Apprentice Moodle Guide

How to View Grades & Attendance
1. Start by going to Moodle.aacpnet.org to log into the AACP Moodle site. Once logged in, navigate to your course.
2. Once on your course page, find the Grades button.
3. By default, the first Gradebook page you see will be the overview page. Here you can see an overview of your progress in the course. Assignments will be listed under “Grade Item.” Corresponding grades and weights will be shown in the row. Your overall course total will be shown at the bottom of the overview, where the arrow is pointing.

**IMPORTANT** – per the guidelines of the AACP Apprenticeship Program, attendance must be kept above 85%. Failure to do so will result in a final grade reduction by ONE letter grade. This adjustment will NOT show up until AFTER the class is over.
4. To view the details of your attendance record, click “Attendance.”
5. You are now viewing your attendance record. By default, the first screen you see will show you only the attendance for sessions that occurred in the current month. To view your overall course attendance, click the “ALL” button.
6. You are now able to view your overall course attendance record. Each class session will be listed out, as well as your attendance marking, and any comments made by your instructor. At the bottom of the list, you will see overview statistics for this course.

Questions? We are here to help! Contact the Apprenticeship Administrator by email – info@aacpnet.org