Importing Grades

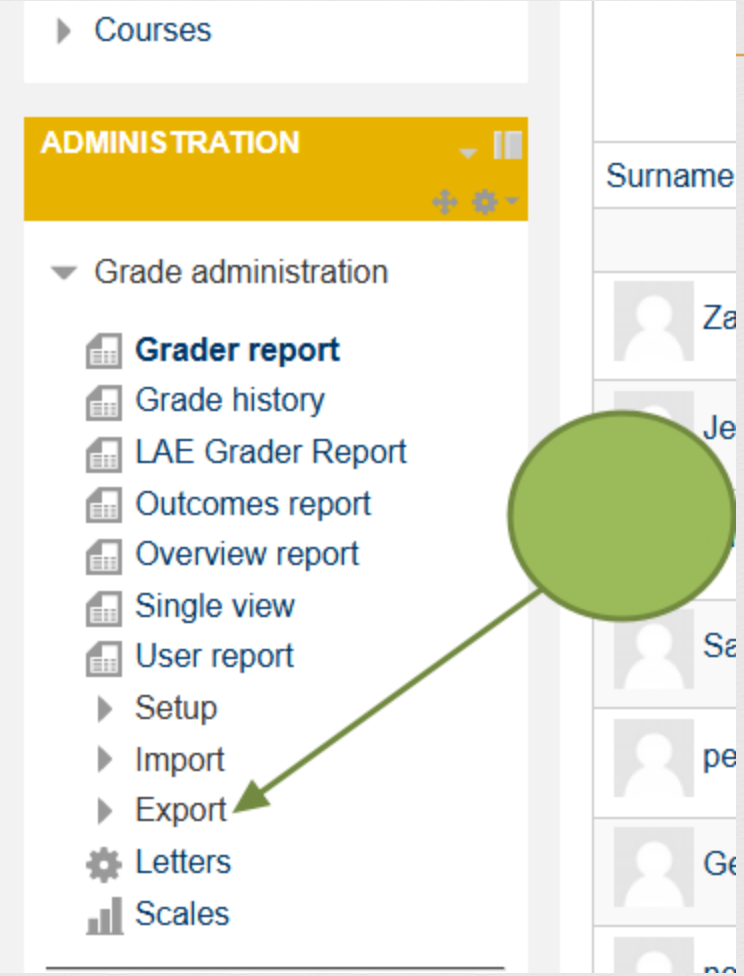
Moodle training

Using a spreadsheet, instructors can import student grades directly to the Moodle gradebook.

Oscar Andrade updated: 2018

First go to the Moodle gradebook for the course and **Export the gradebook** to use as a template to be imported back with new data. This will ensure you have the correct columns to match data to the correct students.

Export to Excel under “grade administration”

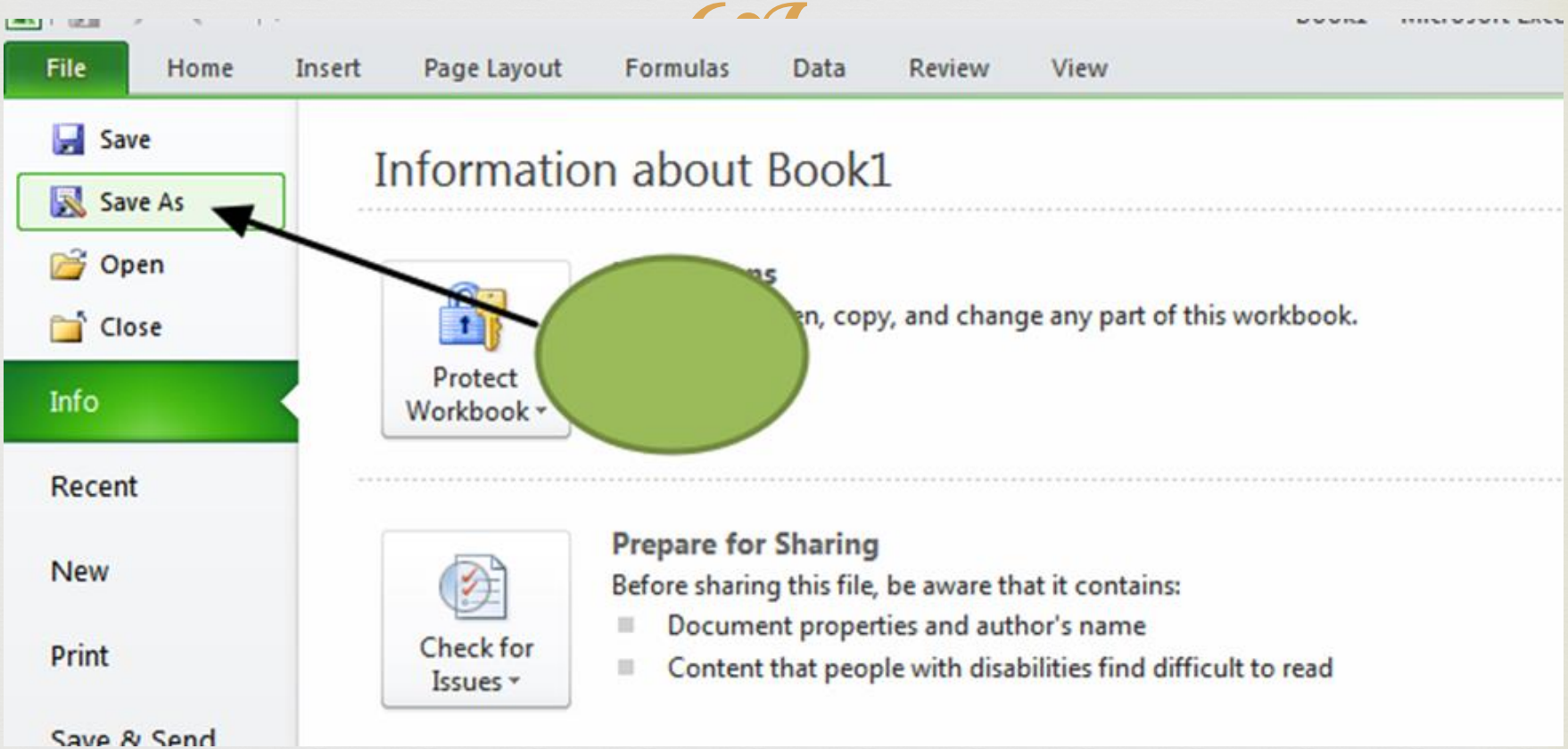


Check your Excel sheet

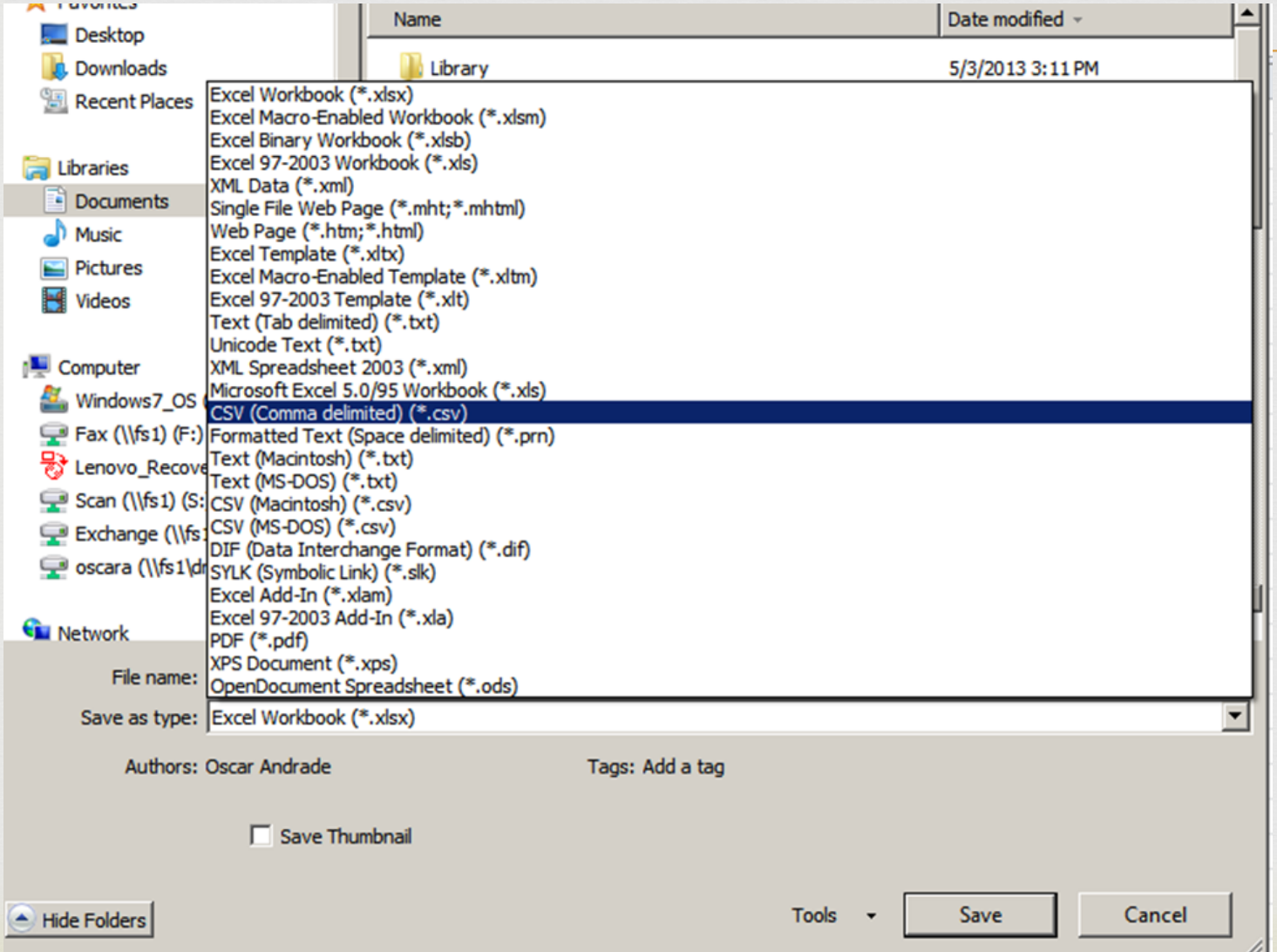
First	last	ID	Test 1
Rusty	Can	912345	82
Rusty	Can	812345	95
Jim	Shoe	712345	81
Joe	Snow	612345	56

The columns in excel should match those in gradebook.

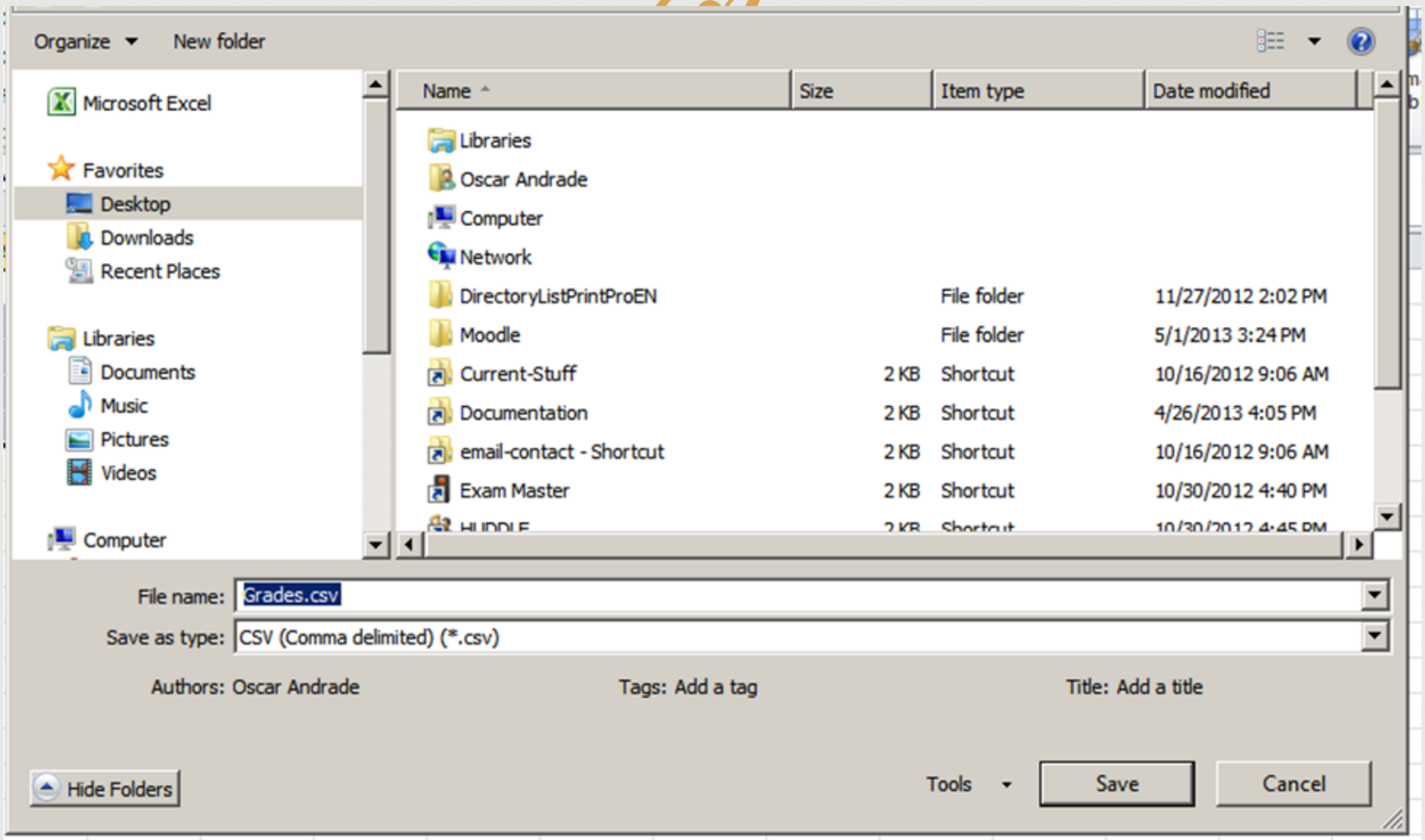
File, Save as


File
Home
Insert
Page Layout
Formulas
Data
Review
View
Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Information about Book1
Protect Workbook
en, copy, and change any part of this workbook.
Check for Issues
Prepare for Sharing
Before sharing this file, be aware that it contains:
Document properties and author's name
Content that people with disabilities find difficult to read

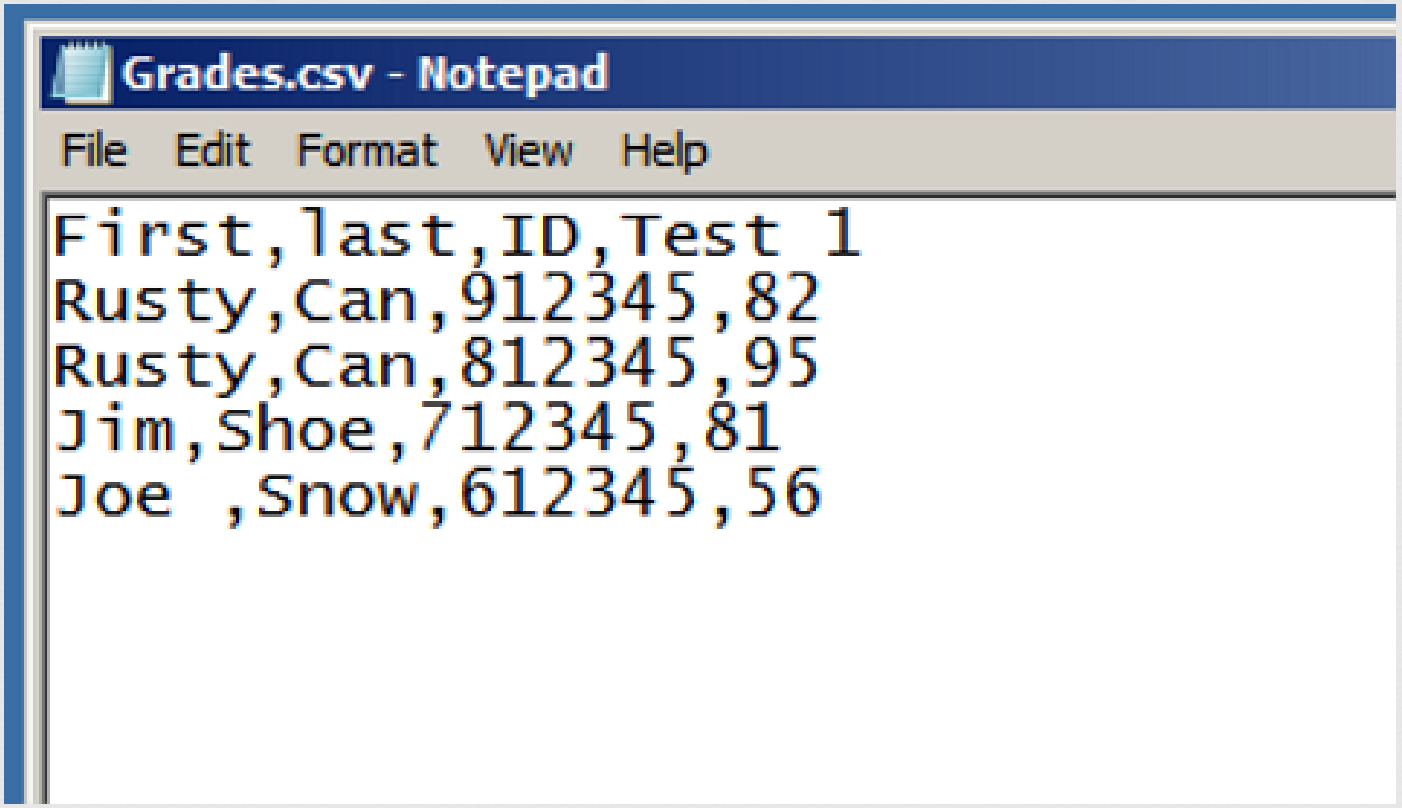
Pick CSV format



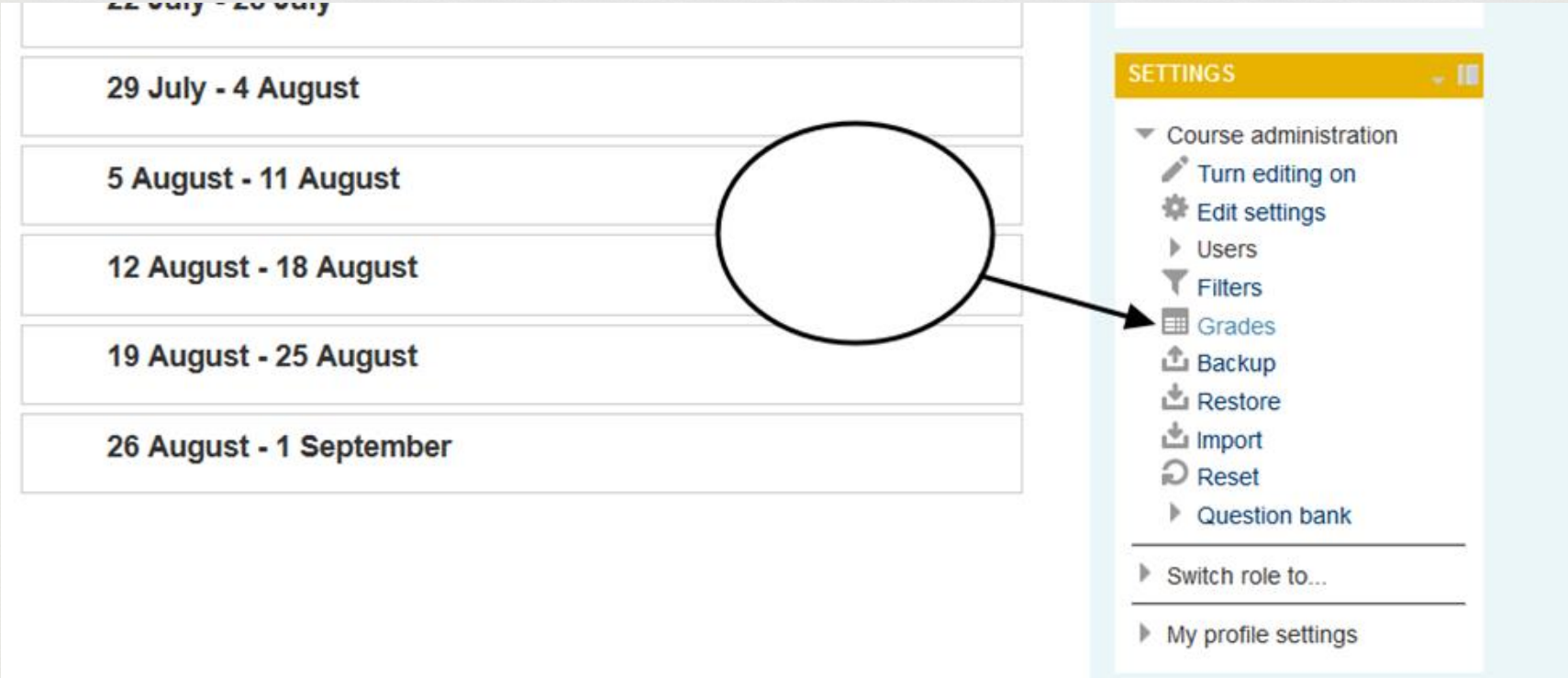
Save on Desktop



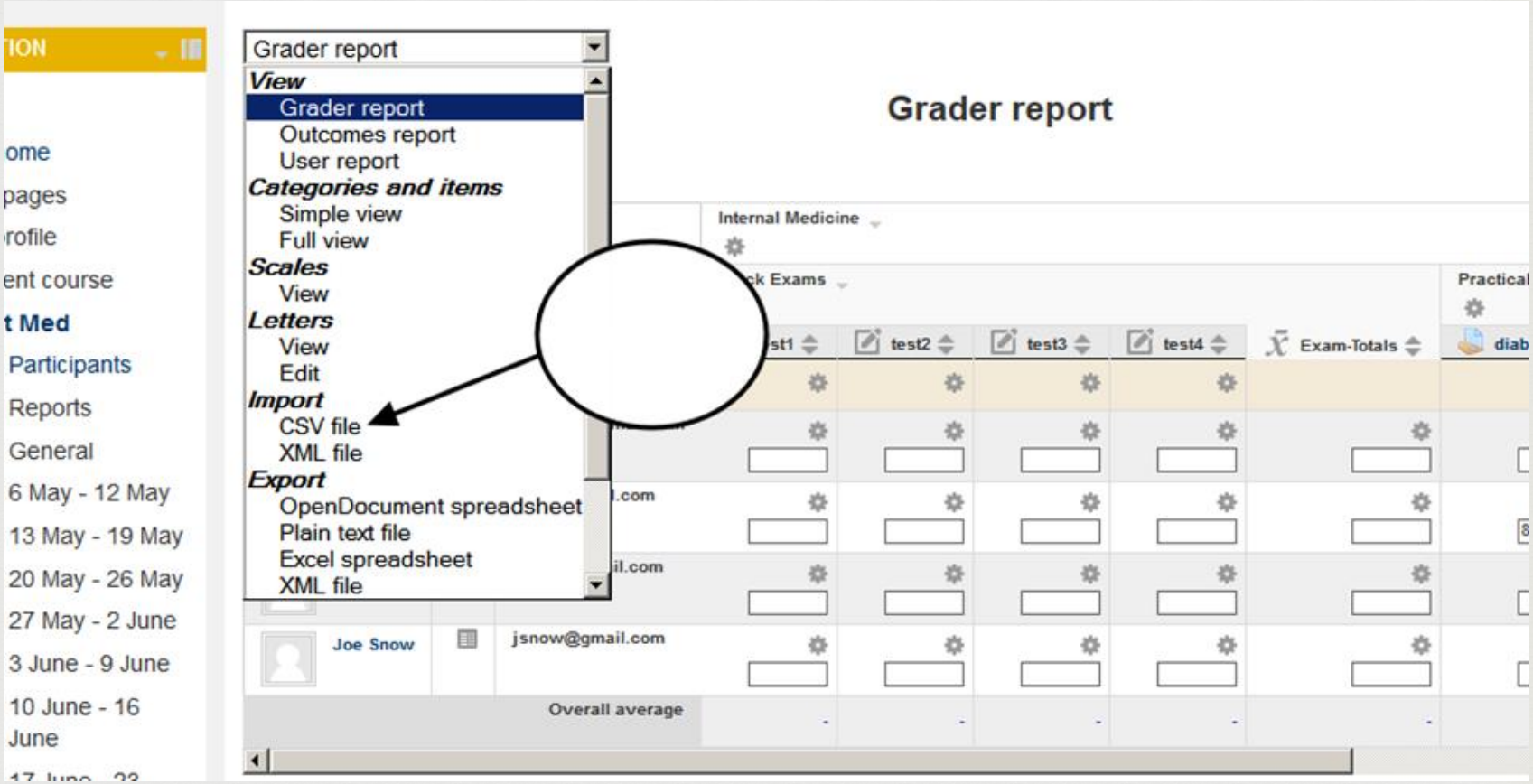
Inside a CSV file



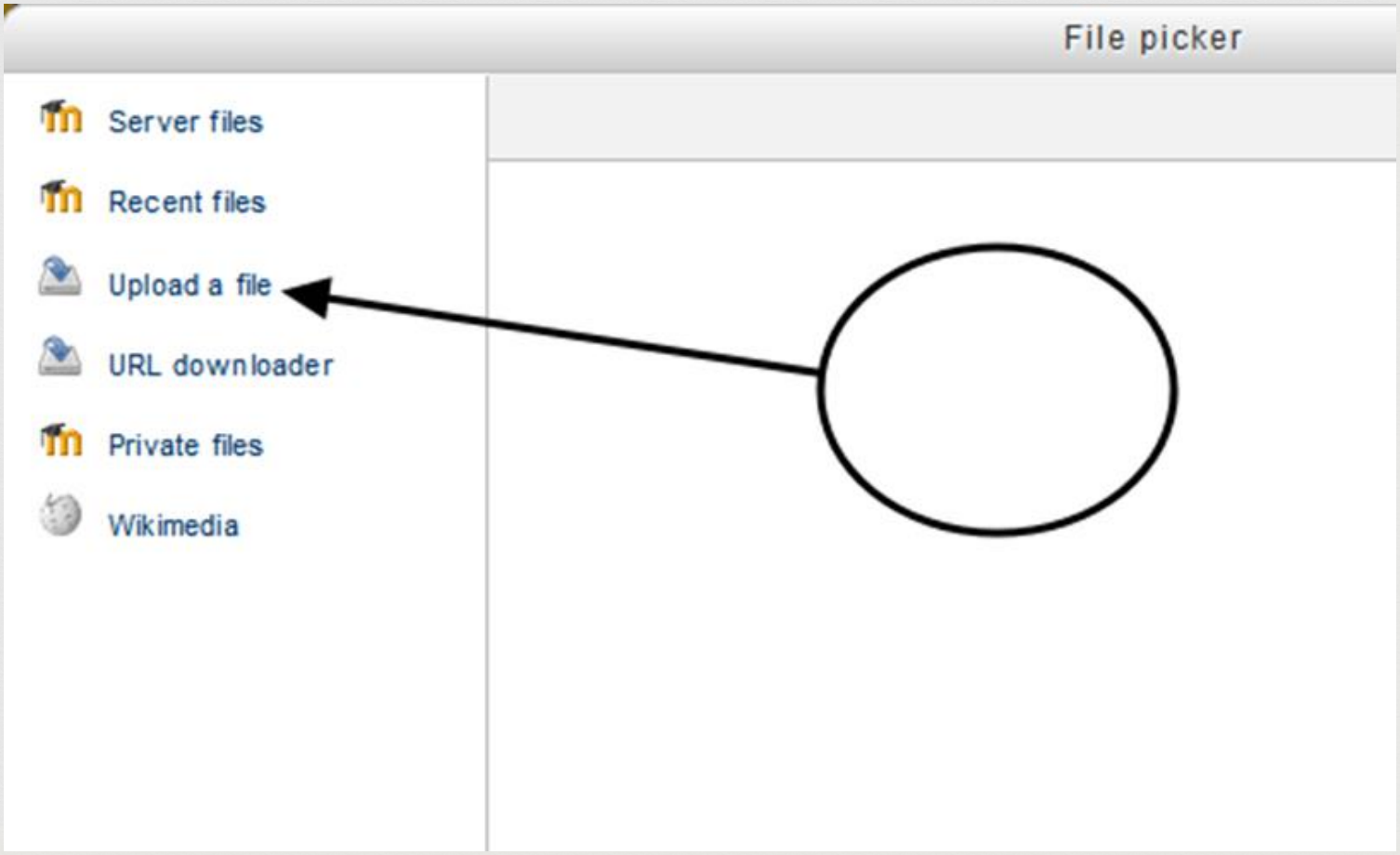
Moodle – Select Grades



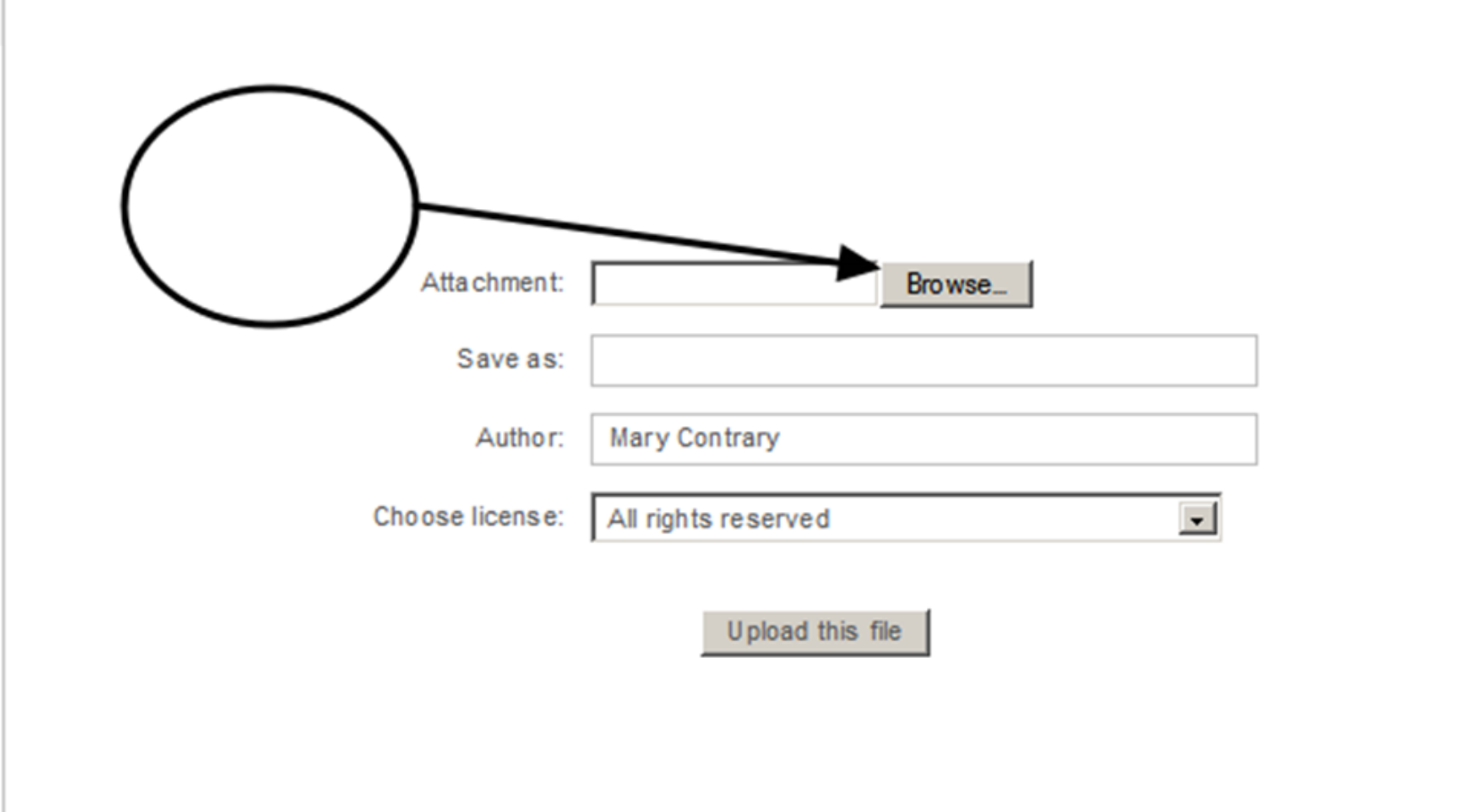
Import – CSV file



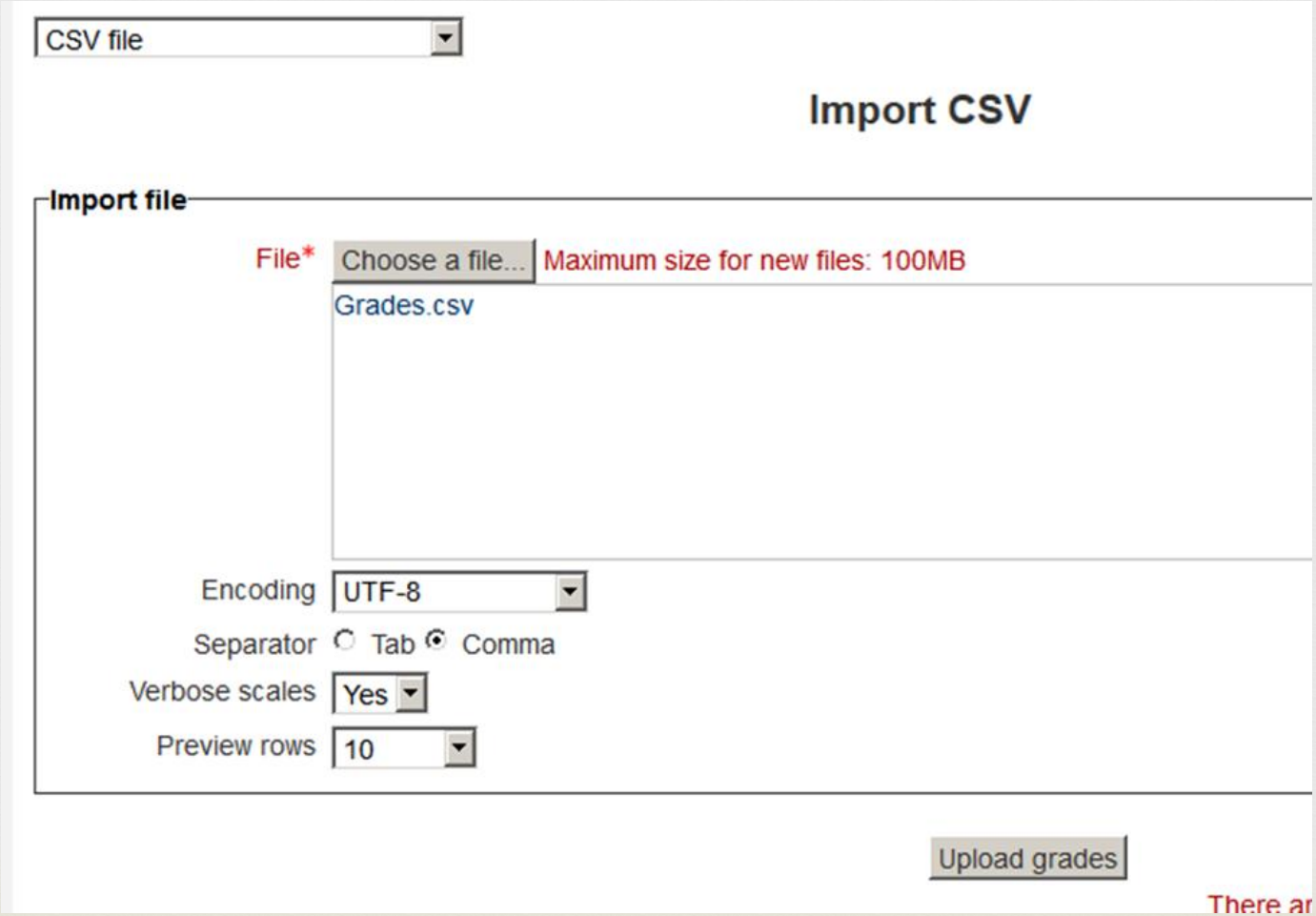
Upload a file



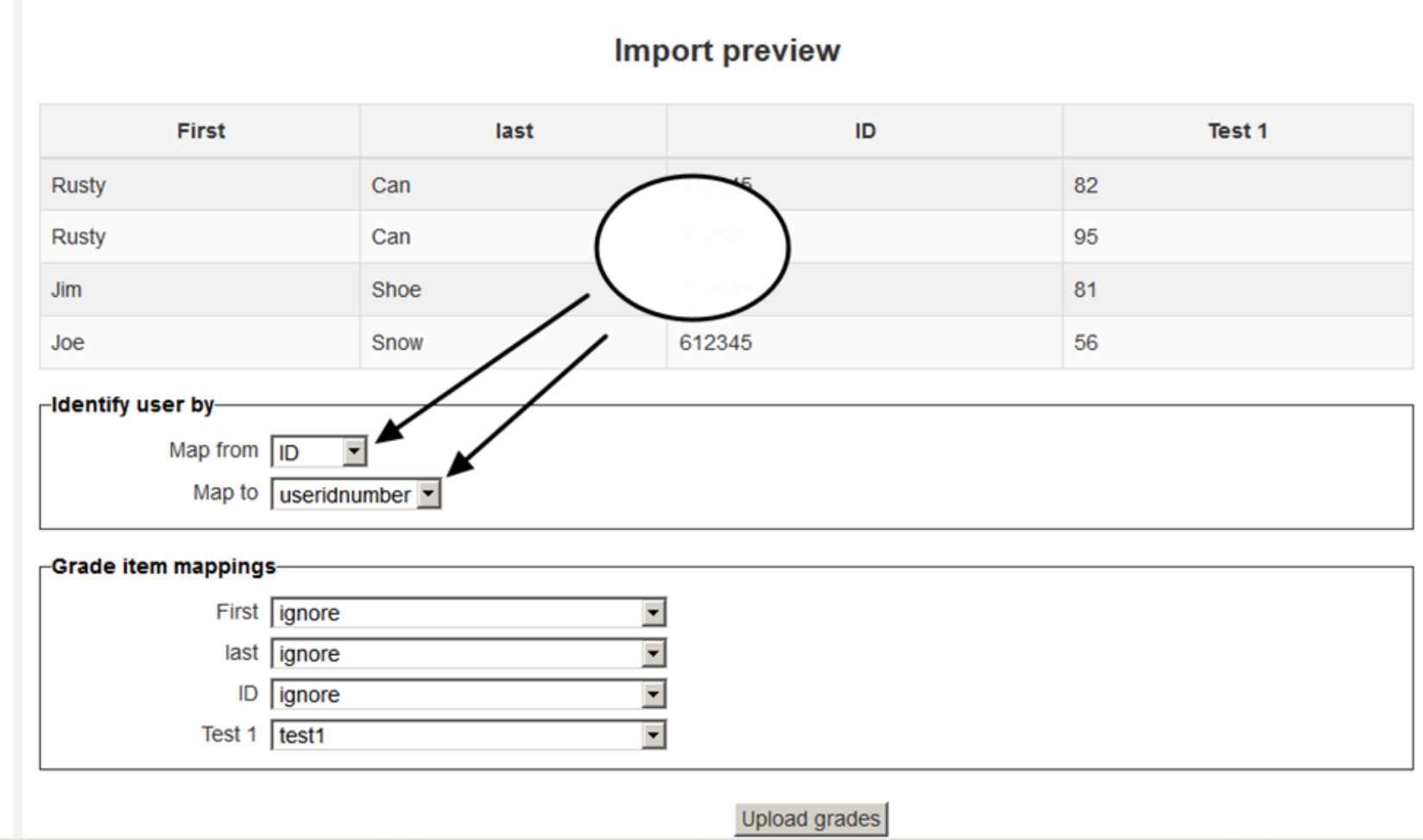
Browse to the file



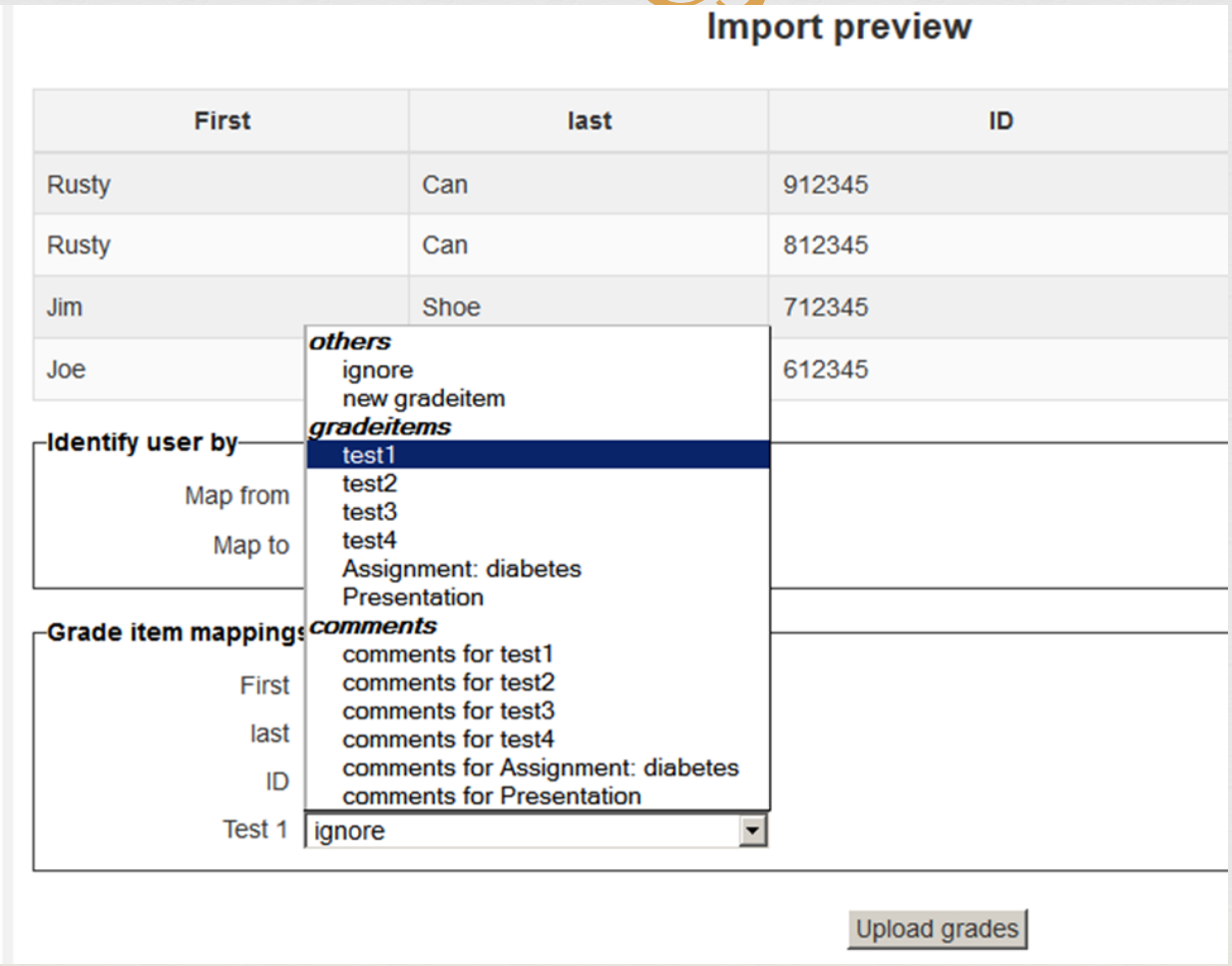
Upload Grades



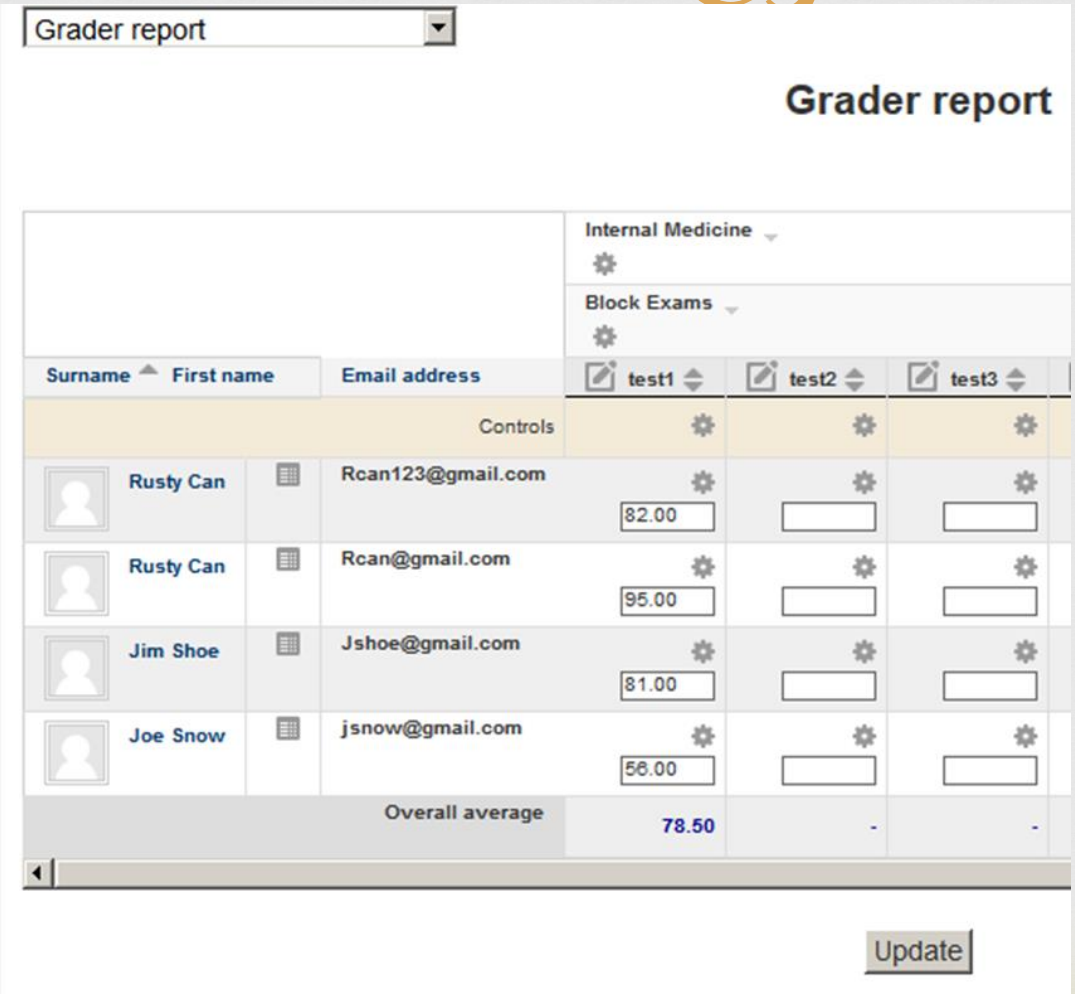
Check item Maps



Gradeitems to pick from



Items imported



End of lesson

- Thanks
- Download sheet to excel
- Upload sheet to Moodle (CVS format)
- Map items in one list to the other