



كليات المعرفة
ALMAAREFA COLLEGES

User Manual for Faculty Members

Learning Management System (Moodle)

Import Grades

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:

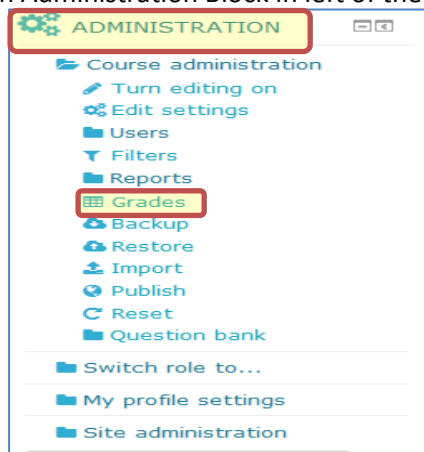
- 1) Create the grade item (column) in Moodle
- 2) Export the grades file from Moodle
- 3) Edit the Exported file and save it as **.csv** file
- 4) Import the updated csv file of the grades into Moodle

1) Create the grade item (column) in Moodle

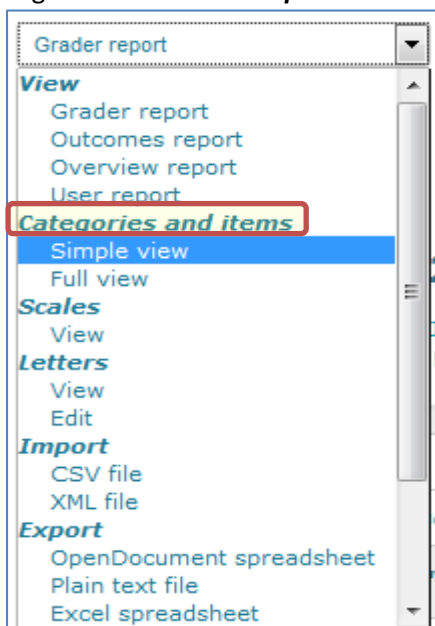
Create your gradebook columns (such as Mid1 Mid2, Quiz...) in the *Moodle gradebook* so that you can export the correctly formatted template to Excel to enter your grades.

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



c) Click **add grade item** button

The screenshot shows the 'test course' page in Moodle. At the top, there is a 'Simple view' dropdown menu. Below it, the title 'Edit categories and items: Simple view' is displayed. A table lists the course items with columns for Name, Aggregation, Extra credit, Max grade, Actions, and Select. The table contains three rows: 'test course' (Simple weighted mean of grades, -, -), 'Mid1' (-, -), and 'Course total' (-, 100.00). Below the table, there are 'Save changes', 'Add category', and 'Add grade item' buttons. The 'Add grade item' button is highlighted with a red box.

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

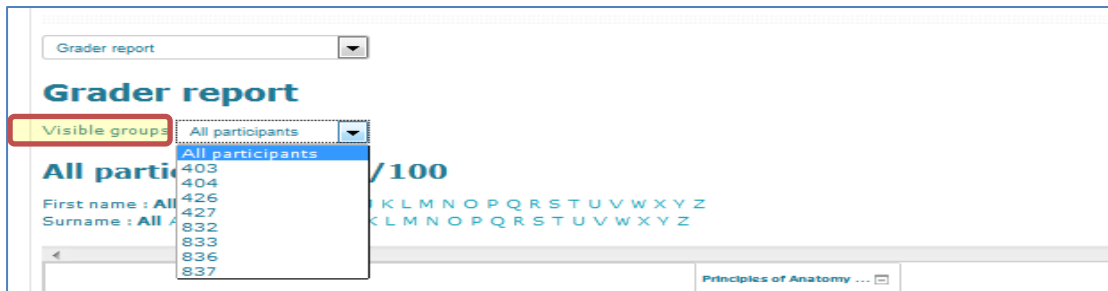
The screenshot shows the 'Grade item' configuration form. The 'Item name' field is highlighted with a red box. Below it, the 'Grade type' is set to 'Value'. The 'Scale' is set to 'Use no scale'. The 'Maximum grade' field is highlighted with a red box and contains the value '100.00'. The 'Minimum grade' field contains '0.00'. There are checkboxes for 'Hidden' and 'Locked'. At the bottom, there are 'Save changes' and 'Cancel' buttons. The 'Save changes' button is highlighted with a red box.

2) Export the grades file from Moodle

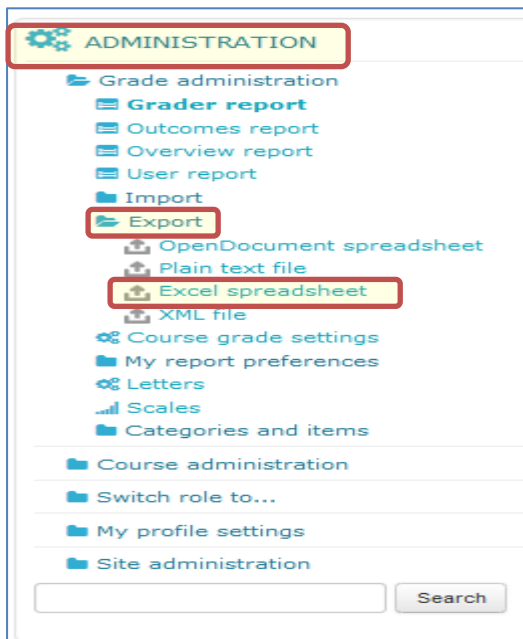
a) Click on **Grades** in Administration Block in left of the page.

The screenshot shows the Moodle Administration Block. The 'ADMINISTRATION' header is highlighted with a red box. Below it, a list of administration options is shown: Course administration, Turn editing on, Edit settings, Users, Filters, Reports, Grades, Backup, Restore, Import, Publish, Reset, Question bank, Switch role to..., My profile settings, and Site administration. The 'Grades' option is highlighted with a red box.

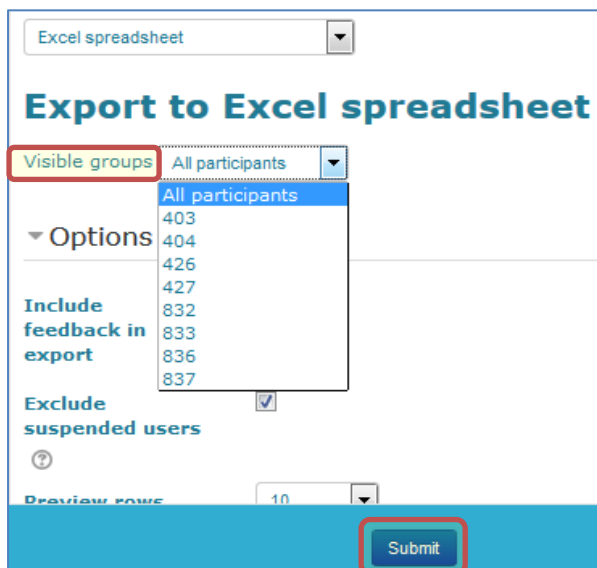
- b) Select the group (section) from drop down menu. **Note:** if you have more than one section then repeat it for each group



- 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**





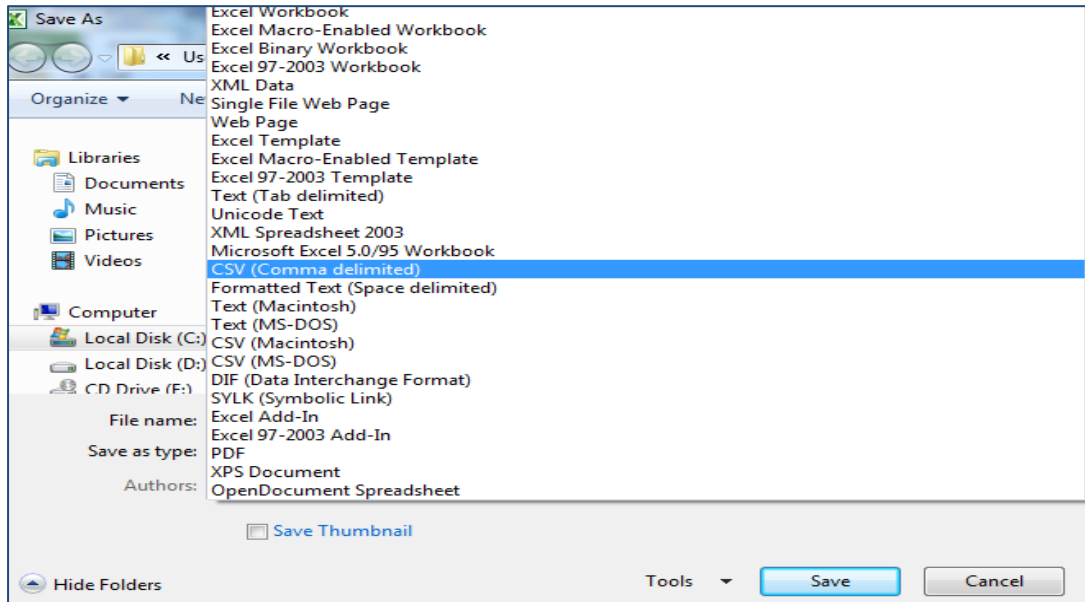
3) Edit the Exported file

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

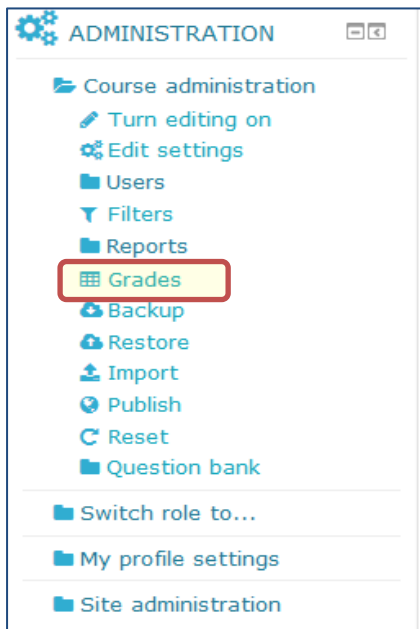
Notes2: each exported file represents one group (section)

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

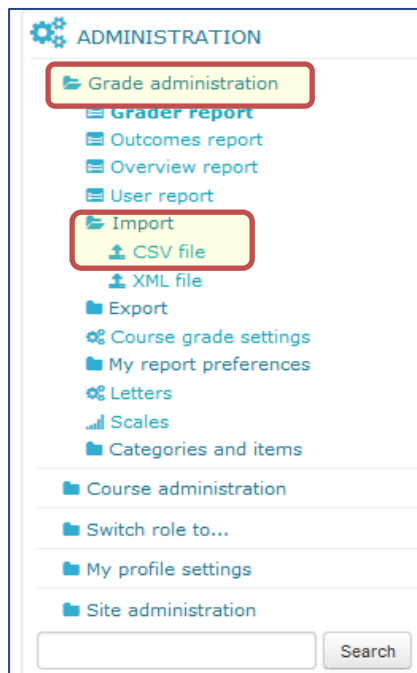


4) Import Grades into Moodle

a) In the administration block , click grades



- 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**

▼ Identify user by

Map from First name ▼

Map to User ID ▼