كليـــات المعــرفــة
ALMAAREFA COLLEGES

**User Manual for Faculty Members**

# Learning Management System (Moodle)

# Import Grades

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# Import Students Grades into Moodle

To import the grades file into Moodle, the file must be in correct format. The best way to do it is to follow the steps:
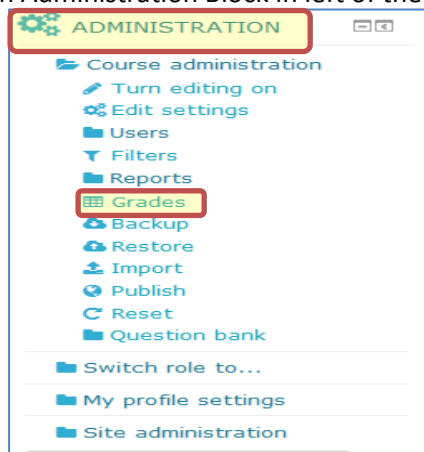
1) Create the grade item (column) in Moodle
2) Export the grades file from Moodle
3) Edit the Exported file and save it as **.csv** file
4) Import the updated csv file of the grades into Moodle

## 1) Create the grade item (column) in Moodle

Create your gradebook columns (such as Mid1 Mid2, Quiz…) in the *Moodle gradebook* so that you can export the correctly formatted template to Excel to enter your grades.

**To create grade item, follow the steps:**

a) Click on **Grades** in Administration Block in left of the page.



b) Select categories and items>*simple view* from first drop down menu

Email: moodle_support@mcst.edu.sa
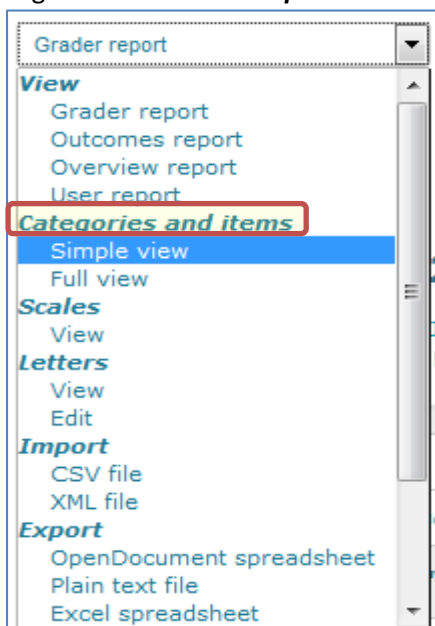
c) Click *add grade item* button



d) Fill the grades settings by giving item name (Mid 1, Mid 2 , …) and maximum grades (default is 100 ) then click save changes



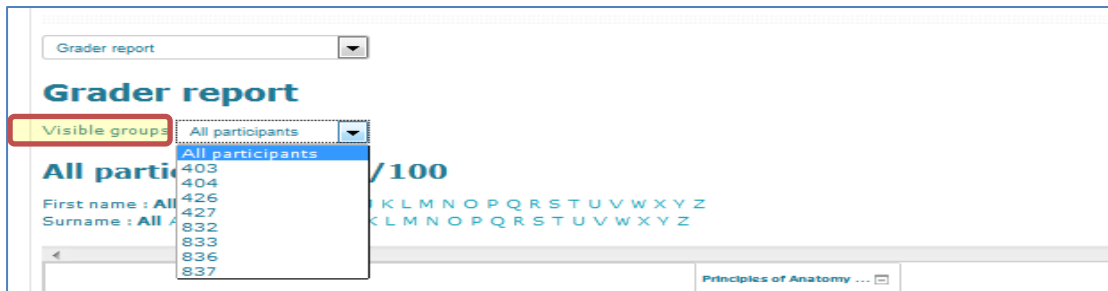## 2) Export the grades file from Moodle

a) Click on **Grades** in Administration Block in left of the page.

Email: moodle_support@mcst.edu.sa
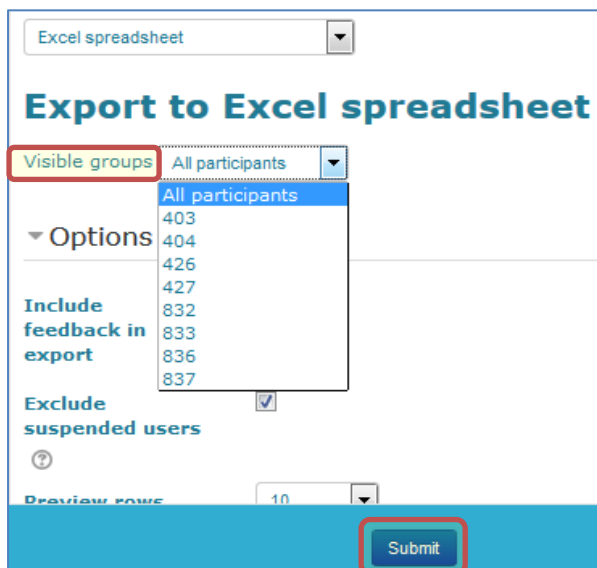
b) Select the group (section) from drop down menu. **Note**: if you have more than one section then repeat it for each group



c) Scroll down to the bottom of the page, and click export (excel spreadsheet)
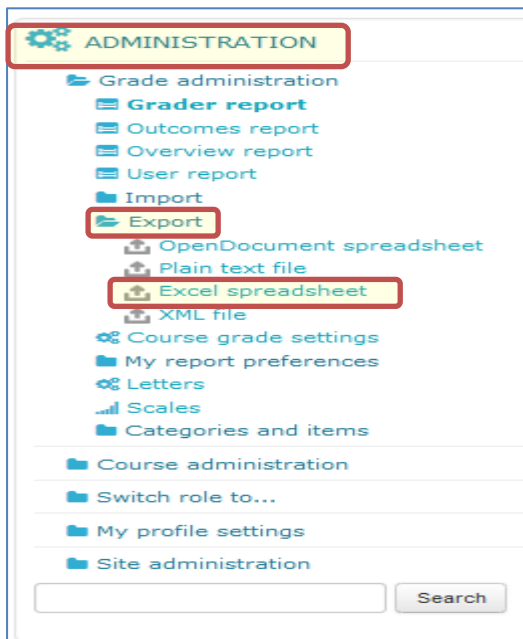


d) Select the group (section ) and click submit button then in new summary page click *download*

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## 3) Edit the Exported file

a) Once you downloaded the file, double click it to open it and edit the grades

*Note* **1:** you can copy the grades from your original file and paste it in the correct column in Moodle file, make sure that student IDs are in same order
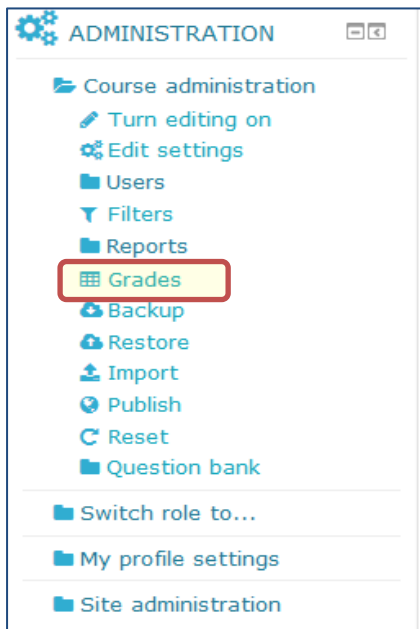
*Notes2:* each exported file represents one group (section)

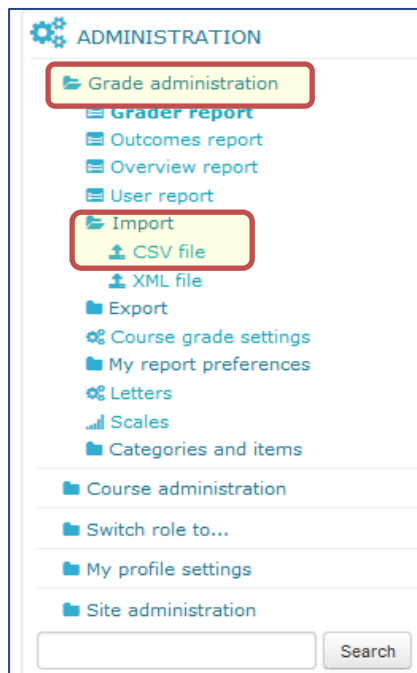b) Save file as comma Separated Value (*.csv* )
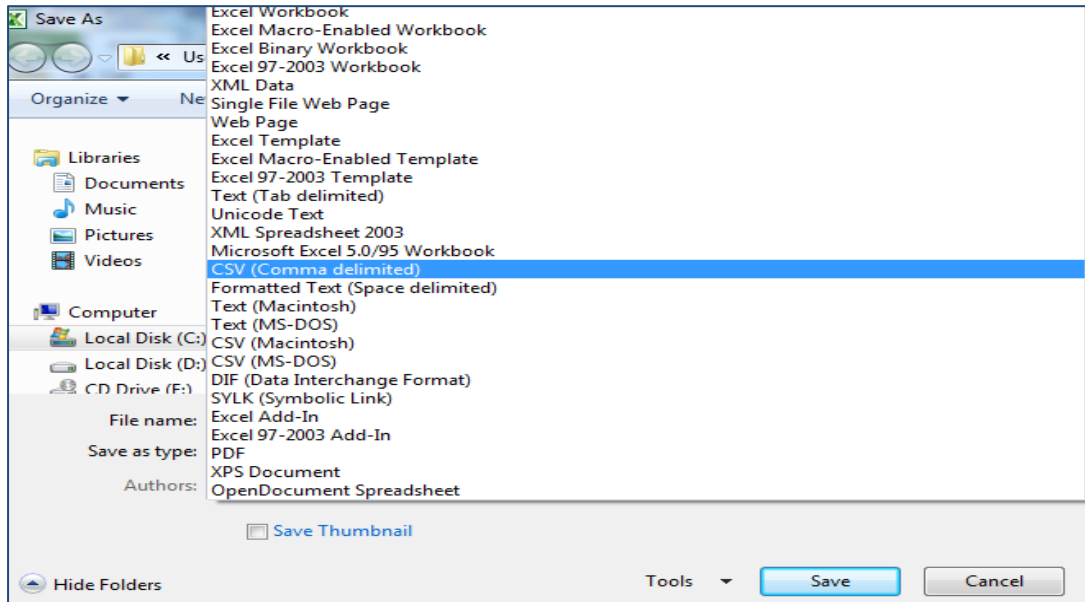


## 4) Import Grades into Moodle

a) In the administration block , click grades

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b) In the grade administration block (bottom of the page) , click **import >CSV**



c) Upload the file (or drag file & drop it) in the **file** field then click *upload grades*
d) In the import preview screen , select how to identify users , select *Email address* in both fields & click *upload grades*

Email: moodle_support@mcst.edu.sa