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



Pick CSV format

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Inside a CSV file

File Edit Format View Help First, last, ID, Test 1 Rusty, Can, 912345, 82 Rusty, Can, 812345, 95 Jim, Shoe, 712345, 81 Joe , Snow, 612345, 56

Moodle – Select Grades



Import – CSV file



Upload a file





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CSV file	
	Import CSV
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Check item Maps

Import preview



-Grade item mappings	
orace item mapping.	
First	ignore
last	ignore 💌
ID	ignore 💌
Test 1	test1

Upload grades

Gradeitems to pick from

		li li	mport preview
First		last	ID
usty	(Can	912345
usty	(Can	812345
m		Shoe	712345
be	others ignore new gra gradeiten	ideitem ns	612345
entify user by——	test1		
Map from	test2 test3		
Map to	test4 Assignn	nent: diabetes	
	Present	ation	
rade item mapping	comment:	5	
First	comments for test1 comments for test2		
last	commen	nts for test4	
ID	commer	nts for Assignment: diabetents for Presentation	25
Test 1	ignore		-

Upload grades

Items imported

				Grade	er report	
			Internal Medici	ne 🚽		
			Block Exams	÷.		
urname 🌥 First nar	ne	Email address	🖉 test1 🌲	📝 test2 🌲	🖉 test3 🌲	
		Controls	\$	٠	٠	
Rusty Can		Rcan123@gmail.com	\$2.00	\$	\$	
Rusty Can		Rcan@gmail.com	\$ 95.00	\$	\$	
Jim Shoe		Jshoe@gmail.com	81.00	\$	\$	
Joe Snow		jsnow@gmail.com	56.00	\$	\$	
		Overall average	78.50	-		

Update

End of lesson

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