



# LEARNING COHORT TRAINER REPORTS

MOODLE RESOURCES

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## HOW DO I SEE MY STUDENTS' GRADES?

Watch the tutorial on the Moodle Help and Resources page titled “How do I view my grades?” In the Gradebook you will be able to view all of your students and all of their current grades in this unit. You can choose to view via the “Grader report tab” (see Figure 1), or via the “User report tab” (see Figure 2).

Separate groups: 1 - ACOM

### 1 - ACOM: 1/1

First name : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Surname : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

B5020 Introduction to the ...							
Assessment 1							
Surname	First name	Email address	Department	Institution	Learning Activity for ...	Learning Activity for ...	
	John Smith	fake@acom.edu.au			-	-	
Range					0.0-1.0	0.0-1.0	0.0-1.0
Group average					-	-	-
Overall average					-	-	-

FIGURE 1

Separate groups: 1 - ACOM

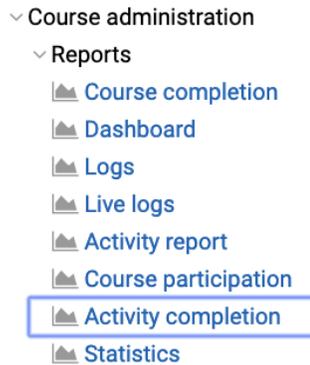
Select all or one user John Smith

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
B5020 Introduction to the Old Testament (2017, T1)						
Assessment 1						
Learning Activity for Session 1	-	-	0-1	-	-	-
Learning Activity for Session 4	-	-	0-1	-	-	-
Learning Activity for Session 6	-	-	0-1	-	-	-
Learning Activity for Session 8	-	-	0-1	-	-	-
Learning Activity for Session 9	-	-	0-1	-	-	-
Assessment 1 total Simple weighted mean of grades. Include empty grades.	-	-	0-5	-	-	-

FIGURE 2

## HOW DO I SEE WHICH OF MY STUDENTS HASN'T SUBMITTED BY THE DUE DATE?

After the due date for an assessment, you can view a list of students who have not submitted to a particular assignment. From “My Courses”, navigate to the unit you wish to view. Click on the admin menu (top right, icon pictured:  ). Go to Course Administration > Reports > Activity Completion (see below).



Here you will see a list of students and their activity completion status. Each assignment will automatically tick when the student successfully submits an assignment.<sup>1</sup> You can download the report to excel at the bottom of the page.

## WHAT HAPPENS IF MY STUDENT FAILS AN ASSIGNMENT?

If your student is awarded a fail grade for an assignment, you should receive an email notification from the Moodle Team informing you with the student’s name, grade, assignment and unit. If you wish to view the assignment submission or feedback from the marker you should contact the student to arrange this.

For your knowledge; if an assignment receives a fail grade, Moodle automatically re-opens that assessment in preparation for a resubmission. The student will see a pop-up giving them instructions regarding our policy for resubmission and their eligibility.

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<sup>1</sup> If your student has already been awarded a fail grade, the attempt will appear blank in this report in preparation for their second attempt . You should be notified via email if your student receives a fail grade.

## HOW DO I TELL IF MY STUDENTS HAVEN'T LOGGED IN?

Navigate to the unit you wish to view logins for. From here, click "Course Dashboard" in the contents section.

CONTENTS

Welcome to The Chaplain as  
Carer: Helping Youth in Need  
Progress: 0 / 5

1. Holistic Care  
Progress: 0 / 8
2. Understanding Mental Health  
Progress: 0 / 7
3. Developmental Disorders  
Progress: 0 / 8
4. Child and Youth Issues  
Progress: 0 / 7
5. At Risk Issues  
Progress: 0 / 6
6. Child Abuse and Trauma  
Progress: 0 / 7
7. Responding to Abuse  
Progress: 0 / 7
8. Policy and Procedure  
Progress: 0 / 6
9. Best Practice  
Progress: 0 / 6
10. Self Care  
Progress: 0 / 7
11. Evaluation  
Progress: 0 / 2

Course Dashboard

From the Course Dashboard section, you will be able to click on the Participants list.

## Course Dashboard

Course settings

Open Grader

Gradebook

5 Participants

Open Reports

Open Reports (experiment...)

P\_LD

Badges

Unenrol me

Below you can see the details given about the student in this unit, particularly *last access*. If it displays "Never" as below, it means that your student has never accessed this unit on Moodle. Otherwise it will display the number of days since the user last accessed the unit.

First name / Surname	Email address	Department	Institution	Roles	Groups	Last access to course	Status
Orientation Demonstration	fake19@acom.edu.au			Student	Undergraduate	1 year 140 days	Active

## HOW DO I SEE FEEDBACK FROM MY STUDENTS IN MOODLE?

At the end of each Trimester, your students will be asked to fill out a Unit Evaluation form and a Training Evaluation form. These forms are both found under the “Evaluation” section in the unit. You will be able to see your students’ responses by clicking on that form, and then hitting “Analysis” or “Show Responses”.

### Unit Evaluation

Overview

Analysis

Show responses

There is also the option to download the responses. If you would like to view the questions that your students need to answer, under the “Overview” tab, click on the magnifying glass next to the title of the form.

### Unit Evaluation

Overview

Analysis

Show responses

The unit evaluation is a valuable tool to provide feedback from students.

## WHO DO I CONTACT FOR HELP WITH THE OPERATION OF MOODLE?

If your enquiry is to do with using Moodle please see to the [FAQ'S AND TUTORIALS](#) on the Moodle Help and Resources page.

You are also able to contact the [MOODLE TEAM](#) if your question has not been address in the FAQs page on 1800 672 692 or email [moodle@acom.edu.au](mailto:moodle@acom.edu.au).