

Inside Your User Report

Your **User report** is Moodle’s report card. Locate the **Administration** block and expand the **Course administration** options; click the link for **Grades**. This will open your **User report**.

Grade item	Grade	Range	Percentage	Feedback
ART 101- MASTER - Art Appreciation				
Week One				
Lesson 1 Quiz	90.00	0-100	90.00 %	
Welcome Activity	25.00	0-25	100.00 %	
Lesson 1 Discussion Forum	20.00	0-25	80.00 %	
Category total	135.00	0-150	90.00 %	
Week Two				
Lesson 2 Quiz	85.00	0-100	85.00 %	
Lesson 2 Graded Assignments	0.00	0-100	0.00 %	
Category total	85.00	0-200	42.50 %	
Week Three				
Lesson 3 Quiz	-	0-100	-	
Lesson 3 Graded Assignments	-	0-100	-	
Lesson 3 Discussion Forum	-	0-100	-	
Lesson 3 Graded Assignment 1	-	0-100	-	
Lesson 3 Graded Assignment 2	-	0-100	-	
Category total	-	0-600	-	
Course total	220.00	0-950	23.16 %	

This is an example user report. The course name is listed at the top of the report, and the course assessments have been broken into weekly folders. This setup will differ by course and instructor.

Assessments are identified by name and activity type (indicated by the icon) in the **Grade Item** column. All of these assessments can be clicked to navigate to that assessment.

The grade received for that particular assessment will be listed in the **Grade** column.

The points possible will be listed in the **Range** column.

The percentage grade will be indicated in the **Percentage** column.

Any manual feedback the instructor provided to you will be listed in the **Feedback** column. This feedback is private, and is visible only to you and your instructor.

Folders in the user report are generally referred to as **categories**; each category has its own total. This math will differ based on the setup your instructor has selected for your course. This example is set up to represent **Sum of grades**, which means the assessments and course have a clear point system, as opposed to any weighting of items or categories. Again, this is at your instructor's discretion. The course itself also has a total, listed at the bottom of the report. Please contact your instructor with any questions about your grades.