


# Moodle 2.7 Grading Offline in Excel

GCC You are logged in as Connie Lantz (Log out)



# Online Learning Resources

powered by **moodle**

Home > My courses > Test > Test Course - Connie Lantz Turn editing on


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## Welcome to Moodle Demo 2.7



- Important Announcements!
- google
- test
- Power Point Test
- art
- new march Forum
- Assignment 1

Please write 2 paragraphs on this weeks assignment and upload it here.

**CALENDAR**

September 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**EVENTS KEY**

- Hide global events
- Hide course events
- Hide group events
- Hide user events

**SEARCH FORUMS**

[Advanced search](#)

**LATEST NEWS**

[Add a new topic...](#)

Grading offline is simply a process of exporting your gradebook to an Excel file, entering your grades manually and then importing the Excel file back into Moodle as a CSV (coma, delimited) file. First, go to your gradebook.

GCC You are logged in as Connie Lantz (Log out)

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## Grader report

### All participants: 7/7

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

				Test Course - Connie Lantz		
Surname	First name	ID number	Email address	Demo Assignment	Manual grade assign	Example Qu
	Student1 Demo	123456781	moodle1@student.glendale.edu	A- (90.00)	D+ (68.00)	A (6
	Student2 Demo	123456782	moodle2@student.glendale.edu	B+ (87.00)	C+ (77.00)	A (6
	Student3 Demo	123456783	moodle3@student.glendale.edu	B (85.00)	F (58.00)	A (6
	Student4 Demo	123456784	moodle4@student.glendale.edu	B- (80.00)	C- (72.00)	A (6
	Student5 Demo	123456785	moodle5@student.glendale.edu	C+ (77.00)	B- (81.00)	
	Student6 Demo	123456786	moodle6@student.glendale.edu	C (75.00)	C (75.00)	F (1
	Moodlee McMoodle	1234567888	GCC.Staying.Relevant@gmail.com	A (98.00)	C (73.00)	F (3
<b>Overall average</b>				<b>B (84.57)</b>	<b>C- (72.00)</b>	<b>C</b>

**ADMINISTRATION**

- ▾ Grade administration
  - Grader report**
  - Outcomes report
  - Overview report
  - User report
  - Import
  - ▾ Export
    - OpenDocument spreadsheet
    - Plain text file
    - Excel spreadsheet
    - XML file
  - Course grade settings
  - My report preferences
  - Letters
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  - Categories and items
- Course administration
- Switch role to...
- My profile settings

Go to "Export" in the Administration block on the left hand side of your Gradebook page. Choose "Excel Spreadsheet".

Home ▶ My courses ▶ Test ▶ Test Course - Connie Lantz ▶ Grade administration ▶ Export ▶ Excel spreadsheet

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## ADMINISTRATION

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  - **Excel spreadsheet**
  - XML file
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- ▶ My report preferences
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- 🔄 Outcomes
- 📊 Scales

Excel spreadsheet

## Export to Excel spreadsheet

[▶ Expand all](#)

### Options

Include feedback in export Exclude suspended users 

### Preview rows

10

### Grade export display type

Real

### Grade export decimal points

2

### ▶ Grade items to be included

Choose your options and click “Submit”.

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- Excel spreadsheet
- XML file
- Course grade settings
  - My report preferences
- Letters
- Outcomes
- Scales
  - Categories and items
- Course administration
- Switch role to...
- My profile settings
- Site administration

Search

### Grade items to be included

- Demo Assignment
- Manual grade assign
- Example Quiz 1
- Assignment 1
- Assignment 2
- Assignment 3
- Assignment 4
- Assignment 5
- Assignment 6
- 3-26-15 Quiz
- annotate in line example
- inline take 2
- 4-6-15
- bonus project
- bonus project #2

You would now select the items that you want to include in the downloaded Excel file by checking or unchecking the boxes next to the grade item.



# Online Learning Resources

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Home > My courses > Test > Test Course - Connie Lantz > Grade administration > Export > Excel spreadsheet

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Excel spreadsheet

## Export to Excel spreadsheet

### Export


### Preview rows

First name	Surname	ID number	Institution	Department	Email address	Assignment Demo	Manual grade assign	Quiz: Example Quiz 1	Assignment 1
Student1	Demo	123456781			moodle1@student.glendale.edu	90.00	68.00	6.00	70.00
Student2	Demo	123456782			moodle2@student.glendale.edu	87.00	77.00	6.00	75.00
Student3	Demo	123456783			moodle3@student.glendale.edu	85.00	58.00	6.00	80.00
Student4	Demo	123456784			moodle4@student.glendale.edu	80.00	72.00	6.00	85.00
Student5	Demo	123456785			moodle5@student.glendale.edu	77.00	81.00	-	90.00
Student6	Demo	123456786			moodle6@student.glendale.edu	75.00	75.00	1.00	95.00
Moodlee	McMoodle	1234567888			GCC.Staying.Relevant@gmail.com	98.00	73.00	3.00	77.78


**ADMINISTRATION**

- Grade administration
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  - Outcomes report
  - Overview report
  - User report
  - Import
  - Export
    - OpenDocument spreadsheet
    - Plain text file
    - Excel spreadsheet**

You will arrive at this page, "Export to Excel Spreadsheet". Click on the "Download" button.



# Online Learning Resources

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Home > My courses > Test > Test Course - Connie Lantz > Grade administration > Export

**NAVIGATION**

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Excel spreadsheet

## Export to Excel spreadsheet

### Export


Download

### Preview rows

First name	Surname	ID number	Institution	Department	Grade	Grade	Grade	Grade
Student1	Demo	123456781	moodle1@student.glendale.edu		90.00	68.00	6.00	70.00
Student2	Demo	123456782	moodle2@student.glendale.edu		87.00	77.00	6.00	75.00
Student3	Demo	123456783	moodle3@student.glendale.edu		85.00	58.00	6.00	80.00
Student4	Demo	123456784	moodle4@student.glendale.edu		80.00	72.00	6.00	85.00
Student5	Demo	123456785	moodle5@student.glendale.edu		77.00	81.00	-	90.00
Student6	Demo	123456786	moodle6@student.glendale.edu		75.00	75.00	1.00	95.00
Moodlee	McMoodle	1234567888	GCC.Staying.Relevant@gmail.com		98.00	73.00	3.00	77.78

Opening Test Course - Connie Lantz Grades.xlsx

You have chosen to open:

 **Test Course - Connie Lantz Grades.xlsx**  
 which is: Microsoft Excel Worksheet (7.8 KB)  
 from: http://moodle.glendale.edu

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Save and open, or just open your file.

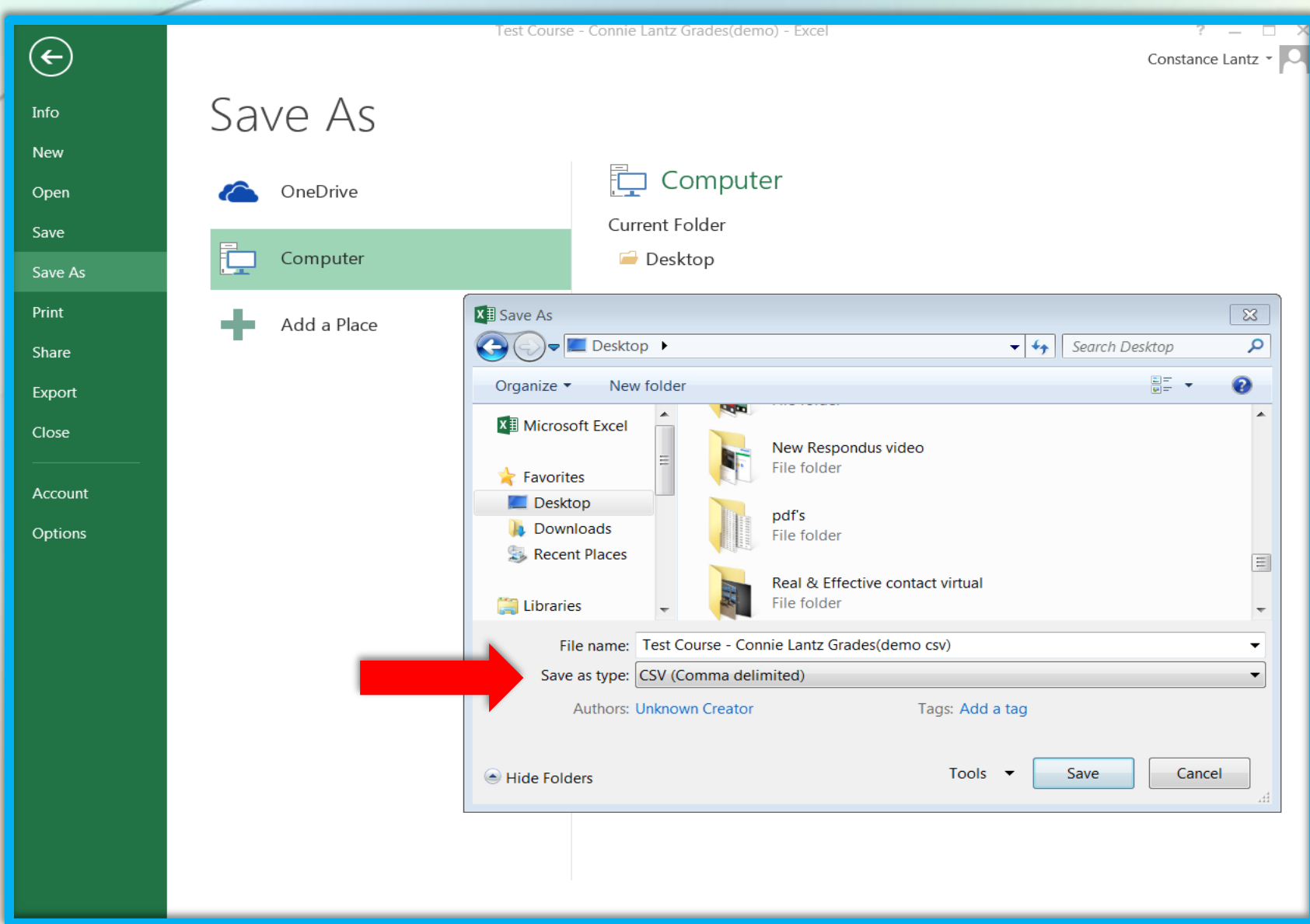
FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Constance Lantz

Paste Font Alignment Number Styles Cells Editing

N2 70

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First name	Surname	ID number	Institution	Department	Email address	Assignmer	Manual grade	Quiz: Exam	Assignmer	Assignmer	Assignmer	Assignmer	Assignmer	Assignmer
2	Student1	Demo	123456781			moodle1@	90	68	6	70	95	70	95	70	-
3	Student2	Demo	123456782			moodle2@	87	77	6	75	90	75	90	75	-
4	Student3	Demo	123456783			moodle3@	85	58	6	80	85	80	85	80	-
5	Student4	Demo	123456784			moodle4@	80	72	6	85	80	85	80	85	-
6	Student5	Demo	123456785			moodle5@	77	81	-	90	75	90	75	90	-
7	Student6	Demo	123456786			moodle6@	75	75	1	95	70	95	70	95	-
8	Moodle	McMoodle	1234567888			GCC.Stayi	98	73	3	77.78	-	-	-	98	-
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															

Add your grades manually (seen here in red).



Save the file as a “CSV (Comma, delimited)” file in the “Save as Type” field when you are done entering your grades.

Microsoft Excel interface showing a spreadsheet with columns: First name, Surname, ID number, Institution, Department, Email address, Assignmer, Manual grade, Quiz, Exam, Assignmer, Assignmer, Assignmer, Assignmer, Assignmer, Assignmer. A dialog box is displayed in the center with the following text:

Microsoft Excel

Some features in your workbook might be lost if you save it as CSV (Comma delimited).  
Do you want to keep using that format?

Buttons: Yes, No, Help

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First name	Surname	ID number	Institution	Department	Email address	Assignmer	Manual grade	Quiz	Exam	Assignmer	Assignmer	Assignmer	Assignmer	Assignmer
2	Student1	Demo	123456781			moodle1@	90	68	6	70	95	70	95	70	-
3	Student2	Demo	123456782			moodle2@	87	77	6	75	90	75	90	75	-
4	Student3	Demo	123456783			moodle3@	85	58	6	80	85	80	85	80	-
5	Student4	Demo	123456784			moodle4@	80	72	6	85	80	85	80	85	-
6	Student5	Demo	123456785			moodle5@	77	81	-	90	75	90	75	90	-
7	Student6	Demo	123456786			moodle6@	75	75	1	95	70	95	70	95	-
8	Moodle	McMoodle	1234567888			GCC.Stay	98	73	3	77.78	-	-	-	98	-

Indicate "Yes" when this pops up.



Home ▶ My courses ▶ Test ▶ Test Course - Connie Lantz ▶ Grade administration ▶ Export ▶ Excel spreadsheet

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  - 📄 Plain text file
  - 📄 Excel spreadsheet

Excel spreadsheet

## Export to Excel spreadsheet

## Export

Download

## Preview rows

First name	Surname	ID number	Institution	Department	Email address	Assignment Demo	Manual grade	Quiz Example	Assignment 1
Student1	Demo	123456781	moodle1@student.glendale.edu			90.00	68.00	6.00	70.00
Student2	Demo	123456782	moodle2@student.glendale.edu			87.00	77.00	6.00	75.00
Student3	Demo	123456783	moodle3@student.glendale.edu			85.00	58.00	6.00	80.00
Student4	Demo	123456784	moodle4@student.glendale.edu			80.00	72.00	6.00	85.00
Student5	Demo	123456785	moodle5@student.glendale.edu			77.00	81.00	-	90.00
Student6	Demo	123456786	moodle6@student.glendale.edu			75.00	75.00	1.00	95.00
Moodlee	McMoodle	1234567888	GCC.Staying.Relevant@gmail.com			98.00	73.00	3.00	77.78

Test Course -  
Connie Lant...

Your CSV file will look like this.

Grader report

## Grader report

All participants: 7/7

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

Test Course - Connie Lantz

Surname	First name	ID number	Email address	Demo Assignment	Manual grade assign	Example Quiz 1	Ass
	Student1 Demo	123456781	moodle1@student.glendale.edu	A- (90.00)	D+ (68.00)	A (6.00)	
	Student2 Demo	123456782	moodle2@student.glendale.edu	B+ (87.00)	C+ (77.00)	A (6.00)	
	Student3 Demo	123456783	moodle3@student.glendale.edu	B (85.00)	F (58.00)	A (6.00)	
	Student4 Demo	123456784	moodle4@student.glendale.edu	B- (80.00)	C- (72.00)	A (6.00)	
	Student5 Demo	123456785	moodle5@student.glendale.edu	C+ (77.00)	B- (81.00)	-	
	Student6 Demo	123456786	moodle6@student.glendale.edu	C (75.00)	C (75.00)	F (1.00)	
	Moodlee McMoodle	1234567888	GCC.Staying.Relevant@gmail.com	A (98.00)	C (73.00)	F (3.00)	

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    - XML file
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  - My report preferences
  - Letters
  - Outcomes
  - Scales
    - Categories and items
- Course administration
- Switch role to...
- My profile settings

Now, click on "Import", and "CSV file" in the Administration block on the left hand side of your grader report page.

GCC You are logged in as Connie Lantz (Log out)



# Online Learning Resources

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CSV file

## Import CSV

▼ Import file

**File\***

Choose a file...



You can drag and drop files here to add them.


**Encoding**

UTF-8

**Separator**

Tab  Comma  Colon  Semicolon

**Verbose scales**



Test Course -  
Connie Lant...

Drag your CSV file into the field with the downward blue arrow.

GCC You are logged in as Connie Lantz (Log out)

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  - Categories and items

Course administration

Switch role to...

My profile settings

Site administration

## Import CSV

▼ Import file

**File\***

Choose a file...

Test Course - Connie Lantz Grades(demo csv).csv

**Encoding**

UTF-8 ▼

**Separator**

Tab  Comma  Colon  Semicolon


**Verbose scales**

Yes ▼

**Preview rows**

10 ▼

**Upload grades**



Leave the encoding setting at “UTF-8”, the separator option at “Comma”. Click on “Upload grades”.

GCC You are logged in as Connie Lantz (Log out)

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## Import CSV

### Import preview

First name	Surname	ID number	Institution	Department	Email address	Assignment: Demo Assignment	Manual grade assign	Quiz: Example Quiz 1	Assig Assign 1
Student1	Demo	123456781			moodle1@student.glendale.edu	90	68	6	70
Student2	Demo	123456782			moodle2@student.glendale.edu	87	77	6	75
Student3	Demo	123456783			moodle3@student.glendale.edu	85	58	6	80
Student4	Demo	123456784			moodle4@student.glendale.edu	80	72	6	85
Student5	Demo	123456785			moodle5@student.glendale.edu	77	81	-	90
Student6	Demo	123456786			moodle6@student.glendale.edu	75	75	1	95
Moodlee	McMoodle	1234567888			GCC.Staying.Relevant@gmail.com	98	73	3	77.78

▼ Identify user by

**Map from** ID number

**Map to** User ID

▼ Grade item mappings

**First name** Ignore

**Surname** Ignore

**ID number** Ignore

In the “Identify user by” fields, choose “Map from: ID number, and Map to: User ID”. Choose the grade item mappings (the grade items that you manually entered).


GCC You are logged in as [Connie Lantz](#) (Log out)

Assignment: gvl:,gmsekj	Ignore
Quiz: quiz 8-20-15 evening	Ignore
Quiz: take 2	Ignore
Assignment: weight chart	Ignore
Forum: new march Forum	Ignore
Forum: 8-20-15	Ignore
Forum: New forum 9-2-15	Ignore
Quiz: 9-4-15	Ignore
Quiz 1 9-4-15	Quiz 1 9-4-15
Quiz: Test	Quiz: Test
9-17-15	Ignore
Course total	Ignore

[Upload grades](#)

[Moodle Docs for this page](#)

You are logged in as [Connie Lantz](#) (Log out)  
Test Course - Connie Lantz



Choose your grade items to upload by clicking the drop down arrow, and then click “upload grades”.



## Online Learning Resources

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CSV file ▼

### Import CSV

Grade import success

Continue

Once you have completed these steps, you will see this message, “Grade import a success”.

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- My profile settings
- Site administration

## Grader report

All participants: 7/7

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

III

Example Quiz 1	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	3-26-15 Quiz
A (6.00) Q	C- (70.00)	A (95.00)	C- (70.00)	A (95.00)	C- (70.00)	-	C (7.62) Q
A (6.00) Q	C (75.00)	A- (90.00)	C (75.00)	A- (90.00)	C (75.00)	-	B- (8.10) Q
A (6.00) Q	B- (80.00)	B (85.00)	B- (80.00)	B (85.00)	B- (80.00)	-	F (2.86) Q
A (6.00) Q	B (85.00)	B- (80.00)	B (85.00)	B- (80.00)	B (85.00)	-	B- (8.10) Q
- Q	A- (90.00)	C (75.00)	A- (90.00)	C (75.00)	A- (90.00)	-	D (6.19) Q
F (1.00) Q	A (95.00)	C- (70.00)	A (95.00)	C- (70.00)	A (95.00)	-	C- (7.14) Q
F (3.00) Q	C+ (77.78)	-	-	-	A (98.00)	-	C- (7.14) Q
C+ (4.67)	B- (81.83)	B- (82.50)	B- (82.50)	B- (82.50)	B (84.71)	-	D+ (6.73)

III



[Moodle Docs for this page](#)

You will be able to see the added grades in your Moodle gradebook. The yellow shading here means that this grade was manually added. Any grades that are that are automatically entered into the gradebook by an activity or entered during the standard grading process, such as a quiz , will remain as a clear background.

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User report

## User report - Student1 Demo

Grade item	Grade	Range	Percentage	Feedback
Test Course - Connie Lantz				
Demo Assignment	A- (90.00)	0-100	90.00 %	
Manual grade assign	D+ (68.00)	0-100	68.00 %	
Example Quiz 1	A (6.00)	0-6	100.00 %	
Assignment 1	C- (70.00)	0-100	70.00 %	
Assignment 2	A (95.00)	0-100	95.00 %	
Assignment 3	C- (70.00)	0-100	70.00 %	
Assignment 4	A (95.00)	0-100	95.00 %	
Assignment 5	C- (70.00)	0-100	70.00 %	
Assignment 6	-	0-100	-	
3-26-15 Quiz	C (7.62)	0-10	76.19 %	
annotate in line example	-	0-100	-	
inline take 2	-	0-100	-	
4-6-15		-		
bonus project	-	0-10	-	
bonus project #2	-	0-10	-	

Your students will see the added grades as well when they check them.

**Need help?**

**Call 818-240-1000**

**ext. 3457**

**24/7 anytime!**