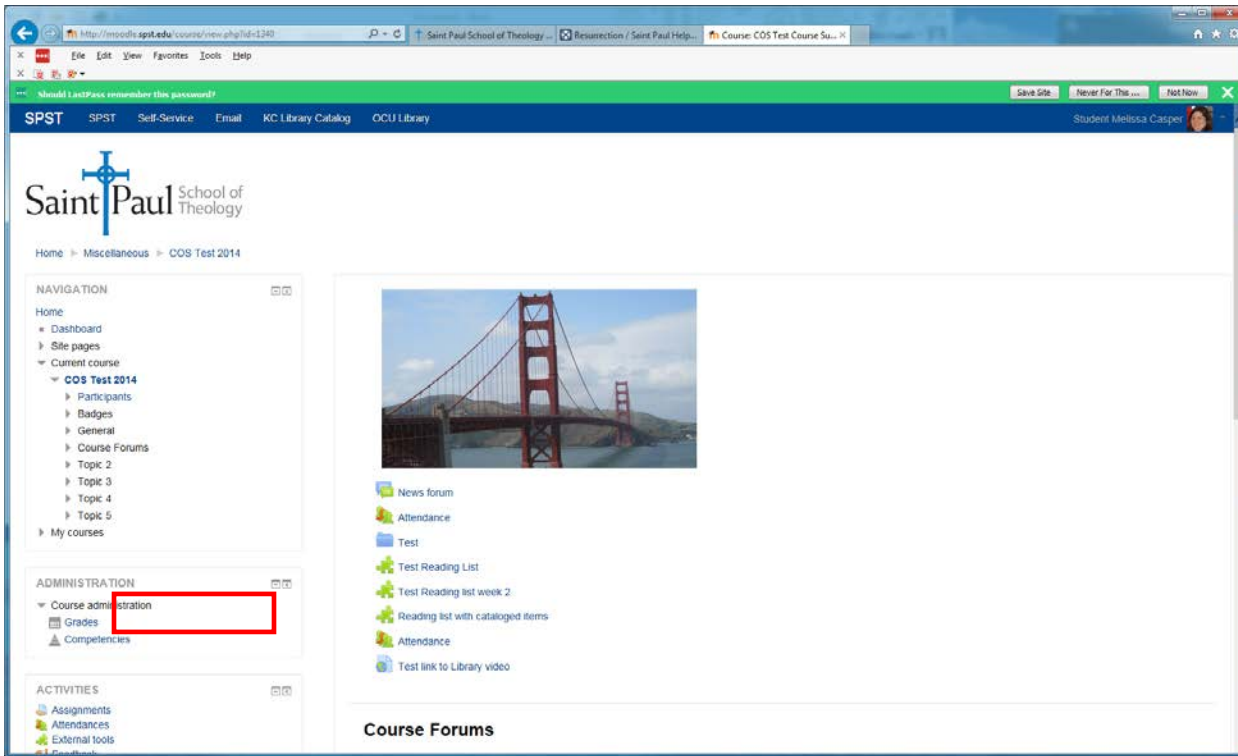


Moodle: Checking Final Grades – COS

1. Login to the Saint Paul Moodle site: <http://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 shows a table of grade items with columns for 'Grade item', 'Calculated weight', 'Grade', 'Range', 'Percentage', 'Feedback', and 'Contribution to course total'. The 'Final Grade' row is highlighted with a red box, showing a grade of 'A'.

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) 253-5023 or tiana.gatewood@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.