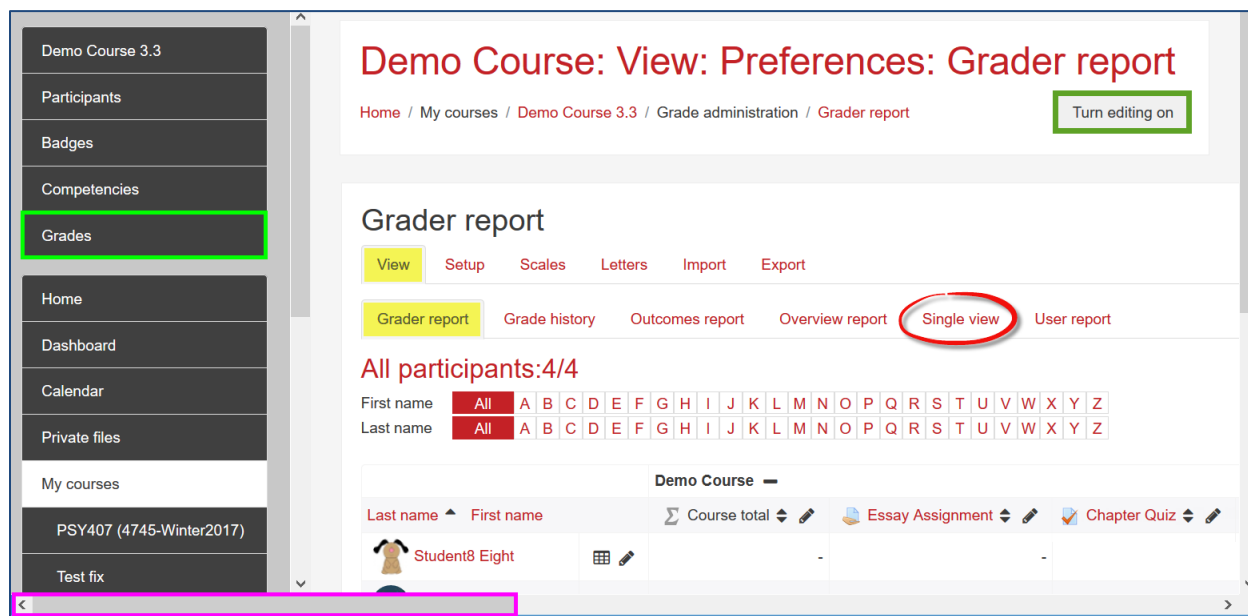The course gradebook is accessed from the **Grades** link in the navigation panel on the left. (See these guides for setting up your gradebook with straight points or with weighted grades.) The gradebook will open in the ==Grader report== view shown below:


Grader Report View

We've highlighted three key features in the **Grader report** view shown above: the **Turn editing on** link, the **Single view** option and the **horizontal scroll bar**. Here's a quick overview of these features:

Turn editing on

With editing turned on, you can **enter (or view) student grades** and **enter scores** for an item. Note that **Course** and category totals are calculated fields—you cannot enter numbers in these columns. If you enter grades from this page, be sure to click on **Save changes** in the lower left corner before leaving the page.
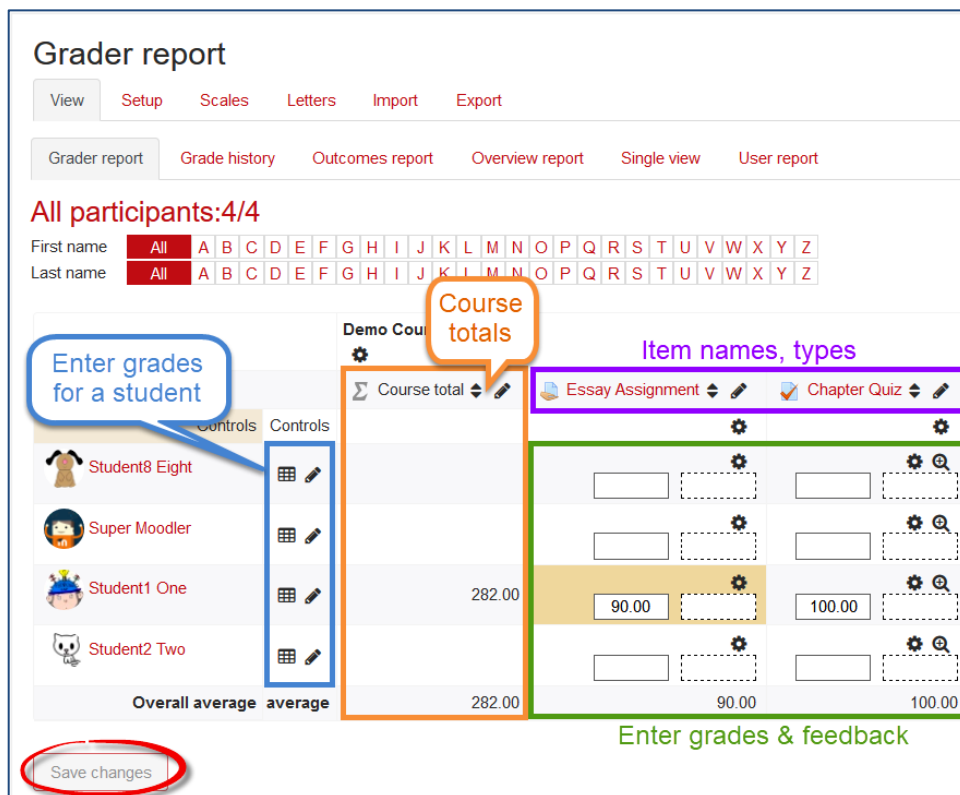
Gradebook Views

Single view

Using **Single view**, you can enter grades for a particular item or for a specific student. [Complete instructions](#) for entering grades on this page are available on the *Moodle How-To's* page.

Horizontal Scroll Bar

We've highlighted the horizontal scroll bar in this case because it is not where we expect to find it, at the bottom of the grade sheet. Instead, it's at the bottom of the **browser window**. The good news is that the column with student names remains fixed and visible as you scroll to the far end of the gradebook (hurray, at last!).
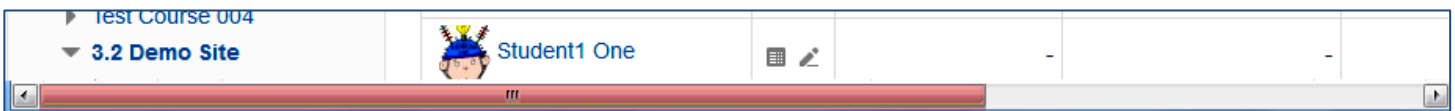
For more information about using Moodle's gradebook, see our guides on the [*Moodle How To's*](#) page or check out the video tutorials posted in Moodle Support Theater. Contact the Center for Instructional Support for assistance in setting up your gradebook or if you have questions about entering grades in Moodle.