

# Grader Report Submission

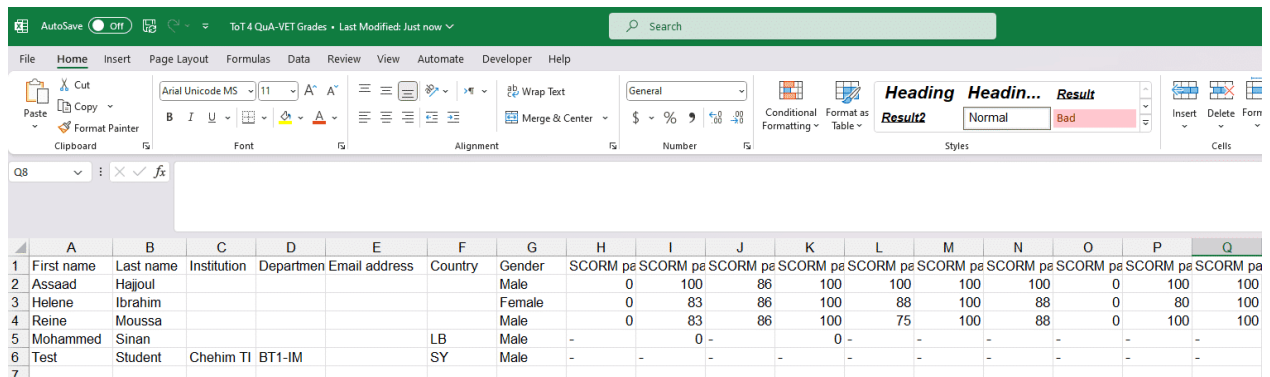
## What is the Grader Report?

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. [frangieh.m@gmail.com](mailto:frangieh.m@gmail.com)

Check the below screenshot for an empty report.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	First name	Last name	Institution	Departmen	Email address	Country	Gender	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe	SCORM pe
2	Asaad	Hajjoul					Male	0	100	86	100	100	100	100	0	100	100
3	Helene	Ibrahim					Female	0	83	86	100	88	100	88	0	80	100
4	Reine	Moussa					Male	0	83	86	100	75	100	88	0	100	100
5	Mohammed	Sinan				LB	Male	-	0	-	0	-	-	-	-	-	-
6	Test	Student	Chehim TI	BT1-IM		SY	Male	-	-	-	-	-	-	-	-	-	-
7																	

**CONTINUE**

## 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: [frangieh.m@gmail.com](mailto:frangieh.m@gmail.com)

Make sure you submit it on weekly basis, every Friday 10:00 P.M the latest.



**Go to the next section "Moodle Learning Management System" to know more about how to export, rename, and share your grader report!**

**CONTINUE**

# Tools for Communication in E-Learning Environments

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## **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 [frangieh.m@gmail.com](mailto:frangieh.m@gmail.com).
- 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.