



**FOUNDATION UNIVERSITY
ISLAMABAD**

Training Manual:

Document detail:

Category	Information
Document	A Startup guide for new LMS users
Version	1.1
Department	FUI LMS Project
Status	Final Issued
Authors	IT and MIS Department
Issue Date	April - 2020
Distributor	LMS Internals
Disclaimer	This document contains confidential information. It should not be distributed without prior approval from IT & MIS Department

Table of Contents

i. LMS Introduction	4
ii. Access FUI LMS	4
iii. FUI LMS Account Updating.....	5
iv. Password Format.....	6
v. How to Reset your password on FUI LMS.....	7
vi. Editing your Student Profile.....	8
vii. My Course.....	9
viii . Receiving Assessment Task Marks or grades.....	10
xi. LMS Online Quiz	10
x . Adding Quiz Activity	11
xi . Configuring the Quiz Activity	12
xii . Grade Category	13
xiii . Questions Behavior	13
xiv . Adding Questions to your Quiz.....	14
xv . Editing Quiz Settings	15
xvi . Attempting the Quiz	16
xvii . Grade Book	17
xviii . Grade Categories	18
xix . Add Grades in Gradebook	20
xx . Show letter Grades in Gradebook	21
xxi . Export Gradebook/Grader Report	23

List of Figures:

i. Figure 01 : LMS Introduction	4
ii. Figure 02: Home> My profile settings > Edit Profile	5
iii. Figure 03: My home>> My profile settings > Edit Profile > Click update profile	6
iv. Figure 04: My home>Login to the site	7
v. Figure 04: Password Reset	8
vi. Figure 05 : Edit Profile	8
vii. Figure 05 : Edit Profile	9
viii. Figure 06 :Course Edit	9
ix. Figure 07 : Quiz & Assignments	10
x. Figure 08 : Student Grades	10
xi. Figure 09 : Result Sheet	10
xii. Figure 10 : Adding Quiz Activity	11
xiii. Figure 11 : Quizzes View	12
xiv. Figure 12 : Quiz Configuring	13
xv . Figure 13 : Quizzes Behavior	14
xvi. Figure 14 : Quiz Marks Setting	14
xvii. Figure 15 : Quiz Type Setting	15
xviii. Figure 16 : Quiz attempting	16
xix. Figure 16 : Grade Report	17
xx. Figure 17: Grades Full Report	18
xxi. Figure 18 : Add Quiz Category	18
xxii. Figure 19 : Add Category	19
xxiii. Figure 20 : Edit Category & Add Grade Item	20
xxiv. Figure 21 : Adding Grades in a Gradebook	21
xxv. Figure 22 : Show Letter grades	21
xxvi. Figure 23 : Select Grade Type	22
xxvii. Figure 24 : Final Grades View	22
xxviii. Figure 25 : View and Download Reports	23
xxix . Figure 25 : Download Reports	23

i. Introduction :

Foundation University Islamabad IT & MIS team developed Learning Management Systems (LMS). You can use to provide Course Materials such as hand-outs, lecture notes and PowerPoint presentations to your students. You can also use more interactive ways which require input from your students. Activities such as discussion forums, quizzes and assignment drop-boxes are available for you to use. Learning Management is easy to use, and should be very straightforward for anyone who is comfortable using the web. This document will provide you with an understanding of LMS basic features, and will show you how to set up your modules, add and manage content, and make your LMS available to students.

ii. Accessing a FUI LMS:

Make sure internet browser installed on your computer, type the following address into the address bar.

- Go to – <http://121.52.150.118/>

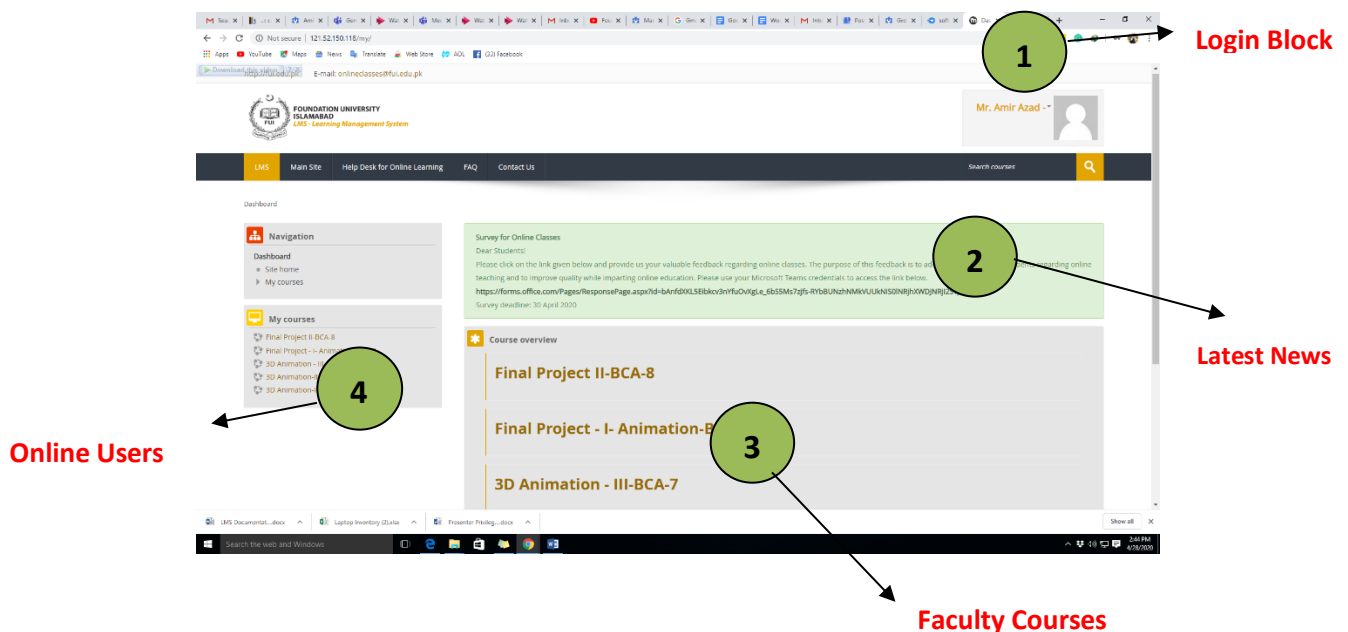


Figure 01 : LMS Introduction

The LMS front page, pictured above, is the first thing you'll see every time you log in to LMS, and contains profile information, a list of all your modules and some useful tools, called Blocks.

- Use the following credentials to sign in and you'll be up and running:
 - a) **Username:**(enter the **user id** provided to you by the LMS team)
 - b) **Password:** (enter the **password** provided to you by the LMS team)
- Complete the account registration by verifying your account information and primary email address.

Note:

We created a temporary password that you use to sign in for the first time, but we recommend that you change your password on your first login to ensure your account security.

iii. FUI LMS Account Updating :

Kindly follow these steps to activate your LMS account:

1. Enter your primary email address.

waseem shaikh ▶ Expand all

▼ General

First name* waseem

Surname* shaikh

Email address* waseem@yahoo.com

City/town

Select a country Select a country...

Timezone Server's local time

Description ?

Enter your Primary email address

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Image, Table, List, etc.

Figure 02: Home> My profile settings > Edit Profile

User picture

Current picture: None

New picture ? Maximum size for new files: 32MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Picture description

Additional names

Interests

List of interests ? Enter tags separated by commas

Optional

Update profile

Click on update profile after adding primary email address and filling all fields in red colour.

There are required fields in this form marked *.

Figure 03: My home>> My profile settings > Edit Profile > Click update profile.

iv. Password Format

Following are the rules and guidelines that may help in creating a strong LMS password that are secure.

Two essential password rules:

Following two rules are bare minimal that LMS users should follow while creating an LMS password.

Rule 1 – Password Length: The password must be at least 8 characters in length. The more character in the passwords is better, as the time taken to crack the password by an attacker will be longer. 10 characters or longer are better.

Rule 2 – Password Complexity: Should contain at least one character from each of the following group. At least 4 characters in your passwords should be each one of the following.

1. digit(s),
2. 1 lower case letter(s),
3. 1 upper case letter(s),
4. 1 non-alphanumeric character(s)

Rules Summary:

§ 8 = 8 characters minimum length

§ 4 = 1 lower case + 1 upper case + 1 digit + 1 non-alphanumeric character

Examples:

Examples of FUI LMS passwords include:

- De2#vust
- 5sd\$oiPhw
- er89TI*q

“Treat your password like your toothbrush. Don’t let anybody else use it, and get a new one every six months” – Clifford Stoll

v. How to Reset your Password on FUI LMS :

In order to recover your password, please follow the steps below.

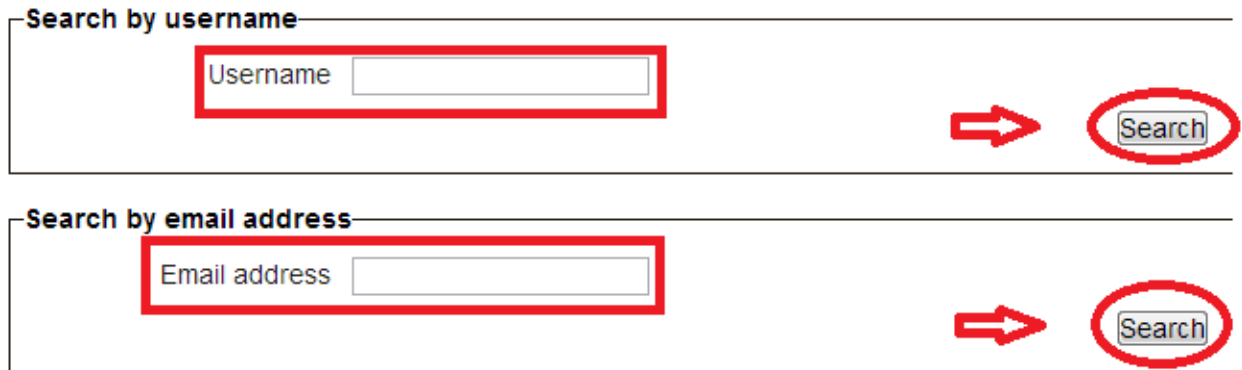
1. Click on “Forgotten your username or password” link.



The screenshot shows a login form titled "Log in". At the top, there is a warning message: "Invalid login, please try again". Below this, there are input fields for "Username" and "Password". A checkbox labeled "Remember username" is present. A "Log in" button is located below the password field. To the left of the "Log in" button, there is a link labeled "Forgotten" in blue text. A red rectangular box highlights the text "Forgotten your username or password?" which appears to be a tooltip or a link description. At the bottom of the form, there is a text label "Some courses may allow guest access" and a button labeled "Log in as a guest".

Figure 04: My home>Login to the site

2. Fill one of the two searches on the page, either by your LMS User ID OR by the E-mail Address you provided on the LMS Profile.



The image shows two search forms for password reset. The first form is titled 'Search by username' and contains a text input field labeled 'Username' and a 'Search' button. The second form is titled 'Search by email address' and contains a text input field labeled 'Email address' and a 'Search' button. Red boxes highlight the input fields, and red arrows point to the 'Search' buttons.

Figure 04: Password Reset

Please feel free to contact at onlineclasses@fui.edu.pk email if you need any further assistance.

vi. **Editing your Student Profile:**

FUI Learning Management System provides you with a personal profile that applies to all LMS Courses that you are enrolled in. You can edit your profile information at any time. You can choose to hide or display your email address, include a photo or an avatar, or add a link to your website

Go to Administration block, click 'Edit Profile (to display dropdown menu) then 'Edit profile'.



Figure 05: Edit Profile

Scroll down to User picture and select 'Add'. A file picker window will appear. Select and press the button to locate and upload an image. Scroll down to the bottom of the screen and press 'Update profile' to finish updating your profile.

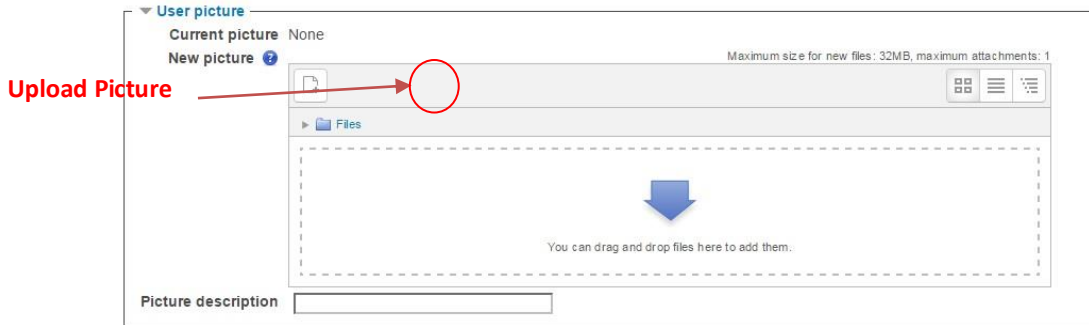


Figure 05 : Edit Profile

Click Update Button



vii. My Course:

After logging in users will be taken to the “My Course” screen where they see their courses. To enter a course locate the “Courses Available To You” block. Note: Make sure the block is expanded. See Figure

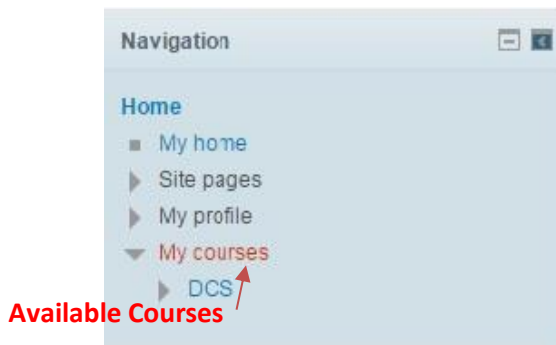


Figure 06: Course Edit

Enter a Course by Clicking on the course title. For Example, "DCS" in above figure.

- After Clicking the Course In which you enrolled, there will be a different type of task available to show you. Like "Quizzes", "Assignments" etc.

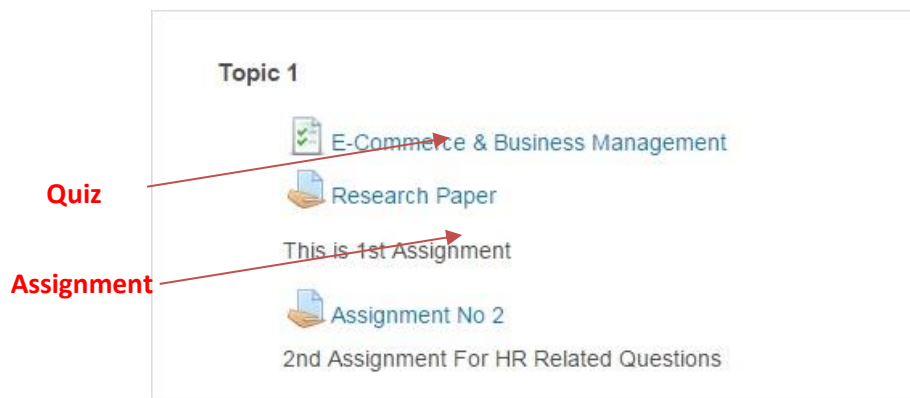


Figure 07 : Quiz & Assignments

viii. Receiving Assessment Task Marks or grades:

In this system we introduce Grade book Feature. Through gradebook feature student can view their grades as well as marks. Click the grade in the Administration block on the left side of LMS Screen.

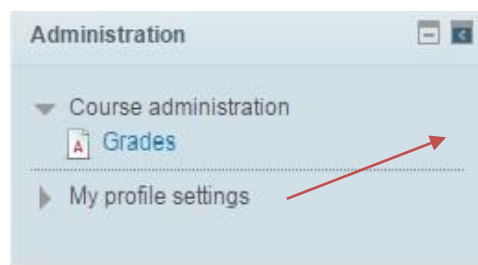


Figure 08 : Student Grades

This will take you to the Grades module. The table on this screen will list all the assessable items (assignments, quizzes, etc.) included in the Course, the maximum score for each assignment, and the mark or grade you have achieved for each Quiz or assignment.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Diploma in Communication Skills						
E-Commerce & Business Management	47.37 %	54.00	0-90	60.00 %		28.42 %
Research Paper	52.63 %	90.00	0-100	90.00 %		47.37 %
Assignment No 2	0.00 % (Empty)	-	A-F	-		0.00 %
Course total Simple weighted mean of grades.	-	75.79	0-100	75.79 %		-

Figure 09 : Result Sheet

Note: 40% is the passing criteria for all course, below 40% score will re-attempt the test.

ix. LMS Online Quiz:

The Quiz activity module allows admission/Examination officers to design and set quizzes consisting of a large variety of Question types, among them multiple choices, true-false and short answer questions. These questions are kept in the site Question bank and can be re-used within sites and between sites. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers. Quizzes are useful to keeping students up to date. They can be used for assessment or practice. However, if they are to be used for assessment marks, you might want to consider some of the following:

- Creating random questions where 1 or 2 questions are chosen from each category of 3 or more questions. A number of categories would be used.
- Randomizing the question order
- Randomizing the multiple choice options order.
- Setting a short time allowed to do the quiz
- Setting a short period of time that the quiz is available
- If allowing more than one attempt, consider time between attempts
Allow only 1 question per screen
- Open in a secure window (safe Exam Browser can be used)

x. Adding Quiz activity:

After Login the Admission/Examination Officer

The first step to creating a quiz is to add the Quiz activity to your LMS module.

1) Within your LMS module, turn editing on.

2) Navigate to the section in which you would like to add the Quiz activity. Click on the Add an activity link



Figure 10: Adding Quiz Activity

Note that if you have the activity chooser turned on, a link to “Add an activity or resource” will appear, rather than the above dropdown menus

3) Select Quiz from the list of options.

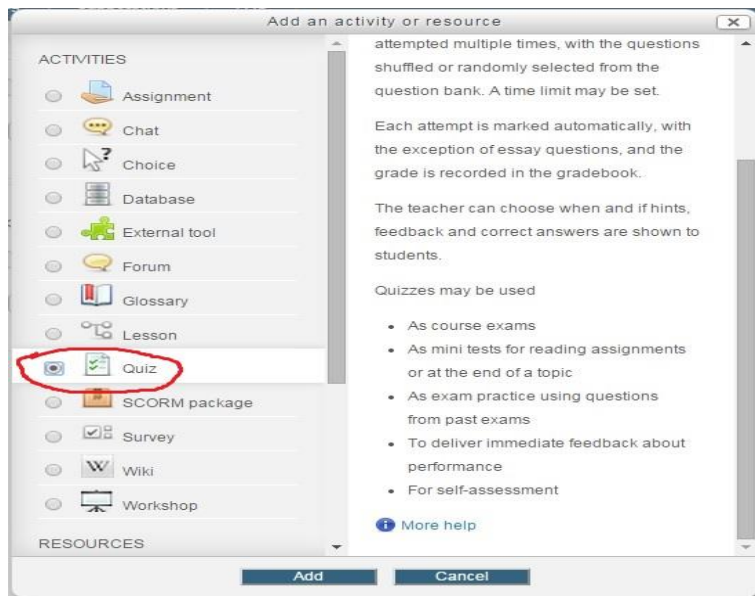


Figure 11: Quizzes View

xI. Configuring the Quiz activity:

On the page that follows, you are presented with a number of configurable options that will determine how and when the quiz will function. Note that you may need to click on the expand icon next to each of the following headings in order to display any additional configurable options

Name this is the name of the quiz that you and your students will see displayed on the front page of the module, for instance, Quiz 1 — Ecommerce-Test.

Description the description field is an optional but useful field in which important or relevant information can be displayed to students before they attempt the quiz. For instance, within the description field you may wish to remind students about quiz timings, pass grades, and other useful information. You may also choose to use the description field to outline any emergency plans if anything were to go wrong, for instance, powers cuts or network outages.

Timing the timing options can be tailored depending on how you intend to use the Quiz activity. Where appropriate, you can specify quiz opening and closing times, as well as any time limits on attempts.

The **When time expires** option is used to determine how the quiz will behave if the time expires whilst a student is making an attempt.

Note that if a quiz attempt time limit has been set, a countdown timer will be displayed within the quiz navigation block.

The screenshot shows the 'Quiz Configuration' interface. At the top, there's a 'Name' field with 'Sem 1 Quiz 1'. Below it is an 'Introduction' text area with a rich text editor. The 'Path' field is set to 'p'. The 'Open the quiz' and 'Close the quiz' dates are set for February 22, 2012, and February 24, 2012, respectively. The 'Time limit' is 15 minutes. The 'Attempts allowed' is set to 1. The 'Grading method' is set to 'Highest grade'. The 'Grade category' is set to 'Choc1'. The 'Attempts allowed', 'Grading method', and 'Grade category' fields are highlighted with a red circle.

Figure 12: Quiz Configuring

XII. Grade category:

This is important if you have a number of quizzes and want a quiz category mark or you want some not counted.

Use the **Attempts allowed** field to specify how many times a student may attempt the quiz.

If you specify that more than one attempt is allowed, the **Grading method** option is unlocked — this can be used to determine how the final grades are calculated across multiple attempts.

XIII. Questions Behavior:

- **Shuffle within questions**

If yes for Shuffle within, then the order of answers within each question will be randomly shuffled each time a student attempts this quiz. Of course, this only applies to questions have multiple answers displayed, such as Multiple Choice or Matching Questions. Intention is simply to make it a little harder for students to copy from each other.

- **How questions behave**

Students can interact with the questions in the quiz in various different ways. For example, you may wish the students to enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

- **Restrict access**

Access from/to dates determine when students can see a link to the Quiz activity on the front page of the System. They **do not** determine the open and close dates for the quiz. Therefore, **in the majority of cases there is no need to enable this setting.**

Once you have finished configuring the Quiz activity, **click Save and display** at the bottom of the page.

The page that follows displays a brief overview of your quiz, including its title, description, timing information and the number of attempts allowed. As the overview page notes, no questions have been added yet. To begin adding questions to your quiz, click Edit quiz.

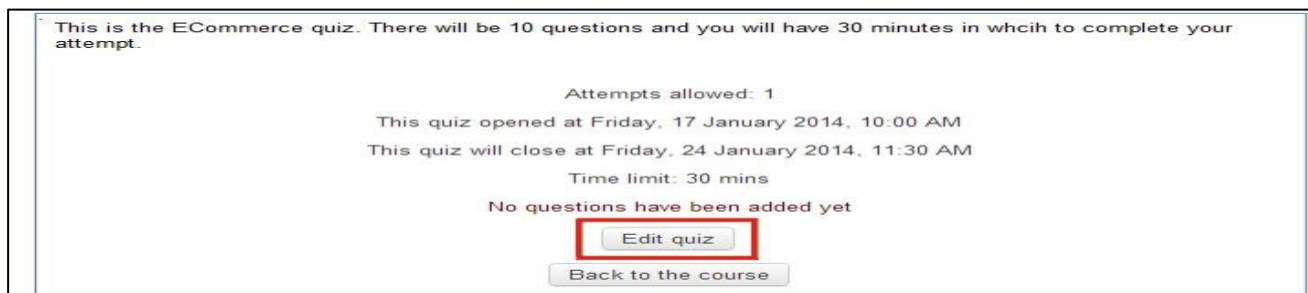
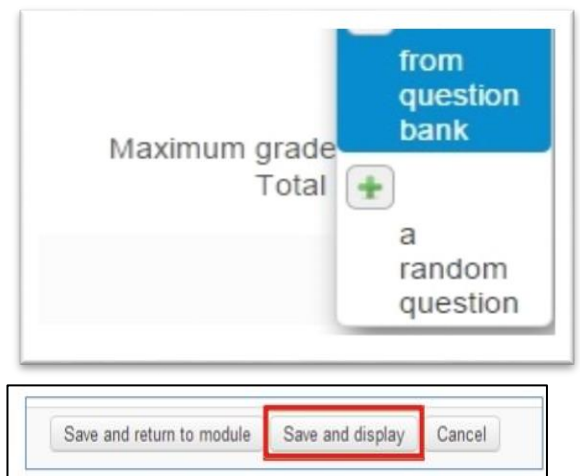


Figure 13 : Quizzes Behavior

xiv. Adding questions to your quiz

Clicking on the **Edit quiz** button opens the **quiz editing page** (screen shot below) where you can begin adding questions to your quiz. There are a number of options available on this page:

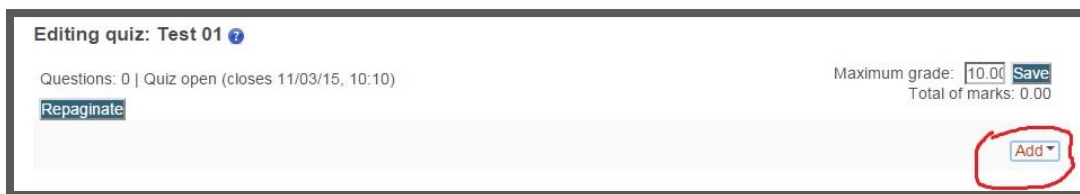


Figure 14: Quiz Marks Setting

- **Maximum grade**

This is the overall maximum grade that students can obtain on this quiz. The default value is set to 100.

- **Add**

Clicking this option offers three ways of adding questions to the quiz:

- a. From question bank - allows you to select and add a question from a question bank
- b. Add a random question — clicking this option enables you to add a random question from a question bank.

To add a new question to the quiz:

- a) Click Add a question

b) From the list that follows, select a question type to add and then click next

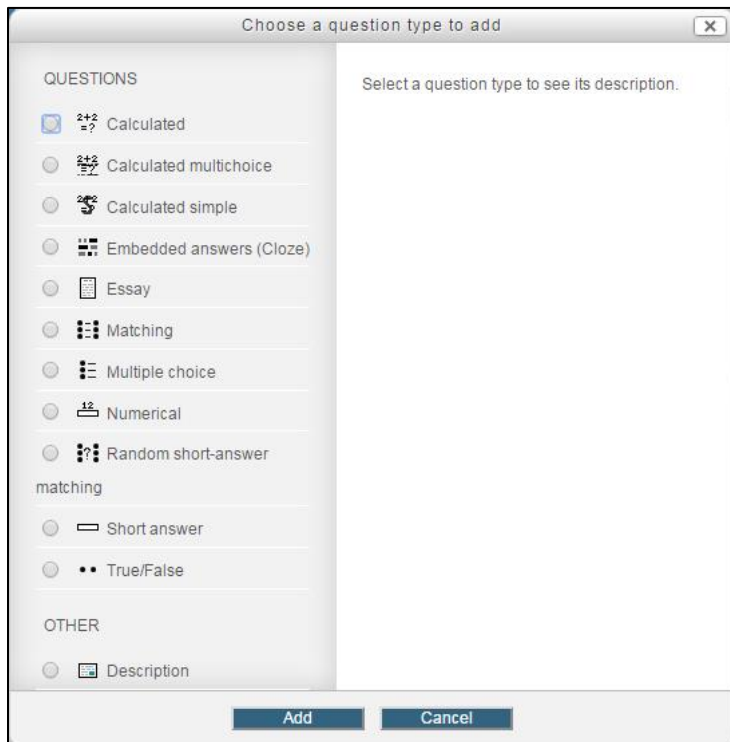


Figure 15: Quiz Type Setting

There are variety of question types are available in the above figure. You can select any one of them from your quiz pattern.

Suppose I have select multiple choice option from the question list.

- **Multiple Choice Questions (MCQs)**

Multiple Choice Questions enable the selection of single or multiple responses from a pre-defined list. The Multiple Choice Question type has a number of configurable options:

like Question Name, Question Text Default Mark, One or multiple answers, Shuffle the choices, Number of choices and Answers.

XV. Editing quiz settings

If you need to edit the quiz settings and/or add or remove questions, you can do so by:

1) Clicking on the link to your quiz from your front page

2 a) Selecting Edit settings from the administration block (use this option for editing the general quiz settings such as title, description, timings, etc.)

2 b) Selecting Edit quiz from the administration block (use this option for adding, removing or editing questions*). To edit a question, click on the question title from within the Edit quiz page.

Note: that whilst in preview mode you can quickly edit an individual question by selecting edit question next to any question in the preview window.

XVI. Attempting the quiz

Within the specified time window, students will be able to attempt your quiz. To make an attempt, students will need to:

- 1) Click on the link to the quiz front page
- 2) On the page that follows, the student will be presented with the quiz title, description and timing information. The page will also stipulate how many attempts can be made, i.e. 1. To begin an attempt, the student must click attempt quiz now. The student will receive a pop-up warning asking if they are sure they'd like to attempt the quiz, by selecting start attempt, the quiz attempt will begin.

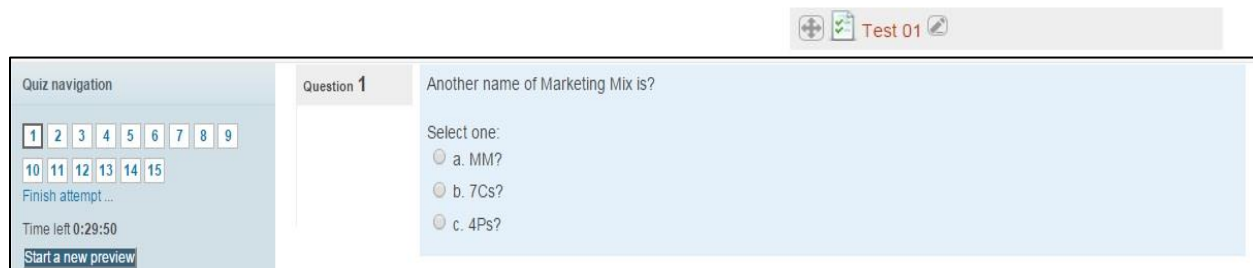


Figure 16 : Quiz attempting

3) The page that follows displays the quiz questions. Depending on the question type, students may be required to check radio buttons, select items from dropdown menus or type in their answers. Depending on the number of questions, students may need to click next at the bottom of the page to advance to the next page of questions.

4) In the top left-hand corner of the page there is a quiz navigation block (right). Students are able to click on individual question numbers to navigate directly to a particular question.

5) After making responses, students can click **Finish attempt** to end their attempt (3). This saves the student's progress but has not yet submitted their responses for marking.



6) The page that follows provides the student with a summary of their attempt, indicating whether any questions still need to be answered. **And this point, the student has three options:**

a) If there is sufficient time remaining, the student can select return to attempt to amend and/or answer further questions.

b) Subject to the above timing restrictions, the student can also choose to exit the quiz and return to it at a later time or date (see below) — their current progress will be saved.

c). Or, to submit their attempt for marking, the student can **click submit all and finish**

For students who choose to save their progress and return to their attempt at a later time (ii), they can access the quiz and begin where they left off by clicking on the link to the quiz on the System front page and then select **continue the last attempt**.

Students can access their marks

1) Clicking the link to the quiz on the System front page

2) Depending on the Review options the System page that follows may include the overall grade, the total number of marks obtained and any general feedback. Students can view individual responses and answer-specific feedback by clicking on Review (where applicable).

XVII. Grade Book:

Setting up LMS gradebook involves followings main steps:

1. Create gradebook categories
2. Add grades in gradebook
3. Show letter grades in gradebook
4. Export gradebook/ grader report

The grader report/ gradebook is the main instructor's view of the reports in LMS The grade book collects items that have been graded, and allows instructor to view and change them as well as sort them out into categories and calculate totals in various ways.

1. Access the course grader report at Course Homepage / ► Grade administration / ► Grader report

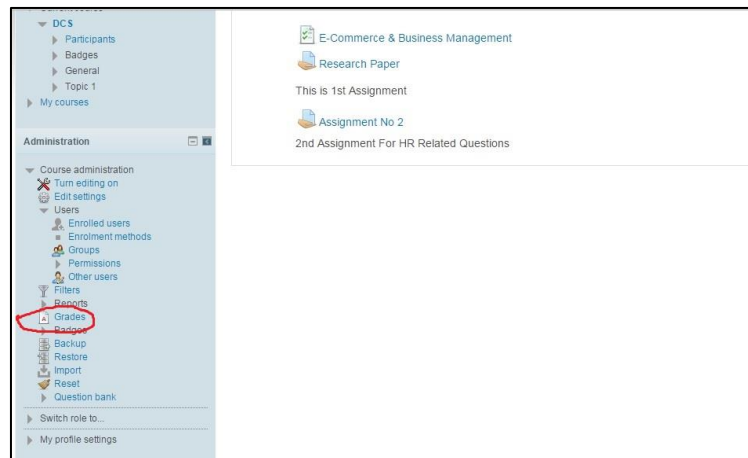


Figure 16 : Grade Report

By default the grader report contains three column, Student name, Registration Number and course total as shown in following screenshot.

The screenshot shows the 'Grader report' page. The table displays student names, email addresses, and scores for three assignments: 'E-Commerce & Business Management', 'Research Paper', and 'Assignment No 2'. The overall average score is 48.00.

Surname	First name	Email address	E-Commerce & Business Management	Research Paper	Assignment No 2
hamza khan		hamza@gmail.com	-	-	-
ali shaikh		ali@gmail.com	54.00	90.00	-
anam shaikh		anam@zabtech.edu.pk	-	-	-
waseem shaikh		waseem@yahoo.com	42.00	90.00	-
Overall average			48.00	90.00	-

Figure 17: Grades Full Report

XVIII. Grade Categories:

Grades can be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting of categories (a category may belong to another category). However, each grade item may belong to only one category. For example "Assignment" is category and "Assignment no 1" is item of "Assignment" category.

1. To add a grade category in course gradebook, go to the
Homepage/ ► Grade administration / ► Categories and items / ► Add Category

Categories and items

Name	Max grade	Actions
Diploma in Accounting	-	Edit ▼
E Commurce	100.00	Edit ▼
Course total Simple weighted mean of grades.	100.00	Edit ▼

Save changes

Add category Add grade item

Figure 18: Add Quiz Category

Following screen will appear to you after clicking on “Add category” button

Grade category

Category name*

Aggregation

Category total

Grade type

Scale

Maximum grade

Minimum grade

Hidden ☐

Locked ☐

Weight adjusted ☐

Weight

Save changes Cancel

There are required fields in this form marked *

Figure 19: Add Category

- I. Write the name for category
- II. Select the desired grades aggregation type from the dropdown determines how grades in a category are combined.

Mostly following two aggregation types are used for calculating grades:

- a) **Weighted mean of grades:** This method is used if you plan to assign “different weightages” to the items within a category. The weightage of grade item will be set while creating the grade item.

Example:

A1 70/100 weight 10,

A2 20/80 weight 5,

A3 10/10 weight 3,

Category max 100:

$$(0.7 \cdot 10 + 0.25 \cdot 5 + 1.0 \cdot 3) / 18 = 0.625 \rightarrow 62.5 / 100$$

- b) **Simple weighted mean of grades:** This method is selected if you plan to assign “same weightages” to all items within a category, or if you want to set “all items weightages as their total marks within a category”.

Example:

A1 70/100,

A2 20/80,

A3 10/10,

Category max 100:

$(0.7*100 + 0.25*80 + 1.0*10)/190 = 0.526 \rightarrow 52.6/100$

- c) Any other aggregation type can be selected.
- Mean of grades - The sum of all grades divided by the total number of grades
 - Median of grades - The middle grade when grades are arranged in order of size
 - Lowest grade -
 - Highest grade -
 - Mode of grades - The grade that occurs the most frequently
 - Sum of grades - The sum of all grade values, with scale grades being ignored

iii. “Grade type” should be set to “value” for assigning numerical values to grades.

v. Maximum grade determines the total grades for that specific category.

Example: If assignments category has 10% weightage out of course total 100 marks, maximum grade for assignment category should be set to 10, all items (assignments) placed in this category will be aggregated for the total of 10 marks.

v. Grade category can be set to hidden and locked if required.

vi. Save the changes.

The created category will be visible under main course category when you switch to full view of grader report at Course Homepage / ► Grade administration / ► Categories and items

The screenshot displays the 'Categories and items' management page. The breadcrumb trail indicates the path: Home ► My courses ► Compuses ► ZABTech Hyderabad ► DAC ► Grade administration ► Setup ► Categories and items. The left sidebar shows the navigation menu with 'DAC' expanded. The main content area features a table titled 'Categories and items' with the following data:

Name	Max grade	Actions
Diploma in Accounting	-	Edit ▼
General Quiz	100.00	Edit ▼
Course total Simple weighted mean of grades.	100.00	Edit ▼

Below the table, there are buttons for 'Save changes', 'Add category', and 'Add grade item'. Red arrows highlight the 'Add category' button next to the 'General Quiz' row and the 'Add grade item' button below the 'Course total' row.

Figure 20 : Edit Category & Add Grade Item

XIX. Add Grades in Gradebook

Once you have created all categories and grade items, you can simply add students' grades in grade sheet.

1. Click on "Turn editing on" button available at top right corner of the page.
2. After turning editing on, the interface will switch to editing mode as shown following:

All participants: 8/8

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](#)

			Diploma in Accounting	
Surname First name		Email address	General Quiz	Course total
Controls				
amir abbasi	aeincharge@zabtech.edu.pk			
Zeeshan Ali	zeeshan@zabtech.edu.pk			
gulzar Brohi	gulzar@zabtech.edu.pk		20.00	40.00
hamza khan	hamza@gmail.com			
ali shaikh	ali@gmail.com		40.00	40.00
anam shaikh	anam@zabtech.edu.pk			
ghazala shaikh	jstc.lrk@zabtech.edu.pk			
Admin User	zabtech@p3picpni0566.prod.phx3.secureserver.net			
Overall average			30.00	40.00


[Save changes](#)


Figure 21 : Adding Grades in a Gradebook

3. You can enter grades for each activity against each student name.
4. Click on "Submit" button to save the entered grades.
5. Average of all grade items, category grades and course grades will be calculated automatically and will appear in the last row of grade book.

XX. Show Letter grades in Gradebook

1. Click "Turn editing on" button.
2. Click on edit icon appears under main course category name as mentioned in following screen shot



Diploma in Accounting  *click on edit icon under the course name*



















Surname	First name	Email address	General Quiz	Course total
Controls				
	amir abbasi			
	Zeeshan Ali			
	gulzar Brohi		20.00	40.00
	hamza khan			
	ali shaikh		40.00	40.00
Overall average			30.00	40.00

Figure 22 : Show Letter grades

3. Scroll down to category settings page, by default the option “Default (Real)” is set to “Grade Display Type”. You have to set this option to “Real (Letter)” as shown under:

Grade category ▼ Collapse all


Category name


Aggregation  Simple weighted mean of grades 



[+ Show more...](#)



Category total


Category total name*


Item info* 


ID number* 




Grade type  Value 



Scale  Use no scale 


Maximum grade  100.00



Minimum grade  40.00


Grade to pass*  0.00



Grade display type*  Real (letter)  

Overall decimal points*  Default (2) 

Hidden  ☐

Hidden until*  23 March 2015 12 50  ☐ Enable

Locked  ☐

Lock after*  23 March 2015 12 50  ☐ Enable

[- Show less...](#)

[Save changes](#) [Cancel](#)

Figure 23 : Select Grade Type

- 4 . Save changes and click on “Turn editing off”. The letter grades will appear in gradebook along with course final grades as shown following

Grader report

All participants: 8/8

First name :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname :AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname First name			Diploma in Accounting	
Email address			General Quiz	Course total
amir abbasi			-	-
Zeeshan Ali			-	-
gulzar Brohi			20.00 (F)	40.00 (F)
hamza khan			-	-
ali shaikh			40.00 (D)	40.00 (F)
anam shaikh			-	-
ghazala shaikh			-	-
Admin User			-	-
Overall average			30.00 (F)	40.00 (F)

Figure 24 : Final Grades View

5. Default letter grades will be assigned to all grades according to calculated average of the course total. Teacher or Admission Officer can change the grade boundaries set by the system.

XXI. Export Gradebook/ Grader Report

1. You can export the grade sheet as Excel spread sheet from Course Homepage / ► Grade administration / ► Export / ► Excel spreadsheet

The screenshot shows a software interface with a dropdown menu on the left and a table on the right. The dropdown menu is open, showing options like 'Single view', 'User report', 'Setup', 'Categories and items', 'Course grade settings', 'My preferences: Grader report', 'Scales', 'View', 'Letters', 'View', 'Edit', 'Import', 'CSV file', 'Paste from spreadsheet', 'XML file', 'Export', 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet' (highlighted with a red arrow), and 'XML file'. The table on the right is titled 'Diploma in Accounting' and has columns for 'Email address', 'General Quiz', and 'Course total'. It lists students: hamza khan, ali shaikh, and anam shaikh, along with an 'Overall average' row. The table data is as follows:

Email address	General Quiz	Course total
hamza khan	-	-
ali shaikh	20.00 (F)	40.00 (F)
anam shaikh	-	-
Overall average	30.00 (F)	40.00 (F)

Figure 25 : View and Download Reports

2. Click on “Download” button to download the grade sheet as excel spreadsheet.

The screenshot shows a form titled 'Export to Excel spreadsheet'. It has two main sections: 'Grade items to be included' and 'Export format options'. The 'Grade items to be included' section has checkboxes for 'General Quiz' and 'Course total', both of which are checked. The 'Export format options' section has checkboxes for 'Include feedback in export' (unchecked), 'Exclude suspended users' (checked), and 'Grade export display types' (Real, Percentage, Letter). The 'Grade export decimal points' is set to 2. A red box highlights the 'Download' button at the bottom of the form.

Figure 25 : Download Reports