

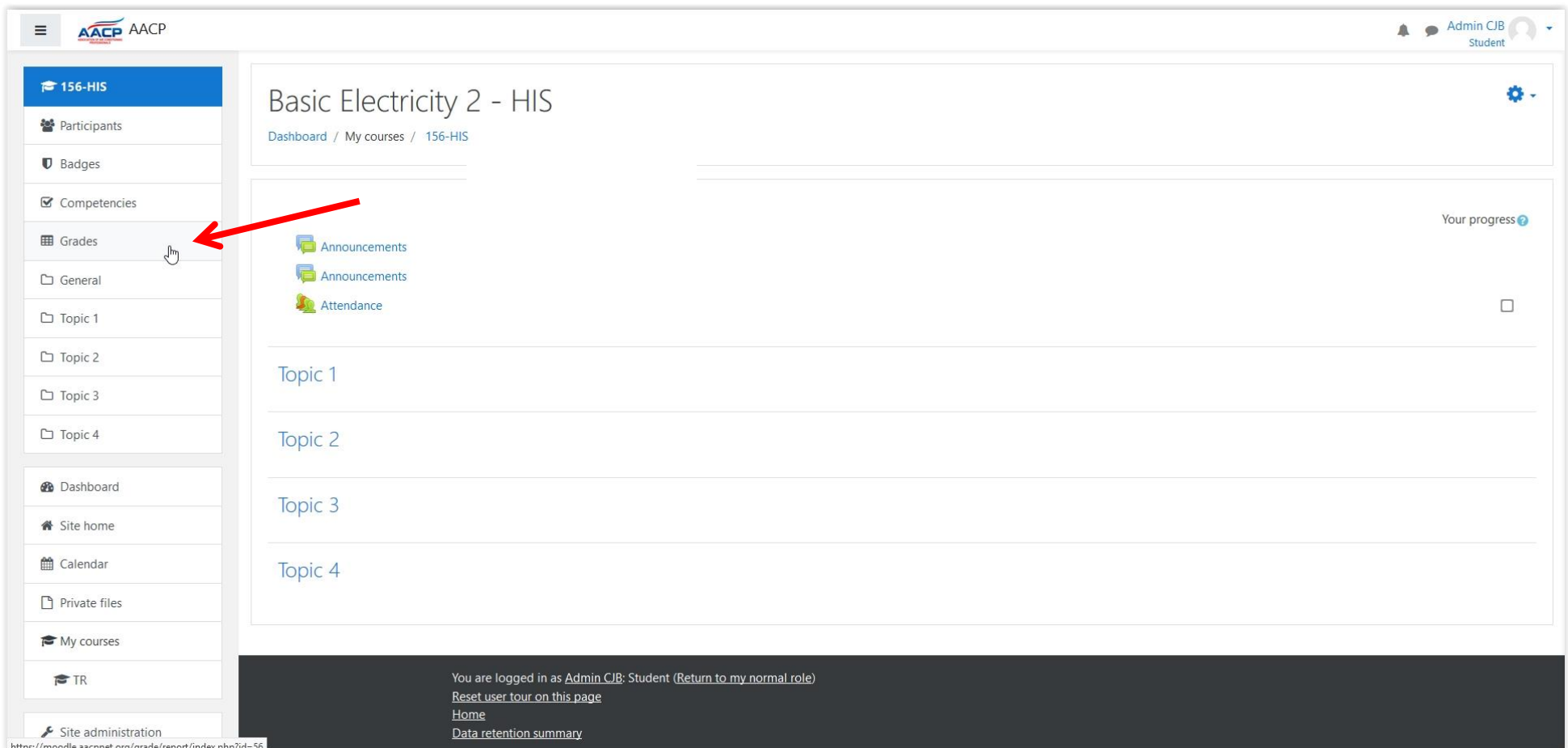


Apprentice Moodle Guide

How to View Grades & Attendance

Grades

1. Start by going to [Moodle.acpnet.org](https://moodle.acpnet.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.



The screenshot displays the Moodle course interface for 'Basic Electricity 2 - HIS'. The left sidebar contains a navigation menu with the following items: 156-HIS, Participants, Badges, Competencies, Grades (highlighted with a red arrow and a mouse cursor), General, Topic 1, Topic 2, Topic 3, Topic 4, Dashboard, Site home, Calendar, Private files, My courses, TR, and Site administration. The main content area shows the course title, a breadcrumb trail (Dashboard / My courses / 156-HIS), and a 'Your progress' section with a progress indicator. Below this, there are sections for Topic 1, Topic 2, Topic 3, and Topic 4. The footer indicates the user is logged in as 'Admin CJB: Student' and provides links for 'Reset user tour on this page', 'Home', and 'Data retention summary'.

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.

The screenshot displays the AACP Gradebook interface. The left sidebar contains navigation options such as '156-HIS', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'TR', and 'Site administration'. The main content area shows the 'Basic Electricity 2 - HIS: View: User report' page. Below the title, there are tabs for 'Overview report' and 'User report'. A table displays the gradebook data:

Grade item	Calculated weight	Grade	Percentage	Letter grade	Feedback	Contribution to course total
Basic Electricity 2 - HIS						
Attendance	-	-	-	-		-
Final Grade	-	-	-	-		-
Course total	-	-	-	-		-

A red arrow points to the 'Course total' row in the table. At the bottom of the page, a dark footer bar contains the text: 'You are logged in as Admin.CJB: Student (Return to my normal role)', '156-HIS', and 'Data retention summary'.

Attendance

4. To view the details of your attendance record, click “Attendance.”

The screenshot shows a Moodle interface for a user report. The page title is "Basic Electricity 2 - HIS: View: User report". The breadcrumb trail is "Dashboard / My courses / 156-HIS / Grades / Grade administration / User report". The user is logged in as "Admin CJB Student".

The main content area is titled "User report - Admin CJB" and has two tabs: "Overview report" and "User report". Below the tabs is a table with the following columns: "Grade item", "Calculated weight", "Grade", "Percentage", "Letter grade", "Feedback", and "Contribution to course total".

Grade item	Calculated weight	Grade	Percentage	Letter grade	Feedback	Contribution to course total
Basic Electricity 2 - HIS						
Attendance	-	-	-	-	-	-
<input type="checkbox"/> Final Grade	-	-	-	-	-	-
Course total	-	-	-	-	-	-

A red arrow points to the "Attendance" link in the table. A tooltip for the "Attendance" link reads "Link to Attendance activity Attendance".

At the bottom of the page, there is a footer with the text: "You are logged in as Admin CJB: Student (Return to my normal role)", "156-HIS", and "Data retention summary". The URL at the bottom left is "https://moodle.aacpnet.org/mod/attendance/view.php?id=210".

- 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.

The screenshot shows the Moodle interface for the course 'Basic Electricity 2 - HIS'. The left sidebar contains a navigation menu with options like '156-HIS', 'Participants', 'Badges', 'Competencies', 'Grades', 'General' (highlighted), 'Topic 1-4', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'TR', and 'Site administration'. The main content area displays the course title and a breadcrumb trail: 'Dashboard / My courses / 156-HIS / General / Attendance / Attendance report'. Below this is the 'Attendance' section, which includes a filter for 'This course' (set to 'All courses') and a month selector for 'August'. A red arrow points to the 'All' button in the filter options, which also includes 'All past', 'Months', 'Weeks', and 'Days'. Below the filter is a table with columns for 'Date', 'Description', 'Status', 'Points', and 'Remarks'. The table is currently empty. Below the table, there are statistics: 'Taken sessions: 0', 'Points over taken sessions: 0 / 0', and 'Percentage over taken sessions: 0.0%'. There is also an 'Announcements' section with a 'Jump to...' dropdown menu. At the bottom of the page, a dark footer bar contains the text: 'You are logged in as Admin_CJB: Student (Return to my normal role)', '156-HIS', and 'Data retention summary'. The URL at the bottom left is 'https://moodle.aacpnet.org/mod/attendance/view.php?id=2108&view=5'.

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.

The screenshot displays the AACP (Apprenticeship Administration and Control Platform) interface. The top navigation bar includes the AACP logo and the user's name 'Admin CJB Student'. The left sidebar contains a menu with options like '156-HIS', 'Participants', 'Badges', 'Competencies', 'Grades', 'General' (selected), 'Topic 1-4', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'My courses', 'TR', and 'Site administration'. The main content area is titled 'Basic Electricity 2 - HIS' and shows the 'Attendance' report. It includes a breadcrumb trail: 'Dashboard / My courses / 156-HIS / General / Attendance / Attendance report'. Below the title, there are tabs for 'This course' and 'All courses', and a filter menu with options 'All', 'All past', 'Months', 'Weeks', and 'Days'. A table with columns 'Date', 'Description', 'Status', 'Points', and 'Remarks' is present but currently empty. Below the table, summary statistics are shown: 'Taken sessions: 0', 'Points over taken sessions: 0 / 0', 'Percentage over taken sessions: 0.0%', 'Total number of sessions: 0', 'Points over all sessions: 0 / 0', 'Percentage over all sessions: 0.0%', and 'Maximum possible points: 0 / 0', 'Maximum possible percentage: 0.0%'. At the bottom, there is an 'Announcements' link and a 'Jump to...' dropdown menu. The footer indicates the user is logged in as 'Admin CJB: Student' and provides a link to 'Return to my normal role'.

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