

Moodle Guide for Uploading Grades on Moodle

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Introduction:

Over the past 20 years, powerful software for managing databases has been combined with digital frameworks for managing curriculum and evaluation tools. The LMS allows creating, tracking, managing and distributing learning materials in various formats.

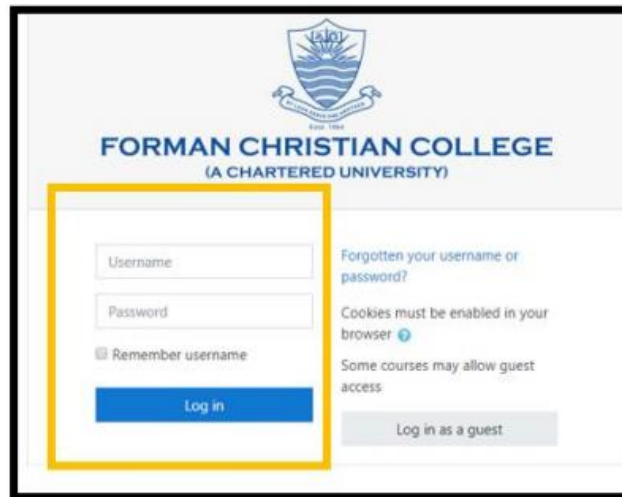
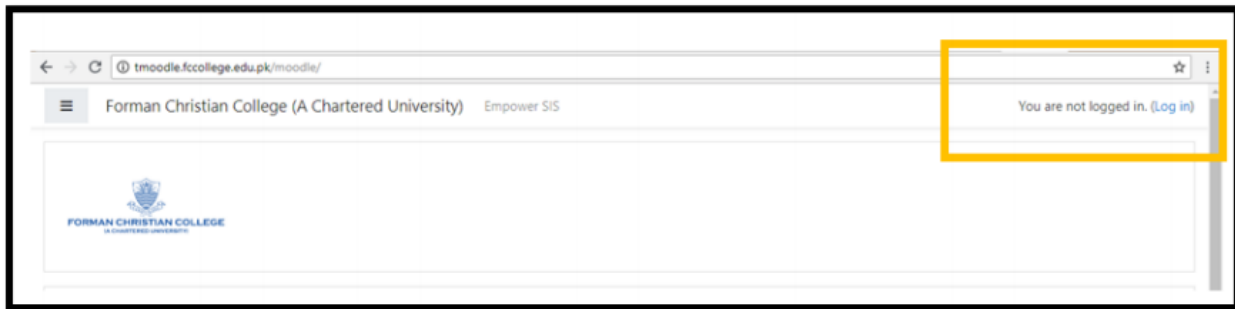
The traditional application of LMS is in educational institutions. Learning management systems for years now is in use to deliver courseware and popularize e-learning in educational institutions. Even companies have been using learning management systems to deliver training to internal employees and customers.

This document comprises of the process to upload assignment grades to your Moodle courses. This is done through .CSV (Comma-Separated Values) grading worksheet.

Accessing Moodle Course:

Step 1:

Go to (tmoodle.fccollege.edu.pk/moodle/) and login:



Step 2:

Once you access the account, your home page will show all the courses you are teaching for the current semester.

Step 3:

Click on the course that you want to access from the list of courses. You will see a page with box structured/tile dividers. Each section has a particular header. (See below)

Once you reach your course page you can start the online session for that particular course/section. For creating the session please refer the following:

Step 4:

Ensure to 'turn editing on'. For this see on the top left corner of your course page as shown below:

The screenshot shows the Moodle course page for "2019FA_Principles of Manage Section B". The breadcrumb trail is "Home / My courses / Business and Management / 2019FABUSN / BUSN170BFA19". A settings gear icon in the top right corner is highlighted with a yellow box. A dropdown menu is open, listing various course management options. The "Turn editing on" option is highlighted with a yellow box.

- Edit settings
- Turn editing on**
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Reset
- Recycle bin
- More...

Below the settings menu, there is an "Announcements" section and a row of week tiles labeled "week 1", "week 2", "week 3", and "week 4".

Uploading Grades

Step 1: Access your assignment

Go to relevant week/section/tile and click on the assignment that you want to grade.

The screenshot shows the Moodle assignment page for "Tesco Case Study - CRM". The breadcrumb trail is "Forman Christian College (A Chartered University) Empower SIS Course Outline Template Moodle FAQs". The assignment title "Tesco Case Study - CRM" is highlighted with a yellow box. Below the title, there are three questions:

- Q 1. How Tesco manages customer interactions?
- Q2. How Tesco is targeting its customers using CRM?
- Q3. How is the CRM helping TESCO to generate customer insights?

Below the questions, there is a document icon and the title "Paper on Transaction cost and information system", which is also highlighted with a yellow box. Below this, there is a note: "this is part of syllabus and will be assessed for this course". Below the note, there is another document icon and the title "Tesco case study", which is highlighted with a yellow box. Below this, there is a note: "weightage 3%". Below the note, there are two questions:

- Q 1. How Tesco manages customer interactions?
- Q2. How Tesco is targeting its customers using CRM?

Step 2: Click on View All Submissions:

Forman Christian College (A Chartered University) Empower SIS Course Outline Template Moodle FAQs

Separate groups: All participants

Grading summary

Participants	33
Submitted	28
Needs grading	0
Due date	Monday, 30 March 2020, 12:00 AM
Time remaining	Assignment is due

[View all submissions](#) [Grade](#)

After clicking on 'View all submissions' you will be redirected to new page as follows:

Forman Christian College (A Chartered University) Empower SIS Course Outline Template Moodle FAQs

2020SP_Management Inf Syste Section E

Home / Courses / BUSN370ESP20 / Module 2 / Tesco case study / Grading

Tesco case study

Grading action: Choose...

Separate groups: All participants

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

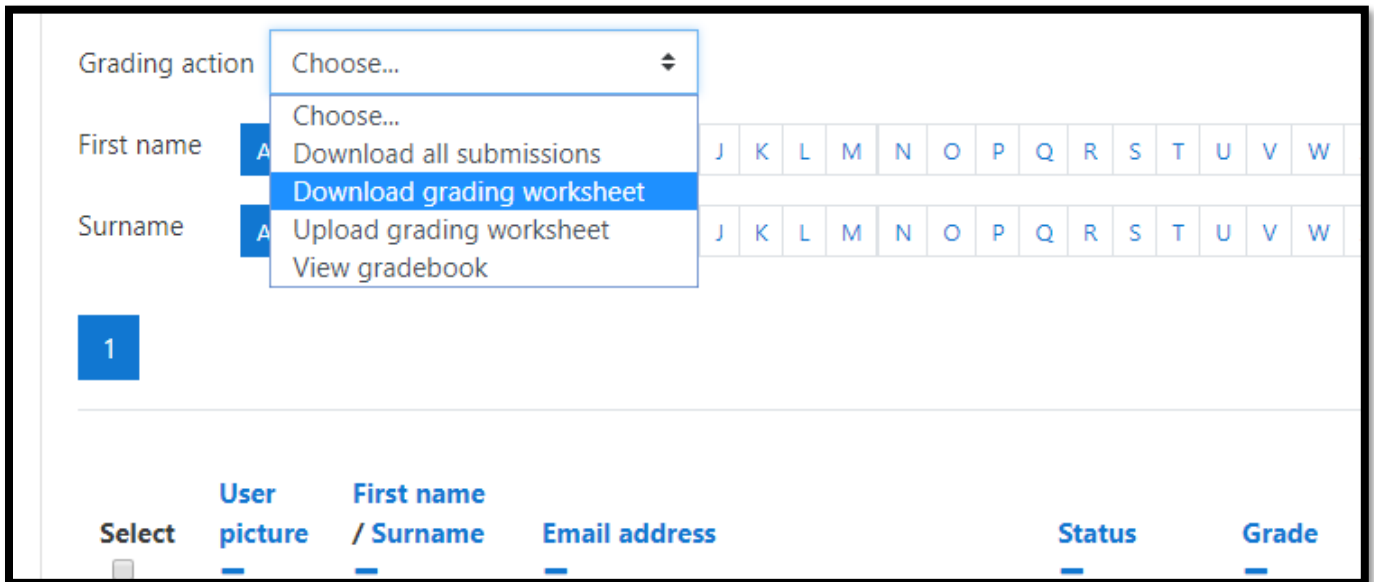
Surname: [All](#) A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1

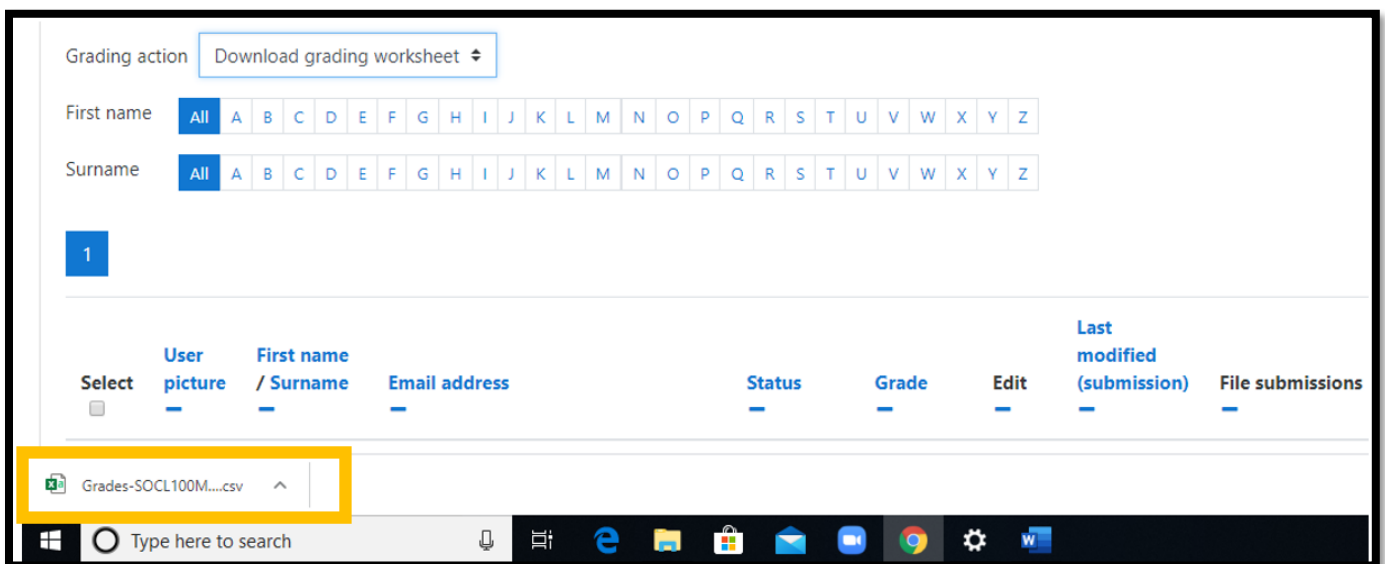
Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online text
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Step 3: Download Grading Worksheet:

Click on the drop-down menu next to Grading action and you will be presented with a list of values. Select 'Download grading worksheet'



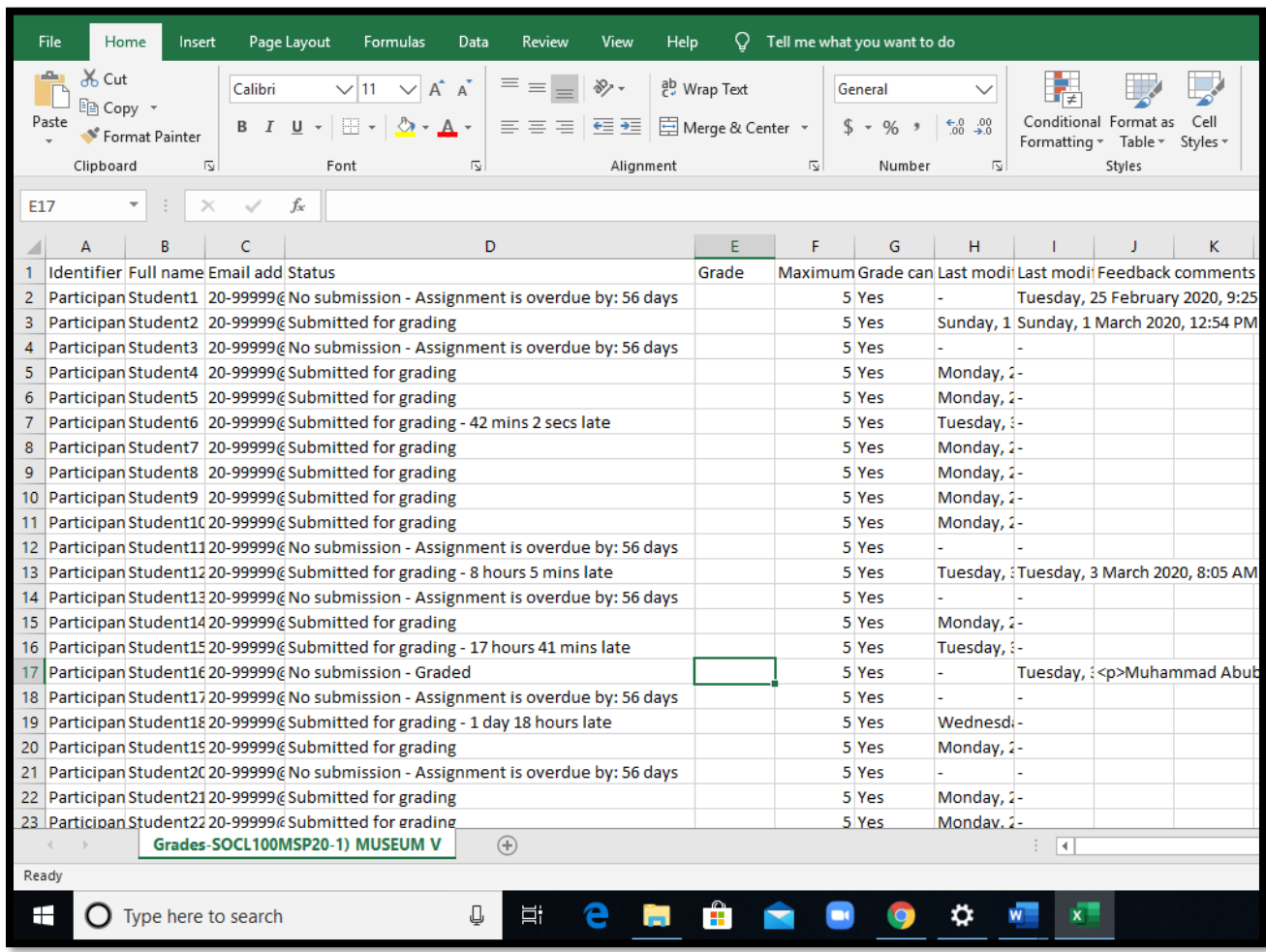
a .CSV file will be downloaded on your system:



Step 4: Open .CSV file:

Click on the downloaded file on the browser to open or go to your downloads to open the .CSV file.

Note: .CSV file looks like excel but it is different from excel in format. Thus, whilst saving or uploading the file on Moodle ensure that the file remains in .CSV format or file extension. This is also shown in the rest of the process in this document.



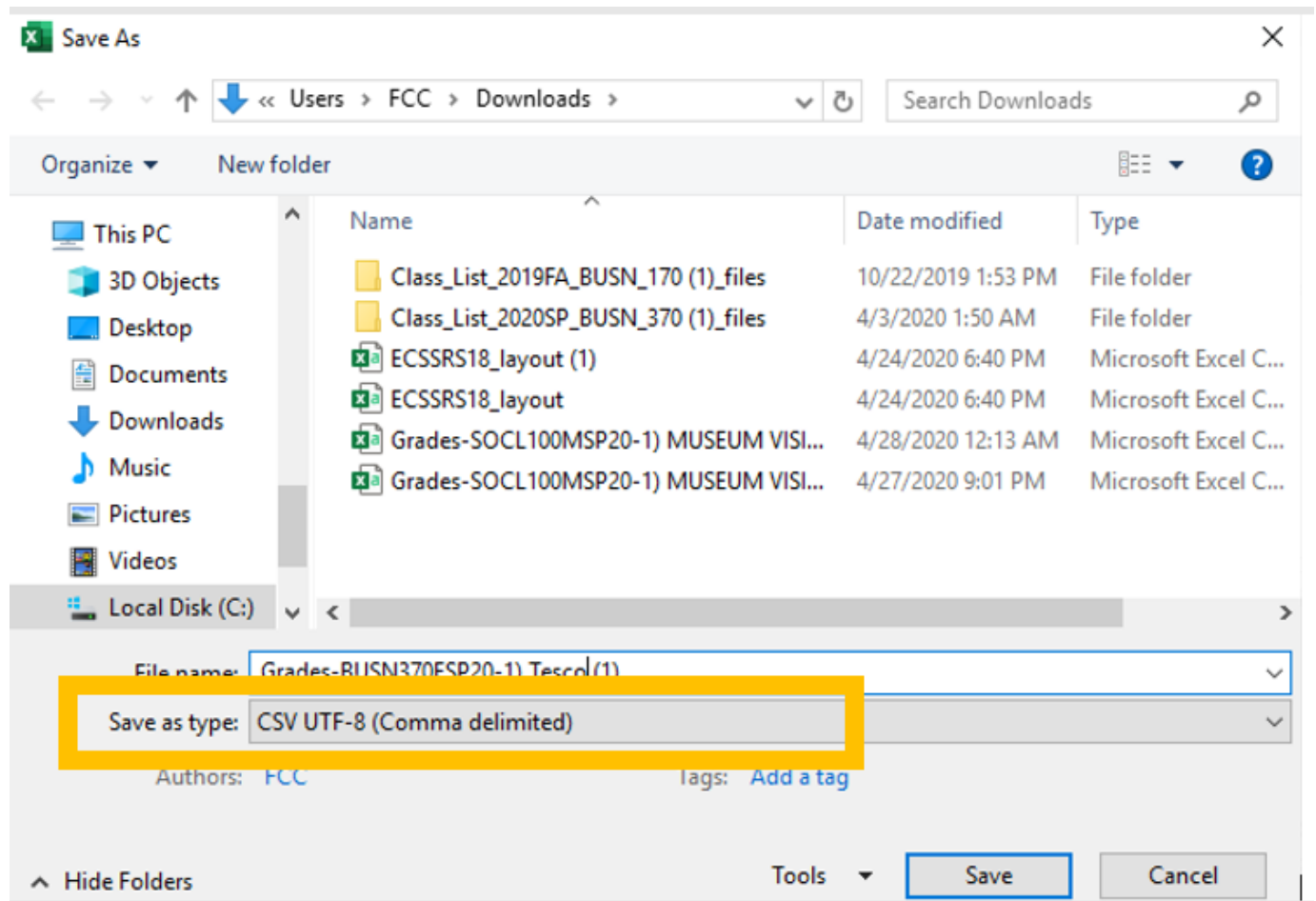
Step 5: Input Grades and Comments

Once you open your excel look alike .CSV file, input the numeric grades(scores) under column; Grade and you can also input comments under column; Feedback comments.

1	Identifier	Full name	Email add	Status	Grade	Maximum	Grade can	Last modi	Last modi	Feedback comments
2	Participan Student1	20-99999@	No submission - Assignment is overdue by: 56 days		3	5	Yes	-	Tuesday, 3	Good
3	Participan Student2	20-99999@	Submitted for grading		4	5	Yes	Sunday, 1	Sunday, 1	Great
4	Participan Student3	20-99999@	No submission - Assignment is overdue by: 56 days		5	5	Yes	-	-	Brilliant
5	Participan Student4	20-99999@	Submitted for grading		3	5	Yes	Monday, 2	-	Good
6	Participan Student5	20-99999@	Submitted for grading		4	5	Yes	Monday, 2	-	Great
7	Participan Student6	20-99999@	Submitted for grading - 42 mins 2 secs late		5	5	Yes	Tuesday, 3	-	Brilliant
8	Participan Student7	20-99999@	Submitted for grading		3	5	Yes	Monday, 2	-	Good
9	Participan Student8	20-99999@	Submitted for grading		4	5	Yes	Monday, 2	-	Great
10	Participan Student9	20-99999@	Submitted for grading		5	5	Yes	Monday, 2	-	Brilliant
11	Participan Student10	20-99999@	Submitted for grading		3	5	Yes	Monday, 2	-	Good
12	Participan Student11	20-99999@	No submission - Assignment is overdue by: 56 days		4	5	Yes	-	-	Great
13	Participan Student12	20-99999@	Submitted for grading - 8 hours 5 mins late		5	5	Yes	Tuesday, 3	Tuesday, 3	Brilliant
14	Participan Student13	20-99999@	No submission - Assignment is overdue by: 56 days		3	5	Yes	-	-	Good
15	Participan Student14	20-99999@	Submitted for grading		4	5	Yes	Monday, 2	-	Great
16	Participan Student15	20-99999@	Submitted for grading - 17 hours 41 mins late		5	5	Yes	Tuesday, 3	-	Brilliant
17	Participan Student16	20-99999@	No submission - Graded		3	5	Yes	-	Tuesday, 3	Good
18	Participan Student17	20-99999@	No submission - Assignment is overdue by: 56 days		4	5	Yes	-	-	Great

Step 6: Save your file

While saving your file click on 'Save As' and select the format; Save as type; CSV UTF-8(Comma delimited) as follows:



Step 7: Go back to 'View all Submissions' in your assignment

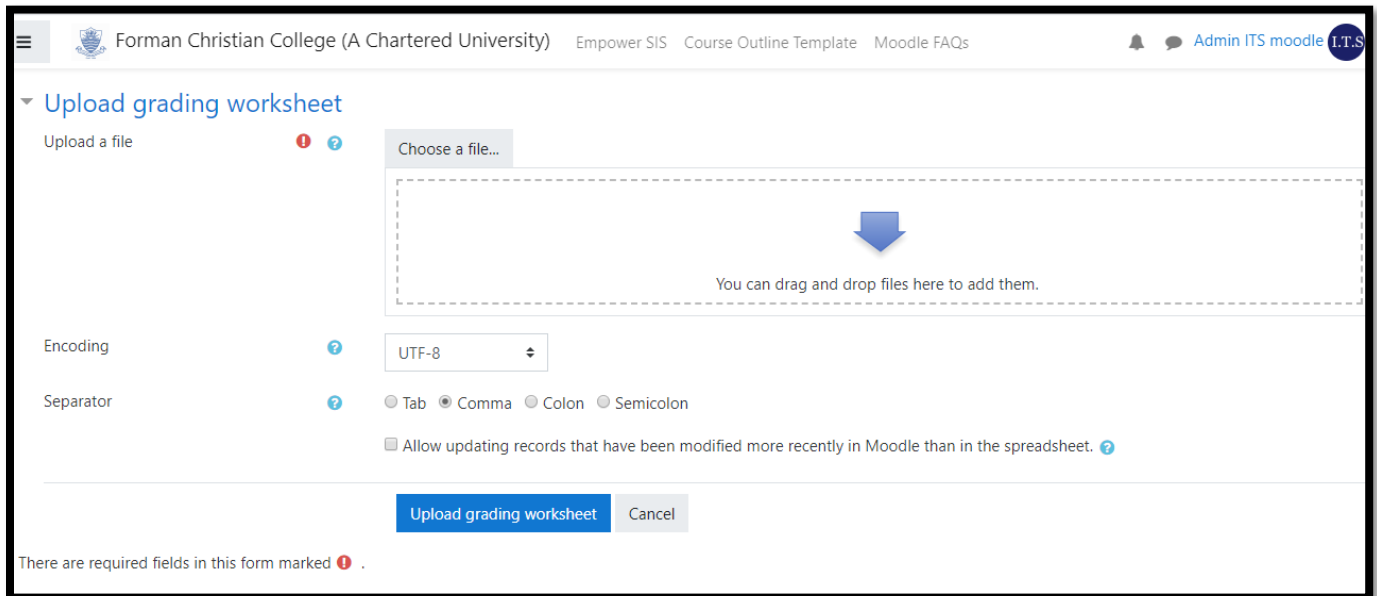
Step 8: Upload your grading worksheet

Click on drop-down menu next to Grading action and select 'Upload grading worksheet'.

Note: Safari is not recommended while uploading the grading worksheet. Mozilla Firefox or Google Chrome are recommended.

Once you select 'Upload grading worksheet' you will be directed towards new page with 'file picker'

Note: Please ensure that before you add the .CSV file in file picker your file is closed. With opened file there can be issues while uploading.



The screenshot shows the Moodle interface for uploading a grading worksheet. The page title is "Forman Christian College (A Chartered University)". The navigation menu includes "Empower SIS", "Course Outline Template", and "Moodle FAQs". The user is logged in as "Admin ITS moodle".

The main heading is "Upload grading worksheet". Below it, there is a section "Upload a file" with a "Choose a file..." button and a dashed box containing a blue arrow pointing down and the text "You can drag and drop files here to add them."

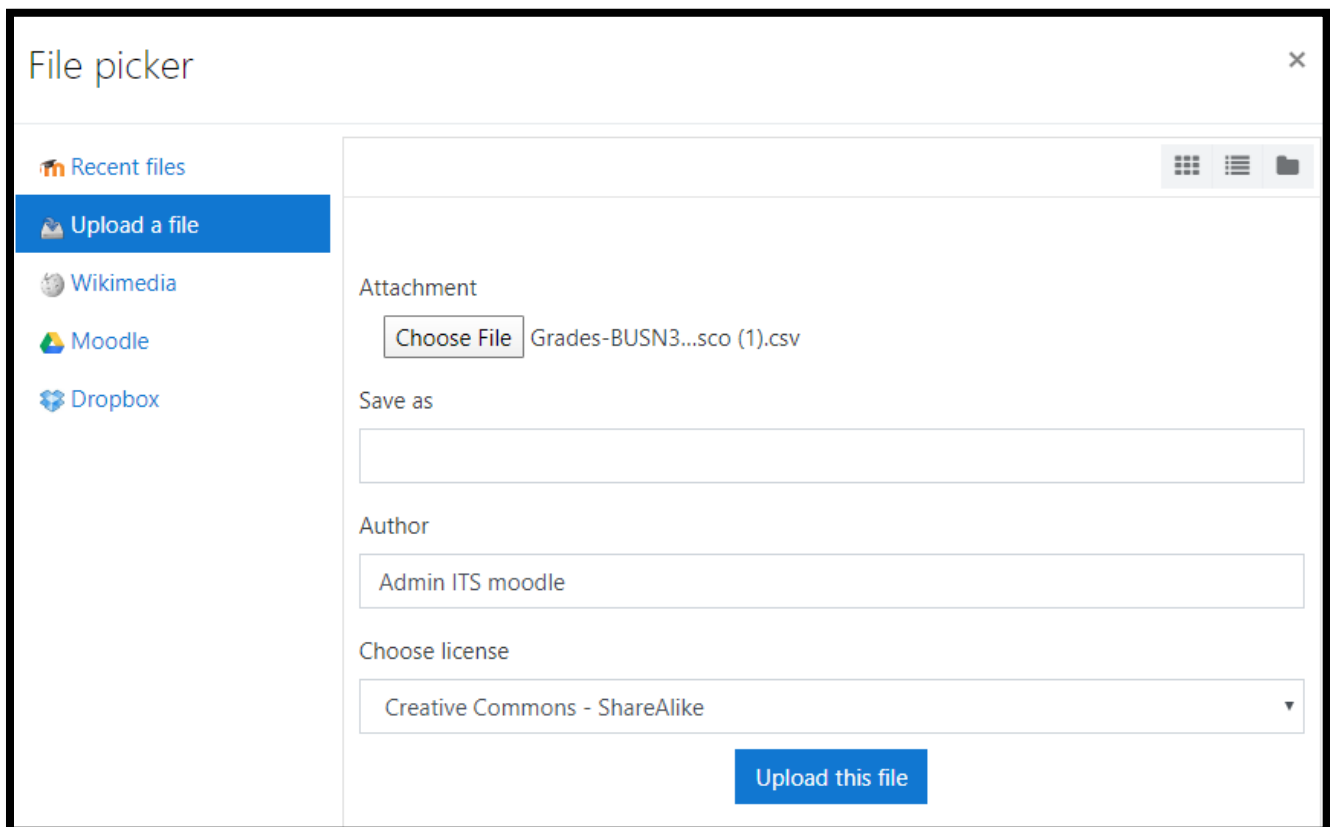
Below the file upload section, there are several options:

- Encoding: A dropdown menu set to "UTF-8".
- Separator: Radio buttons for "Tab", "Comma" (selected), "Colon", and "Semicolon".
- A checkbox labeled "Allow updating records that have been modified more recently in Moodle than in the spreadsheet." which is currently unchecked.

At the bottom of the form, there are two buttons: "Upload grading worksheet" (highlighted in blue) and "Cancel".

A message at the bottom left states: "There are required fields in this form marked [red exclamation mark icon]." .

Select your .CSV file



The screenshot shows the "File picker" dialog box. The left sidebar has a "Recent files" section and an "Upload a file" button (highlighted in blue). Below "Upload a file" are links for "Wikimedia", "Moodle", and "Dropbox".

The main area of the dialog is titled "Attachment" and contains a "Choose File" button next to the text "Grades-BUSN3...sco (1).csv". Below this is a "Save as" text input field. The "Author" field is set to "Admin ITS moodle". The "Choose license" dropdown menu is set to "Creative Commons - ShareAlike".

At the bottom right of the dialog, there is a blue button labeled "Upload this file".

Click on button 'Upload grade sheet'

Upload grading worksheet

Upload a file



Choose a file...

Grades-BUSN370ESP20-1) Tesco (1).csv

Encoding



UTF-8

Separator



Tab Comma Colon Semicolon

Allow updating records that have been modified more recently in Moodle than in the spreadsheet.

Upload grading worksheet

Cancel

Note: Please ensure that Encoding is selected to UTF-8 and Separator is selected as 'Comma'.