

# Grades 4 - Exporting and Importing Grades into the Grade book

## Moodle Help & Support

This refers to Moodle 3.2 from September 2017 onward

## Grades 4 - Exporting and Importing Grades into the Grade book

There are several help sheets in this series. Start with [Grades 1 - Introduction & Overview](#)

### To add grades to the Grade book

If you want to add a new set of grades to the Grade Book unrelated to any assessment or assignment in Moodle, then follow the following steps:

Step 1. add a new grade item (see [Grades 3 - Adding a grade item \(or column in the gradebook\)](#))

Step 2: Export the grade book as a spreadsheet

Step 3: Edit the spreadsheet to add the grades and save as CSV

Step 4: Import the amended file as CSV

If you wish to edit - outside Moodle - grades for existing assignments and assessments without creating a new column, miss Step 1.

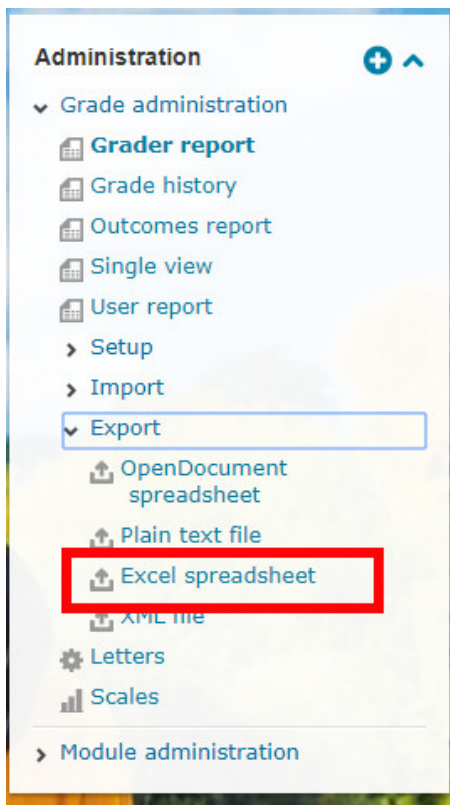
**Note:** It is not advisable to attempt to upload grades into a Turnitin assignment column - these assignments should be graded from within the Turnitin Gradermark tool.

### Exporting Grades

- In your module find the **Navigation** block and click on **Grades**.
- The page will refresh to show you the **Grader Report** containing each student's grade for each assignment and assessment. Students' names are down the left column and assignments across the top – you will need to scroll (using the scroll bar at the bottom) to see all the assignments/assessments if you have several

Surname	First name	ID number	Email address	Department	Introduction to ...	Xerte Toolkit T...	Test of unders...
Laura Fitch			laura.fitch@nottingham.ac.uk		-	-	-
Sally Hanford		603885	sally.hanford@nottingham.ac.uk	IS Research & Learning Resourc	-	-	-
Julia Martin		TRACC85	helen@helenwhitehead.com		-	-	-
Anne Rockcliffe		810990	anne.rockcliffe@nottingham.ac.uk		-	-	-
Kaltura Staff Test Account			arik.perera@kaltura.com		-	-	-
Kaltura Student Test			arik.perera@gmail.com		-	-	-

- Now find the **Administration** block, and click on **Administration > Export** [choose required export document format]. We recommend Excel Spreadsheet (XLS file)



- The editing page appears for "Export to Excel spreadsheet"
- Choose the required information to be included in the export (see below for a description of each type of information). If you are exporting because you are later going to edit the grades and then upload them again, the defaults are fine to use.
- Click the **Download** button to start export. A pop-up will then appear (depending on your browser).
- Select the location for the file and click **Save**. (It will save to your Downloads folder if you do not choose a location.)

### If you intend to use this export file to import grades later:

- You can now open this file in Excel and add the grades to the relevant column
- Save the file – but as a csv (Comma Separated Values) not an XLS file

### Importing into Grades

If you are importing grades it is best to start from a spreadsheet exported from the module into which you want to add grades, then it will be in an appropriate format. So Export Grades first and then populate the saved document with the new grade information. Then import as follows:

- In your module find the **Navigation** block and click on **Grades**. This will open the Grader report
- Scroll down to the **Administration** block again and click on **Import** this time
- Choose the correct import document format. **CSV file** is recommended.
- Click '**Choose a file...**' and browse for the document you wish to import, then use the **Upload this file** to load the data. Once this is done you will be returned to the previous screen. All other fields can be left as the default values, then click the **Upload grades** button. You will then be shown a preview which you can check to see if the data and grades look as you expect.

## Import CSV <sup>?</sup>

### Import preview

First name	Surname	ID number	Institution	Department	Email address	Assignment: Coursework submission 3 (Real)	Last downloaded from this course
Laura	Fitch				laura.fitch@nottingham.ac.uk	72	1504602353
Sally	Hanford	603885			sally.hanford@nottingham.ac.uk	75	1504602353
Julia	Martin	TRACC85			helen@helenwhitehead.com	68	1504602353
Anne	Rockcliffe	810990			anne.rockcliffe@nottingham.ac.uk	53	1504602353
Kaltura Staff	Test Account				arik.perera@kaltura.com	0	1504602353
Kaltura Student	Test Account				arik.perera@gmail.com	0	1504602353

- During Import Preview, in the **Identify user by** section select 'email address' in the **Map from** drop-down box and 'Email address' from the **Map to** drop-down box. You can also use student ID number or Username to map the import to the student Moodle account, as long as the two fields are mapped accurately together in both drop downs
- You may also need to map some grade items, i.e. link columns in the spreadsheet to grade items in Moodle, see example below

▼ Identify user by

**Map from** <sup>?</sup>

**Map to** <sup>?</sup>

▼ Grade item mappings <sup>?</sup>

**First name**

**Surname**

**ID number**

**Institution**

**Department**

**Email address**

**Assignment: Coursework submission 3 (Real)**

**Last downloaded from this course**

[Upload grades](#)

- Click the **Upload grades** button
- Click the **Continue** button to go back to Grades to view the information imported.

## Import CSV

Grade import success

Continue

Note: If you receive an error message stating **The export date is invalid because it is more than a year ago, or in the future, or because the format is invalid** then delete the column titled **Last downloaded from this course** in the csv file and try uploading again.



I
Last downloaded from this course
1509014975
1509014975
1509014975
1509014975
1509014975
1509014975
1509014975
1509014975
1509014975

See also: [How to export grades and download assignments from Turnitin](#)

- [Grades \(Moodle Help\)](#)
- [Grades 5 - How to Add Categories & Organise the Gradebook \(Moodle Help\)](#)
- [How to restrict access to an activity or resource based on specific criteria \(Moodle Help\)](#)
- [Grades 2 - Manually editing grades \(Moodle Help\)](#)
- [How to release grades to students on a specified date \(Moodle Help\)](#)
- [Grades 4 - Exporting and Importing Grades into the Grade book \(Moodle Help\)](#)
- [Grades 1 - Introduction & Overview \(Moodle Help\)](#)
- [How to set up weighted grades in grade book \(Moodle Help\)](#)
- [Grades 3 - Adding a grade item \(or column in the gradebook\) \(Moodle Help\)](#)
  
- [How to create a Moodle assignment \(Moodle Help\)](#)
- [How to create Embedded answers \(Cloze\) questions in Moodle Quiz \(Moodle Help\)](#)
- [Moodle Assignment: Marking and uploading feedback/marks in bulk \(Moodle Help\)](#)
- [How to export reports and statistics for Moodle quiz \(Moodle Help\)](#)
- [How to create a non-numeric grading scale \(Moodle Help\)](#)
- [How to view submitted and received reviews in Peermark \(Moodle Help\)](#)
- [Grades \(Moodle Help\)](#)
- [How to add a Video or Audio Assignment \(Moodle Help\)](#)
- [Grades 5 - How to Add Categories & Organise the Gradebook \(Moodle Help\)](#)
- [Using Marking Workflow and Marking Allocation in Moodle Assignment \(Moodle Help\)](#)
- [How do I allow my students to see their Turnitin assignment grades and feedback? \(Moodle Help\)](#)

- [How to transfer questions for quizzes between Moodle modules \(Moodle Help\)](#)
- [How to Add a Moodle quiz \(the settings\) \(Moodle Help\)](#)
- [How to Add questions to a Moodle quiz \(Moodle Help\)](#)
- [How to exclude University of Nottingham papers from a TurnItIn Originality Report \(Moodle Help\)](#)