Grader Report Submission

What is the Grader Report?

The Grader report is a report generated by Moodle for each course. It reflects the grade of each student in each lesson he/she completed.

This grader report should be exported from Moodle on weekly basis, and shared with Ms. Maria Frangieh from the QuA-VET team by email. <u>frangieh.m@gmail.com</u>

Check the below screenshot for an empty report.

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Steps to download and share the grader report

Download the grader report from the Moodle LMS as an Excel (xlsx format) file.

	Rename the MS Excel file as per the following format: Institute-Teacher's Name-Month-Date-Year Example: Zgharta TI Maria Frangieh 28112023
	Attach the correctly named file to an email message, and then share it with Ms. Maria Frangieh: <u>frangieh.m@gmail.com</u>
	Make sure you submit it on weekly basis, every Friday 10:00 P.M the latest.
i	Go to the next section "Moodle Learning Management System" to know more about how to export, rename, and share your grader report!

CONTINUE

Lesson 6 of 9

Tools for Communication in E-Learning Environments





WhatsApp

- A WhatsApp group will be created for each institute to report technical issues or ask for support.
- Private communications are banned unless for sensitive and critical matters.

Email

- Send the graded report (MS Excel format) on weekly basis to <u>frangieh.m@gmail.com</u>.
- The subject of the email should be named as follows: Grader Report Institute Name
- You will learn how to name the Excel sheet in the upcoming sections.

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