework	Settings
Essay	Coursework total
45.00	45.00

Click it to go to minimised view which just shows total, with the  icon



Coursework	Settings
Coursework total	
45.00	


Click  to get just the assessment mark, which will now show the  icon

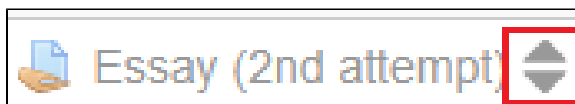


Coursework	Settings
Essay	
45.00	

Click the  icon to go back to full view

Sorting results

The  icon beside an assessment will allow you to sort grades by ascending or descending



Related Articles

- [Create a Programme Site](#) (Myplace Support)
 - [site](#)
 - [create](#)
 - [myplace2016](#)
 - [programme](#)
 - [class](#)