

# How to update or import grades in the gradebook

254 Na Li Thu, Jan 11, 2024 Gradebook

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## Overview:

This guide will show you how to update or import the grade information in the gradebook for any activities you've created on LM Core.

## What to know:

The Gradebook is only accessible by module leaders, teachers and non-editing teachers. Students won't be able to access.

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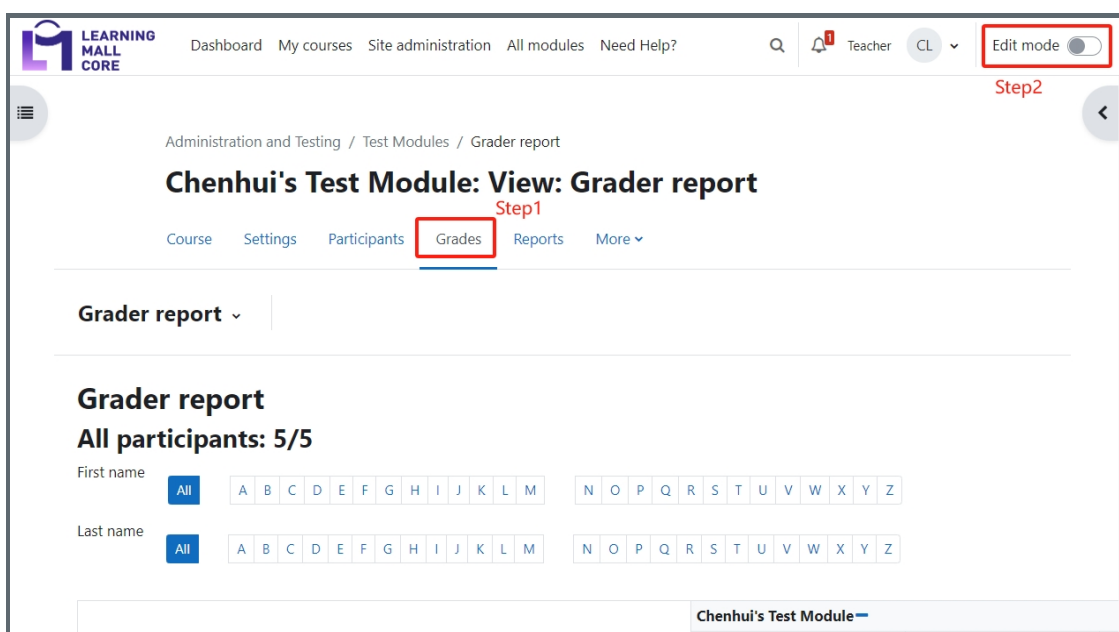
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### Access to the Gradebook and turn Edit mode on

All the grades for each student in your module can be found in the module gradebook. You can access the gradebook by clicking the "Grades" tab on the course-level menu inside your LM Core module page.

Turn "Edit mode" on.



The screenshot displays the LMS interface for 'Chenhui's Test Module: View: Grader report'. At the top right, the 'Edit mode' toggle is turned on, highlighted with a red box and labeled 'Step2'. Below the navigation bar, the 'Grades' tab is selected and highlighted with a red box, labeled 'Step1'. The main content area shows the 'Grader report' for 'All participants: 5/5'. There are filters for 'First name' and 'Last name', each with an 'All' dropdown and a row of letter selection buttons (A-Z).

### Update the grades

The report will appear with editable boxes containing each grade, so you can change many at once. This capability can be a real time-saver, but make sure to save at reasonable intervals or else a pageful of changes might be lost.

Note: If you make changes here, they are then shown highlighted to indicate grades that have been manually changed.

Grades can be entered in multiple locations in LM Core. It will depend on what you are grading and where the best place is to enter the grades. There are advantages to each area. Entering grades from the Assignment has the advantage that it will send a notification to the student when the grade is submitted. This will not happen when the grade is edited from the grader report or single view screen.

The screenshot shows a gradebook interface for 'Chenhui's Test Module'. At the top, there is a search bar for 'Last name' with an 'All' button and a grid of letters A-Z. Below this is a table with columns for 'First name / Last name', 'ID number', 'Email address', and 'Department'. The table lists six 'Sandbox Student' entries. To the right of the table is a 'Controls' column with a 'Test quiz mark update' checkbox and a 'Forum1 whole forum' dropdown. Each row in the table has a 'Controls' column with a gear icon and a search icon. The grade for 'Sandbox Student 2' is '100.00', which is highlighted in yellow and has a red box around it with an arrow pointing to it labeled 'Change the grade here Step1'. The grade for 'Sandbox Student 4' is '0.00'. At the bottom of the table, there is an 'Overall average' row with a value of '50.00'. A blue box highlights the 'Test quiz mark update' checkbox and the gear icon for 'Sandbox Student 2'. A red box highlights the gear icon for 'Sandbox Student 2' with an arrow pointing to it labeled 'Change feedback'. Another red box highlights the gear icon for 'Sandbox Student 2' with an arrow pointing to it labeled 'Hide grades'. At the bottom left, there is a 'Save changes' button with a red box around it and the text 'Step2' next to it.

| First name / Last name | ID number | Email address              | Department | Test quiz mark update               | Forum1 whole forum |
|------------------------|-----------|----------------------------|------------|-------------------------------------|--------------------|
| SS Sandbox Student 1   |           | sdstudent1@invalid.noemail |            | <input type="checkbox"/>            |                    |
| SS Sandbox Student 2   |           | sdstudent2@invalid.noemail |            | <input checked="" type="checkbox"/> |                    |
| SS Sandbox Student 3   |           | sdstudent3@invalid.noemail |            | <input type="checkbox"/>            |                    |
| SS Sandbox Student 4   |           | sdstudent4@invalid.noemail |            | <input type="checkbox"/>            |                    |
| SS Sandbox Student 5   |           | sdstudent5@invalid.noemail |            | <input type="checkbox"/>            |                    |
| SS Sandbox Student 6   |           | sdstudent6@invalid.noemail |            | <input type="checkbox"/>            |                    |
| Overall average        |           |                            |            |                                     | 50.00              |

## Altering the Grades Using Single View

By clicking on the pencil icon beside any category name will bring up the editing screen for that grade category which will allow you to set the grade, its written feedback and a number of other attributes.

The single view interface allows you to enter grades in bulk for a specific grade item or a specific user. To change a specific grade or all grades, click on the Override checkbox by the specific grade row or use the Override All link to check every row. If you wish to override all grades with a set grade, choose the Bulk Insert grades and enter the grade that you wish to insert. You can select whether to fill the grade for just empty grades or for all grades from the dropdown list. Click on Save and you will now see in the Grader Report that all grades the specific item/user have been overridden with the grade/grades that you entered.

It is also possible to bulk insert a grade, which might be useful for example if you wish to give the grade 0 to all students who did not submit work.

**All participants: 6/6**

First name  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

Last name  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

Chenhui's Test Module Enter the Single view page of the activity

| First name / Last name | ID number | Email address              | Department | Test quiz mark update | Forum1 whole forum |
|------------------------|-----------|----------------------------|------------|-----------------------|--------------------|
| SS Sandbox Student 1   |           | sdstudent1@invalid.noemail |            | 100.00                |                    |
| SS Sandbox Student 2   |           | sdstudent2@invalid.noemail |            | 100.00                |                    |
| SS Sandbox Student 3   |           | sdstudent3@invalid.noemail |            | 100.00                |                    |
| SS Sandbox Student 4   |           | sdstudent4@invalid.noemail |            | 0.00                  |                    |
| SS Sandbox Student 5   |           | sdstudent5@invalid.noemail |            | 0.00                  |                    |
| SS Sandbox Student 6   |           | sdstudent6@invalid.noemail |            | 0.00                  |                    |
| <b>Overall average</b> |           |                            |            | 50.00                 | -                  |


Course Settings Participants **Grades** Reports More

Single view  **Test quiz mark update** Actions  Users

**Editing grades for Test quiz mark upd**

- Override all
- Override none
- Exclude all
- Exclude none
- Bulk insert grades

| User full name       | Grade  | Range         | Override                            | Exclude                  |
|----------------------|--------|---------------|-------------------------------------|--------------------------|
| SS Sandbox Student 1 | 100.00 | 0.00 - 100.00 | <input type="checkbox"/>            | <input type="checkbox"/> |
| SS Sandbox Student 2 | 100.00 | 0.00 - 100.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SS Sandbox Student 3 | 100.00 | 0.00 - 100.00 | <input type="checkbox"/>            | <input type="checkbox"/> |
| SS Sandbox Student 4 | 0.00   | 0.00 - 100.00 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SS Sandbox Student 5 | 0.00   | 0.00 - 100.00 | <input type="checkbox"/>            | <input type="checkbox"/> |
| SS Sandbox Student 6 | 0.00   | 0.00 - 100.00 | <input type="checkbox"/>            | <input type="checkbox"/> |

 Note: Editing anything in the gradebook refers to editing the grades only and none of the available operations bears any relationship to editing the main module page i.e. the appearance of your module page cannot be influenced by anything you do in the gradebook.

## Import grade

As the below screenshot shows, first please click the "Grades" menu to access the gradebook area, and then select the "Import" tab.


On the import page, the default option is CSV file.

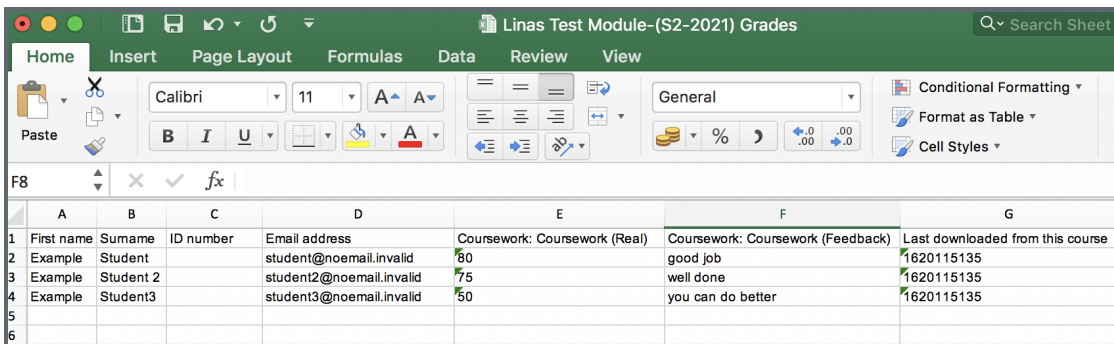
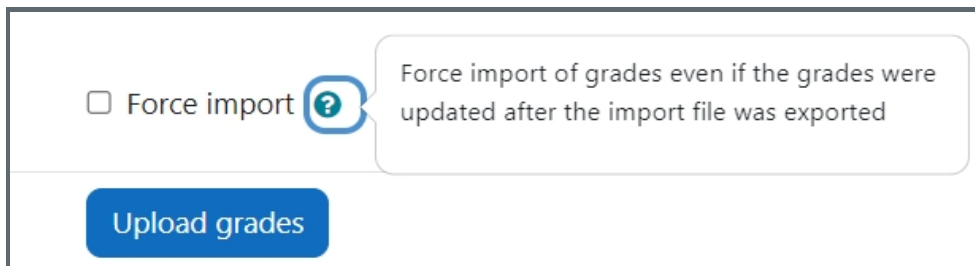
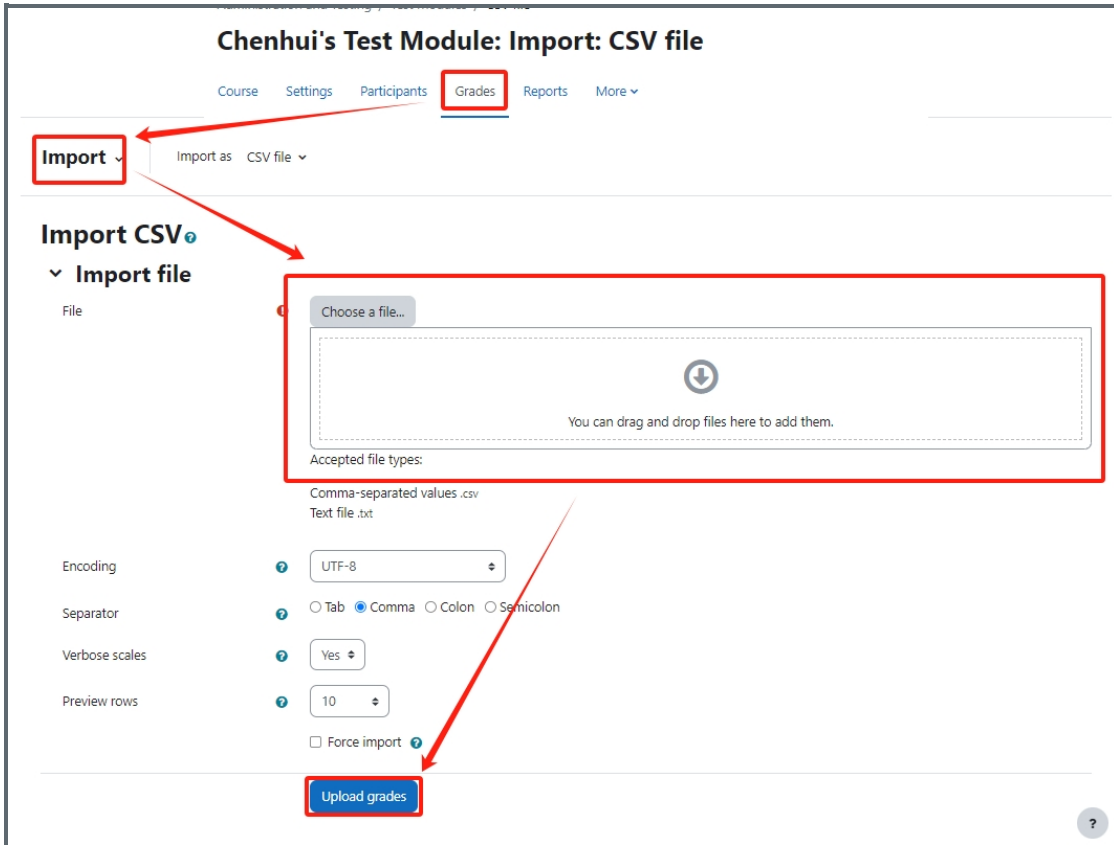
You may ask, how can I get the CSV file format?

You can create the CSV file manually or you can get it from the export function.

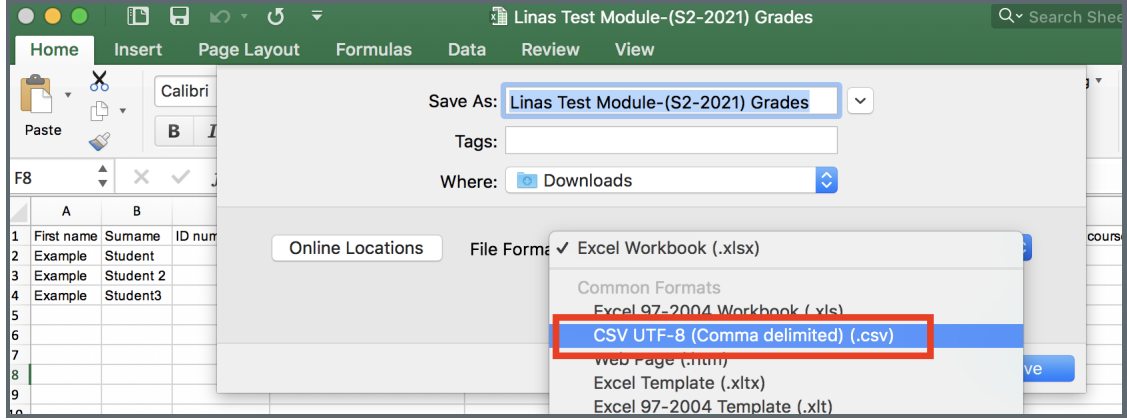
Please check the next section about "how to export grades". Once you've exported the grades information in the excel format, you can open the excel file and save it in the .csv format for import. Please follow the steps in the export and offline marking section to put your grades in the excel file, and then save it in the .csv format.

If you have manually edited the grades in the gradebook, but you want to use the grade in the csv file to replace the existing grades, please enable the "force import" option and click "upload grades".

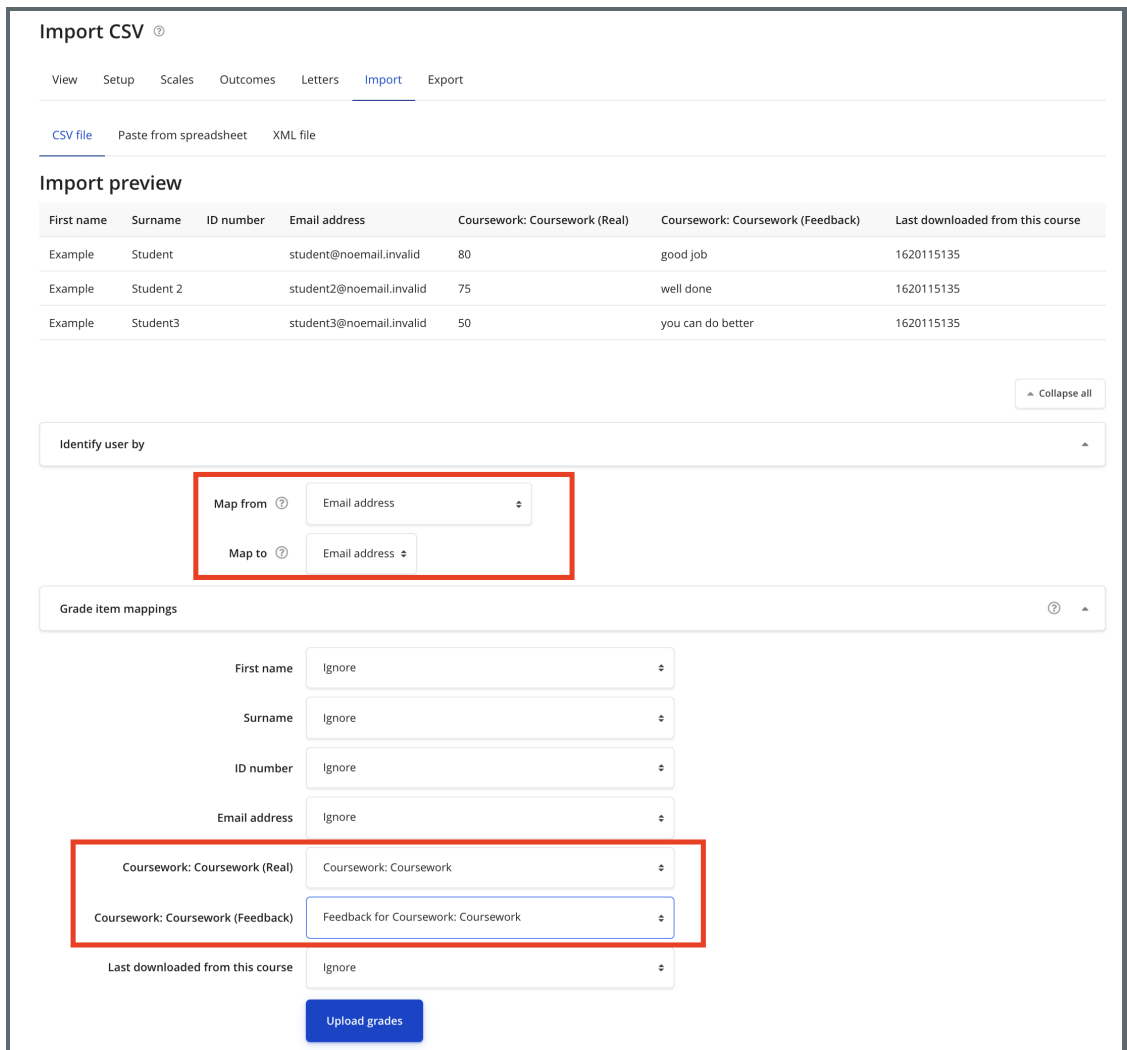
 Grades may be imported as a CSV or XML file, or by pasting from a spreadsheet. It is very complicated and not recommended for basic users.



|   | A          | B         | C         | D                        | E                             | F                                 | G                                |
|---|------------|-----------|-----------|--------------------------|-------------------------------|-----------------------------------|----------------------------------|
| 1 | First name | Surname   | ID number | Email address            | Coursework: Coursework (Real) | Coursework: Coursework (Feedback) | Last downloaded from this course |
| 2 | Example    | Student   |           | student@noemail.invalid  | 60                            | good job                          | 1620115135                       |
| 3 | Example    | Student 2 |           | student2@noemail.invalid | 75                            | well done                         | 1620115135                       |
| 4 | Example    | Student3  |           | student3@noemail.invalid | 50                            | you can do better                 | 1620115135                       |
| 5 |            |           |           |                          |                               |                                   |                                  |
| 6 |            |           |           |                          |                               |                                   |                                  |



📌 On the import page, please make sure to use email address as the user identifier. If you leave it by default, your data upload will be a mess because the system doesn't know whose grade should be mapped. In the "Grade item mappings", please select the activity from the list to map with the activity on your csv file, so that the grades will be uploaded to this activity.












# Import CSV ?

View   Setup   Scales   Outcomes   Letters   **Import**   Export

**CSV file**   Paste from spreadsheet   XML file

Grade import success

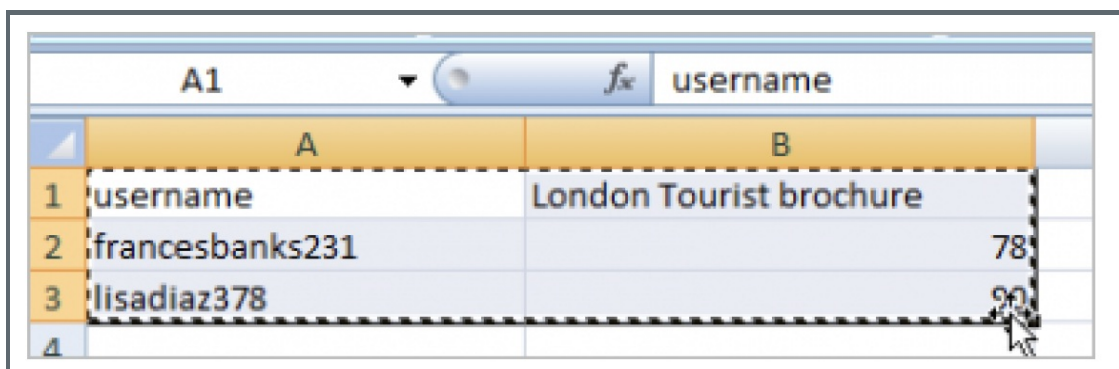
Continue

| First name/Surname   |  |  | Coursework   |
|---|---|---|--|
|  Na Li               | -   | -   | -  |
|  Example Student   | 80.00   | -   | -  |
|  Example Student 2 | 75.00   | -   | -  |
|  Example Student3  | 50.00   | -   | -  |

Paste from the spreadsheet:

Grades may be pasted directly from a spreadsheet such as Excel or Libre Office:

- 1) Ensure you have the correct column names for your grades (e.g. the assignment title or manual grade) It might help to download and edit the relevant students and graded information by using the Grade export feature.
- 2) For the students you need either their username, their ID or their email address. Add the grades you need and copy the relevant section:



|   | A1              | fx | username                |
|---|-----------------|----|-------------------------|
|   | A               | B  |                         |
| 1 | username        |    | London Tourist brochure |
| 2 | francesbanks231 |    | 78                      |
| 3 | lisadiaz378     |    | 90                      |
| 4 |                 |    |                         |

- 3) In your module, go to Grade > Import > Paste from spreadsheet and paste:

# Chenhui's Test Module: Import: Paste from spreadsheet

Course Settings Participants **Grades** Reports More ▾

**Import** ▾ Import as **Paste from spreadsheet** ▾

## Paste from spreadsheet ?

▾ **Paste from spreadsheet**

Data ⓘ ?

Encoding ⓘ UTF-8 ▾

Verbose scales ⓘ Yes ▾

Preview rows ⓘ 10 ▾

Force import ⓘ

**Upload grades**

4) In the preview, ensure you match up the identifier you used for the students -so if you used 'username', ensure it maps to 'username'. Do the same for your graded activities:

Paste from spreadsheet ▾

## Paste from spreadsheet ?

### Import preview

| username        | London Tourist brochure |
|-----------------|-------------------------|
| francesbanks231 | 78                      |
| lisadiaz378     | 90                      |

▾ Identify user by

Map from: username ▾

Map to: Username ▾

▾ Grade item mappings

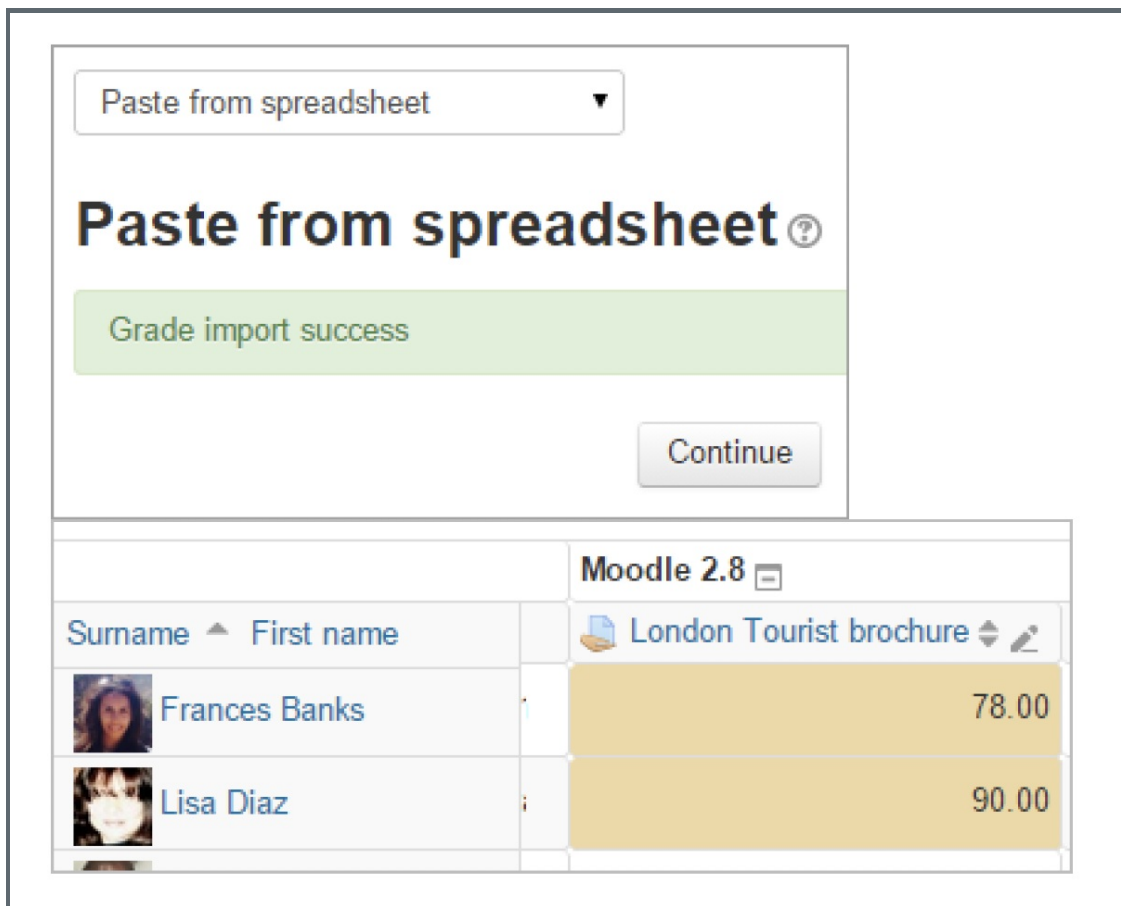
username: Ignore ▾

London Tourist brochure: Assignment: London Tourist brochure ▾



**Upload grades**

5) If everything has been correctly mapped (See grade mapping above), you should get a success message and the grades

will have been added, displaying in a different colour to show they were imported directly into the gradebook:



The screenshot shows a Moodle interface. At the top, there is a dropdown menu with "Paste from spreadsheet" selected. Below it, the heading "Paste from spreadsheet" is displayed with a help icon. A green banner indicates "Grade import success". A "Continue" button is located below the banner. Below this, a table is shown with the following data:

|   |               | Moodle 2.8              |
|---|---------------|-------------------------|
| Surname   | First name    | London Tourist brochure |
|  | Frances Banks | 78.00                   |
|  | Lisa Diaz     | 90.00                   |

For other import formats, please click this link: [Other import formats](#)

The import file format is the same as the corresponding export format.

- Note 1: Grade import is equivalent to manual grading in the grader report. Thus, if grades for a particular LM Core activity such as an assignment are imported, they can no longer be edited via the assignment submission page.
- Note 2: You cannot import grades above 100%, if you need, please contact us via <https://knowledgebase.xjtlu.edu.cn/contact.php>
- Note 3: Importing feedback will also overwrite any grades that are linked to that assessment. Please include both feedback and grades for the activity when mapping and importing grades via CSV. If both columns are not included then all grades for that activity will be lost.

## How to export the grades and make changes offline

Grades can be exported to e-Bridge format, Excel spreadsheet, OpenDocument spreadsheet, plain text file or XML file, or published via a URL.

If you want to export in Excel spreadsheet, please select the tab page "Excel spreadsheet". By default, the system will select all the activities of your module. You can untick the activities to just export the ones you want to export. The second screenshot is an example of the exported excel sheet.

In the export format options section, please double check each option to see if you want to include some extra content, like feedback.

For more details, please click this link for more information: [Export format](#).



# Chenhui's Test Module: Export: Excel spreadsheet

Course Settings Participants **Grades** Reports More ▾

**Export** ▾

Export as **Excel spreadsheet** ▾

## Export to Excel spreadsheet

### ▾ Grade items to be included

- Test quiz mark update
- Forum1 whole forum
- Peer Assessment1
- Workshop1 (submission)

### ▾ Export format options

- Include feedback in export
  - Exclude suspended users ?
- Grade export display types  Real  Percentage  Letter
- Grade export decimal places

**Download**

The screenshot shows an Excel spreadsheet titled "Linax Test Module-(S2-2021) Grades". The spreadsheet has the following data:

|   | A          | B         | C         | D                        | E                             | F                                 | G                                |
|---|------------|-----------|-----------|--------------------------|-------------------------------|-----------------------------------|----------------------------------|
| 1 | First name | Surname   | ID number | Email address            | Coursework: Coursework (Real) | Coursework: Coursework (Feedback) | Last downloaded from this course |
| 2 | Example    | Student   |           | student@noemail.invalid  | 80                            | good job                          | 1620115135                       |
| 3 | Example    | Student 2 |           | student2@noemail.invalid | 75                            | well done                         | 1620115135                       |
| 4 | Example    | Student3  |           | student3@noemail.invalid | 50                            | you can do better                 | 1620115135                       |
| 5 |            |           |           |                          |                               |                                   |                                  |
| 6 |            |           |           |                          |                               |                                   |                                  |

### Tips:

If you are looking for guides about how to export the grade in the e-bridge format, please check this guide [How to export grades to e-bridge format](#)

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