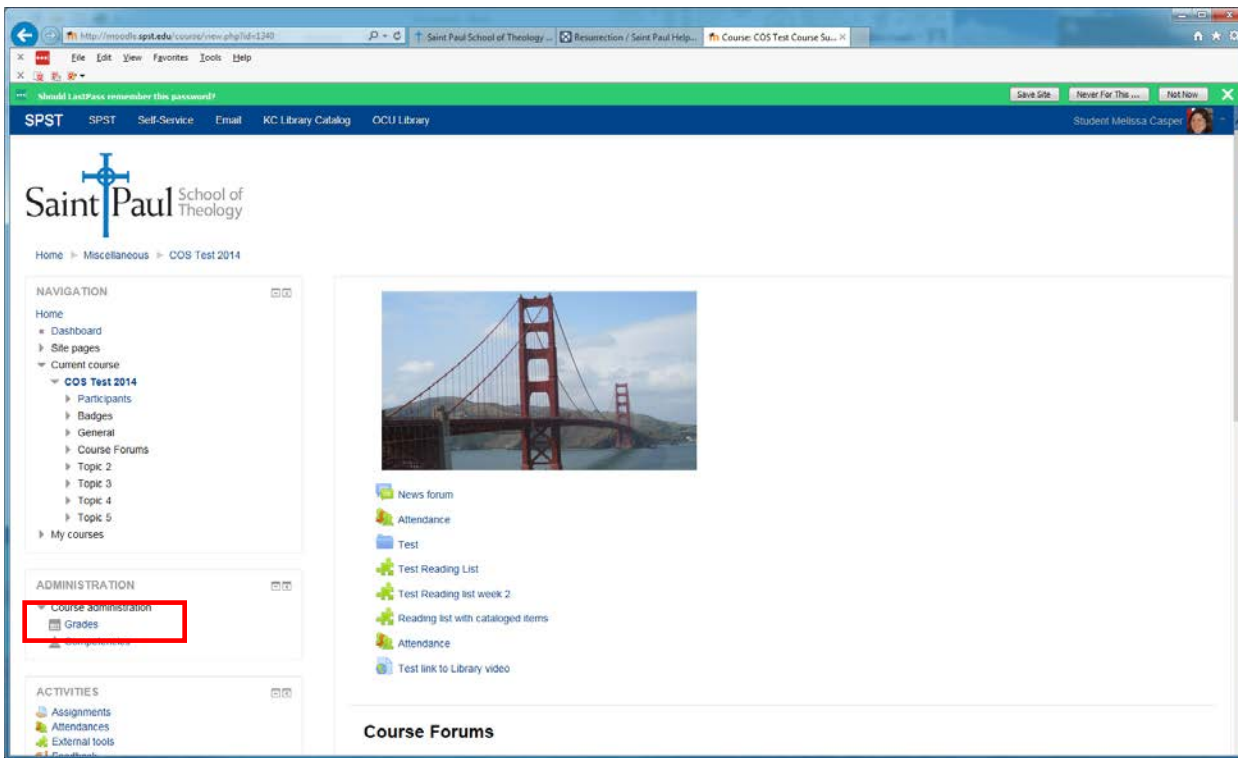


Moodle: Checking Final Grades – COS

1. Login to the Saint Paul Moodle site: <https://moodle.spst.edu>
2. Click on the course you want to check grades for under the *My Courses* heading
3. Select the **Grades** link in the *Course Administration* menu on the left hand side of the page



4. The *Final Grade* item will display the letter grade in the Feedback column

The screenshot displays the 'User report' for 'Student Melissa Casper'. The page title is 'User report - Student Melissa Casper'. Below the title is a table with the following columns: 'Grade item', 'Calculated weight', 'Grade', 'Range', 'Percentage', 'Feedback', and 'Contribution to course total'. The table lists several 'Test Assignment' items and a 'Final Grade' item. The 'Final Grade' row is highlighted with a red rectangular box, showing a grade of 'A' in the 'Grade' column and 'A' in the 'Feedback' column.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
COS Test Course Summer 2014						
Test Assignment #1	50.00 %	3.75	0-4.00	93.75 %	Good Job on your first assignment!	46.88 %
Test Assignment #2	-	(Empty)	0-4.00	-		-
Test Assignment #3	-	(Empty)	0-100	-		-
Test Assignment #4	-	(Empty)	0-100	-		-
Test Assignment #5	50.00 %	95.00	0-100	95.00 %	This looks good. Check your file for my comments. Melissa	47.50 %
Final Grade	0.00 %	-	-	-	A	0.00 %
Course total	-	3.78	0-4	94.38 %	Weighted mean of grades.	-

5. If you have any questions regarding grade entry please contact the COS Registrar at (913) 253-5051 or Jennifer.Smith@spst.edu . If your Moodle setup looks different than these screen shots and you instead have 2 tabs in the upper left hand corner, click on the Administration tab. This should change your screen and allow you to follow the above instructions.