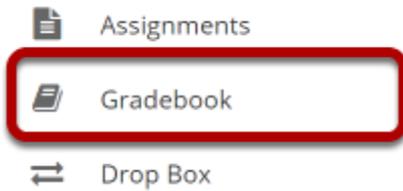


How do instructors view and print individual student grades?

Go to Gradebook.



Select the **Gradebook** tool from the Tool Menu of your site.

Select the student's name.

Students	Course Grade	Homework 1 Cat: Homework [24%] Total: 100 Due: -	Homework 2 Cat: Homework [24%] Total: 100 Due: -	Homework 3 Cat: Homework [24%] Total: 100 Due: -	Homework Weighted Average [24%]
Erin Martin (student03)	B- (80.7%)	86	95	92	91%
Jeremy Smith (student04)	B (83.61%)	74	34	83	63.67%
Mary Thompson (student01)	A (95.57%)	93	94	98	95%
Steven Johnson (student02)	A- (91.41%)	89	94	91	91.33%

To view all grades for a single student, click on the student's name.

The student's individual grade summary will appear.

Grade Summary for Erin Martin (student03)

Grade Summary Student Review Mode Print

Course Grade: B- (80.7%) Not released to students* Group By Category Expand All Collapse All

Gradebook Item	Grade	Weight	Due Date	Comments
Final	76%	30%		
Final	76 /100		02/27/2020	
Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
Midterm	62%	20%		
Midterm	62 /100		-	
Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

Next Student →

Done

The individual grade summary is the same information students see when they view their grades.

You may use the **Next Student** link (or the **Previous Student** link if applicable) to go immediately to the grade summary for the next (or previous) student in the list.

Student Review Mode

The screenshot shows a 'Grade Summary for Erin Martin (student03)' window. At the top, there are two tabs: 'Grade Summary' and 'Student Review Mode', with the latter highlighted by a red box. To the right of the tabs is a 'Print' button. Below the tabs, there are options for 'Group By Category' (checked), 'Expand All', and 'Collapse All'. The main content is a table with the following data:

Gradebook Item	Grade	Weight	Due Date	Comments
Final	76%	30%		
Final	76 /100		02/27/2020	
Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
Midterm	62%	20%		
Midterm	62 /100		-	
Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

At the bottom left of the window is a 'Done' button.

If you would like to discuss the individual grade summary with a student in person, but you don't want the student to see other sensitive information in the Gradebook, select the **Student Review Mode** tab in the individual grade summary window. This option blurs the background so that other students' information is not visible to the student viewing the screen.

Printing Individual Student Grades

Grade Summary for Erin Martin (student03)

Grade Summary Student Review Mode **Print**

Course Grade: B- (80.7%) Not released to students* Group By Category [Expand All](#) [Collapse All](#)

Gradebook Item	Grade	Weight	Due Date	Comments
Final	76%	30%		
Final	76 /100		02/27/2020	
Homework	91%	24%		
Homework 1	86 /100		-	
Homework 2	95 /100		-	
Homework 3	92 /100		-	
Midterm	62%	20%		
Midterm	62 /100		-	
Projects	91%	26%		
Project 1	87 /100		-	
Project 2	95 /100		-	

* To release final course grade to students, go to Settings and select "Display Final Course Grades to Students".

[Next Student](#) →

Done

Click the **Print** button in the individual grade summary screen to print an individual student's grades.