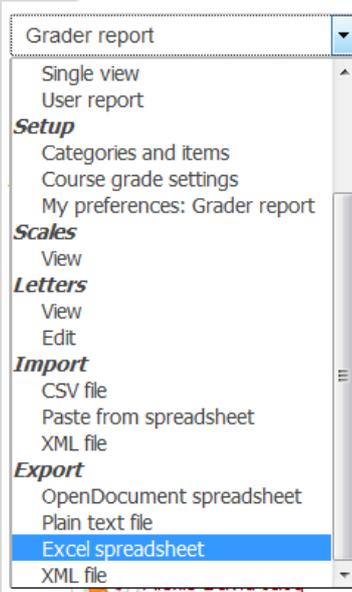


# How to import grades

First you need to export an Excel file from the grader book to enter the grades. This will help to have a spreadsheet compatible with Moodle.

In the menu Administration, click on Grades and then select “Export Excel spreadsheet” in the drop down menu

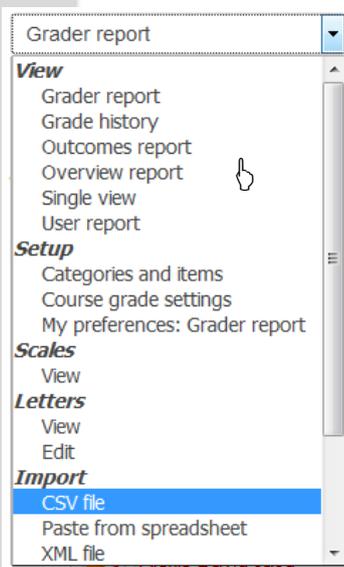


Then, enter the grades in the intended column.

Save the file as a CSV file.

## To import the grades in Moodle :

In Administration / Grades, click on Import CSV file



Select your CSV file and in the option "Separator", choose "semicolon".

CSV file

### Import CSV

▼ Import file

File\*

You can drag and drop files here to

Encoding: UTF-8

Separator:  Tab  Comma  Colon  Semicolon

Verbose scales: Yes

Preview rows: 10

Force import

Then you will have to match the fields in the **Import preview** :

You will have to match the columns of the Excel spreadsheet with the grader report.

To match the users, choose ID Number in the both fields.

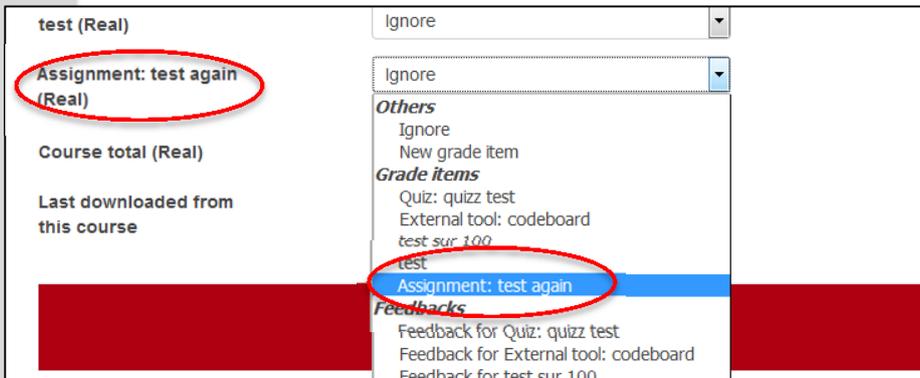
▼ Identify user by

Map from: ID number

Map to: ID number

Then match the column of the grades (grade items) you want to import.

Example :



Once this is done, the import will be done and you will be able to see the grades in the grader report.