

Single view report

The single view report allows you to see all of the grade results for a single user or grade item.

Single view ▼

Grade user or grade item

Select grade item... ▼

Select user... ▼

Using the report

There are a couple of different ways to access the single view report, depending where you start from.

Once you have accessed the report (either from the [course](#) or [grader report](#)) you can use the dropdown menu to select the user or grade item you wish to see a report for. You can then individually adjust grades and leave feedback, or perform a [bulk grade insertion](#).

From the course

If you are viewing the course then the best way to access the single view report is to follow these steps:

1. From the course select **Grades** in the **Course administration** block.
2. Select **Single view** from either the dropdown menu at the top of the page, or the **Administration** block.

From the grader report

If you are viewing the [grade report](#) then you can click the pencil icon () alongside any learner or grade item to view that learner/grade item's single view report.

Bulk insert

Once you are viewing a report for either a user or grade item you can decide to perform a bulk grade action. If you do perform a bulk insertion of grades then this will cause those grade items to be overridden and therefore no longer updated by any corresponding activity.

1. Tick the **Perform bulk insert** box under the report.
2. Select either **Empty grades** or **All grades** from the dropdown.
3. Enter the grade value you wish to be inserted for all corresponding grades.
4. Click **Save** to implement the change.

Perform bulk insert

For ▼ Insert value

Totara Academy



The Totara Academy has a whole course dedicated to using [Grading, completion and certificates](#) in Totara Learn. Here you can learn more on how to use these tools, see best practice, and give it a go yourself.