Cupcake recipe

1. Enter the Gradebook (Grader Report) of your course area

2. Turn editing ON

3. Leave the course totals blank. These will be calculated automatically.

4. Enter marks into the boxes for each assignment (yellow rectangle)

5. OPTIONAL: Type feedback comments into the boxes with dashed borders (red rectangle)

Grader report

All participants: 2/2

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

Surname ▲ First name			Email address	The Sun's Atmosphere ▭ ⚙	
				𝑥̄ Course total ⇕ ✎	
			Controls		🔲
T M	🔲 ✎	t	@research.gla.ac.uk	⚙	
R P	🔲 ✎	r	@dundee.ac.uk	⚙	
			Overall average		-

Save changes

6. Click on the "Save changes" button to save the marks

7. Select the "Course total" calculator icon

8. Enter a formula that produces a total out of 100.00

9. Save changes and return to the editing view of the gradebook

10. Select the edit icon beside the course name

11. Turn on 'Show more...' settings in Category total section

12. Set a Grade to pass (e.g. 50.00)

13. Click on 'Save changes' to save the settings

The course totals will be generated and a pass/fail status will be shown on the administration master list.