# **fnoodleHOW TOs**



### 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

[	
Grader report	-
View	*
Grader report	
Grade history	
Outcomes report	
Overview report	
Single view	
User report	4
Setup	=
Categories and items	-
Course grade settings	
My preferences: Grader report	
Scales	
View	
Letters	
View	
Edit	
Import	
CSV file	
Paste from spreadsheet	-
XML file	-

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

Choose a file
You can drag and drop files here to
UTF-8
🛇 Tab 🔍 Comma 🔘 Colon 💿 Semicolon
Yes 💌
10 -

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 <u>ID Number</u> 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 :

test (Real)	Ignore	•
Assignment: test again	Ignore	•
(Real)	Others	
Course total (Beal)	Ignore	
Course total (Real)	Grade items	
Last downloaded from	Quiz: quizz test	
this course	External tool: codeboard	
	test	
	Assignment: test again	
	Feedbacks	
	Feedback for Quiz: quizz test	
	Feedback for test sur 100	

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