

Import Grades to Moodle Gradebook

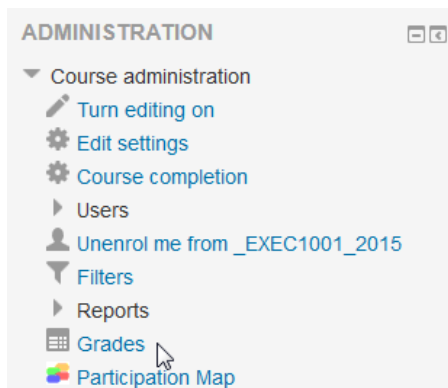
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1. How to add external grade items to Moodle gradebook

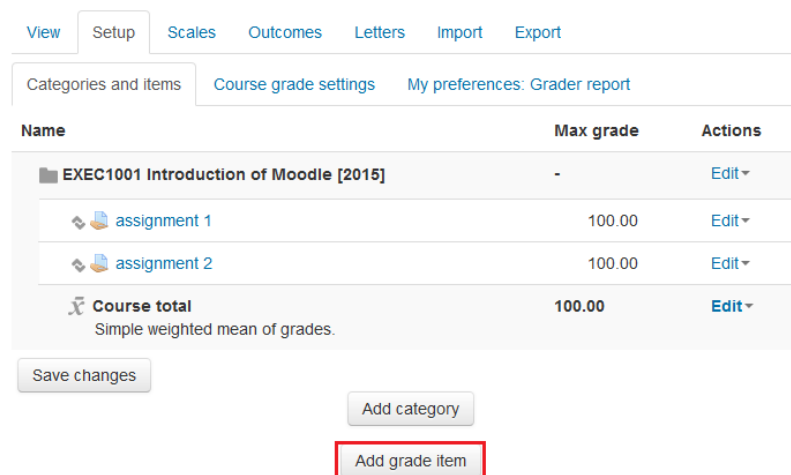
Teachers can add external grade items to Moodle gradebook, e.g. attendance, midterm, etc.

1. In the Moodle course content page, click “**Grades**” under Course administration block.



2. Under “**Setup**” and “**Categories and items**” tab, click “**Add grade item**”.

Categories and items

A screenshot of the Moodle 'Categories and items' page. The page has a navigation bar with tabs: 'View', 'Setup', 'Scales', 'Outcomes', 'Letters', 'Import', and 'Export'. Below the navigation bar, there are two tabs: 'Categories and items' and 'Course grade settings'. The 'Categories and items' tab is active. Below the tabs, there is a table with the following data:

Name	Max grade	Actions
EXEC1001 Introduction of Moodle [2015]	-	Edit ▾
assignment 1	100.00	Edit ▾
assignment 2	100.00	Edit ▾
Course total Simple weighted mean of grades.	100.00	Edit ▾

At the bottom of the page, there are three buttons: 'Save changes', 'Add category', and 'Add grade item'. The 'Add grade item' button is highlighted with a red box.

3. Enter the name, maximum grade and other information of the grade item, click “**Save changes**”.

Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

Locked

Weight adjusted

Weight

Show more...

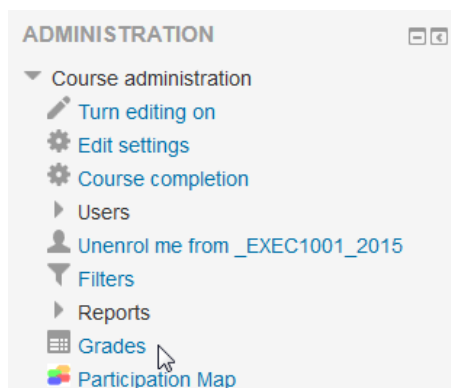
4. The grade item is now added to the Moodle gradebook.

Name	Max grade	Actions
EXEC1001 Introduction of Moodle [2015]	-	Edit
assignment 1	100.00	Edit
assignment 2	100.00	Edit
Attendance	100.00	Edit
Course total Simple weighted mean of grades.	100.00	Edit

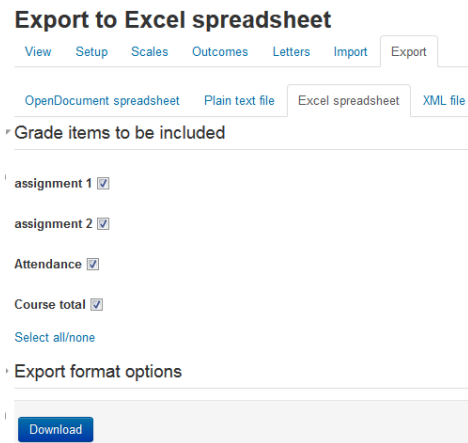
2. Export Moodle gradebook in excel format

Teachers can export a excel file from Moodle gradebook and enter grades in excel.

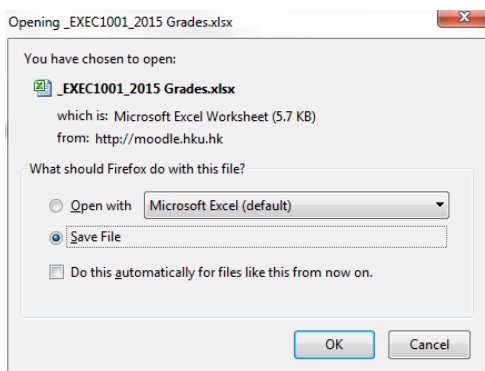
1. In the Moodle course content page, click “**Grades**” under Course administration block.



- Under “Export” and “Excel Spreadsheet” tab, select the grade items you would like to export to excel, click “Download”.

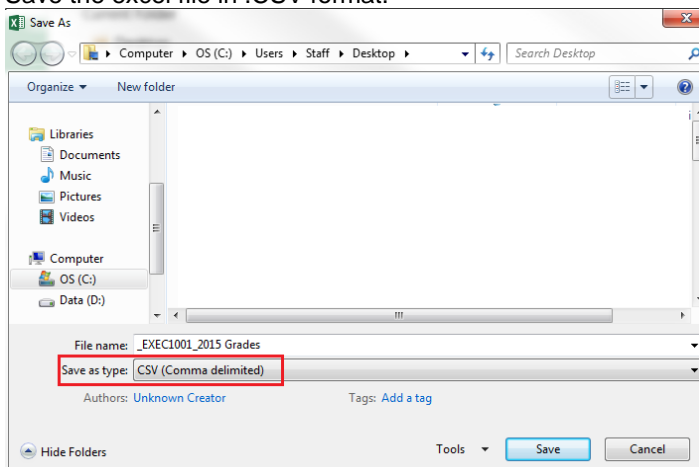


- You can save the excel file on your local computer.

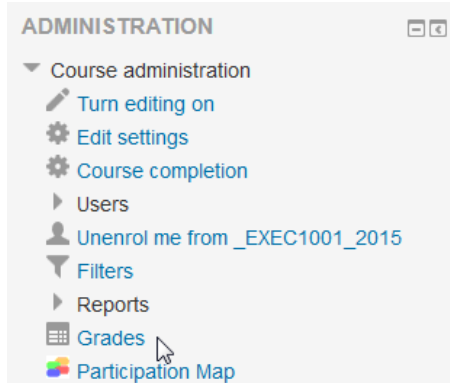


3. Import .CSV file to Moodle gradebook

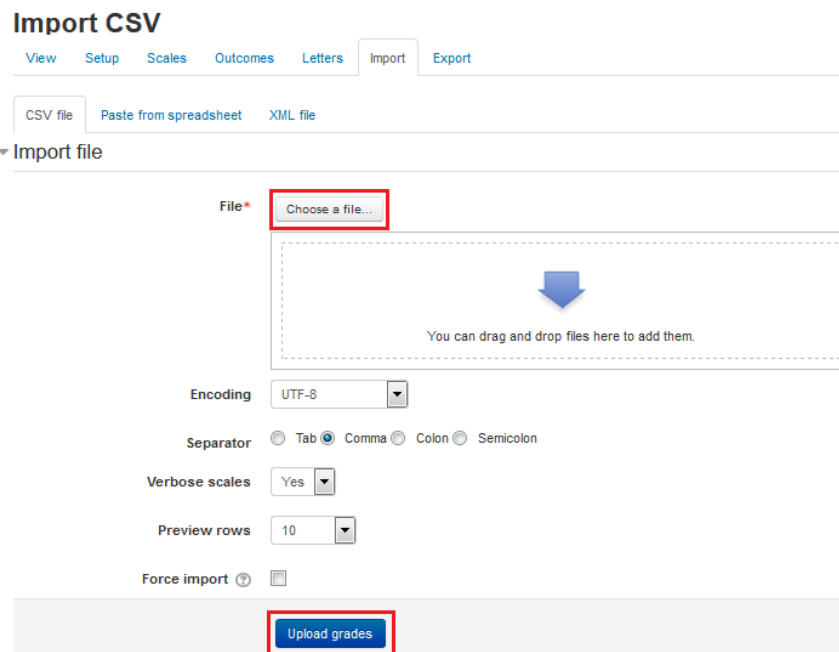
- Teachers can enter grades in the exported excel file.
- Save the excel file in .CSV format.



3. In the Moodle course content page, click **“Grades”** under Course administration block.



4. Under **“Import”** and **“CSV file”** tab, upload the .CSV file by clicking **“Choose a file”** button. Click **“Upload grades”**.

A screenshot of the Moodle 'Import CSV' page. The page has a title 'Import CSV' and several tabs: 'View', 'Setup', 'Scales', 'Outcomes', 'Letters', 'Import', and 'Export'. The 'Import' tab is selected. Below the tabs, there are three sub-tabs: 'CSV file', 'Paste from spreadsheet', and 'XML file'. The 'CSV file' sub-tab is selected. Underneath, there is a section titled 'Import file'. In this section, there is a 'File*' label and a 'Choose a file...' button, both of which are highlighted with a red box. Below the button is a large dashed box containing a blue downward arrow and the text 'You can drag and drop files here to add them.' Below this box are several settings: 'Encoding' set to 'UTF-8', 'Separator' set to 'Comma', 'Verbose scales' set to 'Yes', and 'Preview rows' set to '10'. At the bottom of the form, there is a 'Force import' checkbox and a blue 'Upload grades' button, which is also highlighted with a red box.

- Select **“Email address”** under **“Map from”** and **“Map to”** to identify the user. Select the items you would like to map from the excel file, click **“Upload grades”**.

▼ Identify user by

Map from

Map to

▼ Grade item mappings

First name

Surname

ID number

Institution

Department

Email address

Assignment: assignment 1 (Real)

Assignment: assignment 2 (Real)

Attendance (Real)

Course total (Real)

Last downloaded from this course

Upload grades

- Click **“Continue”** button.

Import CSV

View Setup Scales Outcomes Letters **Import** Export

CSV file XML file

Grade import success

Continue

- The grades has been imported to the Moodle gradebook.

Grader report

View Setup Scales Outcomes Letters **Import** Export

Grader report **Grade history** Outcomes report Overview report Single view User report

All participants: 2/2

First name :
 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
 Surname :
 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

EXEC1001 Introduction of ...			assignment 1	assignment 2	Attendance	Course total
Surname	First name	Email address				
	Ada Yau Test	ada@gmail.com	80.00	95.00	100.00	91.67
	Student Demo	demostudent12345@moodleguest.hku.hk	75.00	80.00	100.00	85.00
Overall average			77.50	87.50	100.00	88.33