

The *Gradebook* contains all the assessment scores for each student in a course. It also provides at-a-glance information so that you can see how your students are performing at any given time and determine who may need additional support to achieve targeted outcomes. To find out more about the Gradebook, please refer to the official [Moodle Docs](#) library.

### Overview

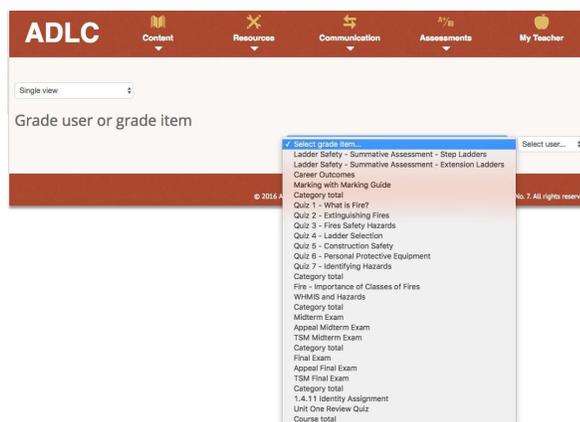
In this how-to document, we will focus entirely on Gradebook activities that aren't covered within the scope of the [Moodle Docs](#) library. For ADLC partners, this applies to overrides and exemptions.

*Overrides* - in the context of ADLC's Learning Management System, overrides refer to the manual editing of items that would otherwise be graded automatically. Overrides can be applied to a variety of assessment items, such as quizzes; forums; or assignments.

*Exemptions* - refer to those items that a student, or multiple students, are *not* required to complete as a requirement of their course. Because exempt assessments have a *null* value, it's important to configure them as such so that they are not rendered as a zero and factored into the student's overall average.

### To Complete an Override

1. On the navigation bar, select the **Assessments** menu and choose **Grades** from the dropdown.



- Select the item that you want to override from the **Select grade item** dropdown.  
*Note:* The selected grade item appears with a list of all of the students who are enrolled in this course.

- Underneath the **Override All/None** column, check the box beside the name(s) of the student(s) whose grade(s) you want to override.  
*Note:* If you want to exempt the entire class, you can click the **Override All** link to select them all at once rather than one at a time.

- Enter the student's new grade into the **Grade** field.
- Enter any new feedback into the **Feedback** field.
- Repeat Steps 4 & 5* for any other remaining students that you have selected.
- Click **Save** to apply your changes.

8. A confirmation message will appear. Click **Continue** to proceed.



Student's newly assigned grade will appear in their **User Reports**.

The screenshot shows a "User Reports" page with two main sections: "Assignments" and "Quizzes".

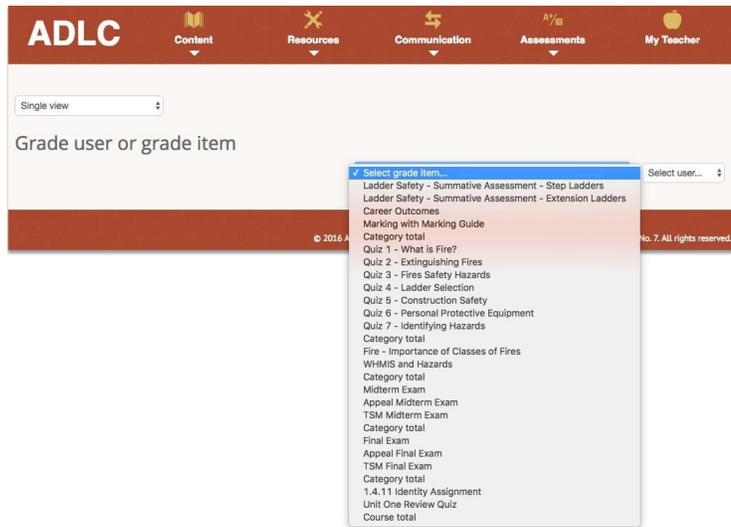
Assignments				
Assignments total	-	-	-	-
Weighted mean of grades.	( Empty )			
Ladder Safety - Summative Assessment - Step Ladders	0.00 %	60.00	60.00 %	Good job!
Ladder Safety - Summative Assessment - Extension Ladders	0.00 % ( Empty )	-	-	0.00 %
Career Outcomes	0.00 % ( Empty )	-	-	0.00 %
Marking with Marking Guide	0.00 % ( Empty )	-	-	0.00 %
Quizzes				
Quizzes total	0.00 %	-	-	-
Weighted mean of grades.	( Empty )			
Quiz 1 - What is Fire?	- ( Empty )	-	-	-
Quiz 3 - Fires Safety Hazards	- ( Empty )	-	-	-
Quiz 4 - Ladder Selection	- ( Empty )	-	-	-
Quiz 5 - Construction Safety	- ( Empty )	-	-	-
Quiz 6 - Personal Protective Equipment	- ( Empty )	-	-	-

## To Make an Exemption

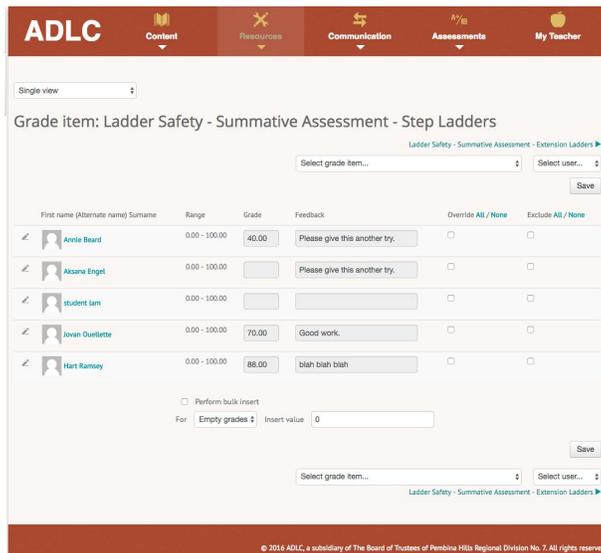
1. On the navigation bar, select the **Assessments** menu and choose **Grades**.



2. Select the item that you want to exempt from the **Select grade item** dropdown.



The selected grade item appears with a list of all of the students who are enrolled in this course.



- Underneath the **All/None** column, check the box beside the name(s) of the student(s) who you want to exempt. To exempt the entire class, you can click the **Exclude All** link to select them all at once, rather than one at a time.

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
 Annie Beard	0.00 - 100.00	40.00	Please give this another try.	<input type="checkbox"/>	<input type="checkbox"/>
 Aksana Engel	0.00 - 100.00		Please give this another try.	<input type="checkbox"/>	<input type="checkbox"/>
 student lam	0.00 - 100.00			<input type="checkbox"/>	<input type="checkbox"/>
 Iovan Ouellette	0.00 - 100.00	70.00	Good work.	<input type="checkbox"/>	<input type="checkbox"/>
 Hart Ramsey	0.00 - 100.00	88.00	blah blah blah	<input type="checkbox"/>	<input type="checkbox"/>

Perform bulk insert  
For  Insert value

- Click **Save** to apply your changes.
- A confirmation message will appear. Select **Continue** to proceed.



The next time students log in and select the newly exempted item, a message will appear at the top of the screen informing them of the recent change and letting them know they're not required to complete it as part of their course.



## Questions?

Give us a call at 1-866-774-5333, ext. 5256 or email [moodlesupport@adlc.ca](mailto:moodlesupport@adlc.ca)