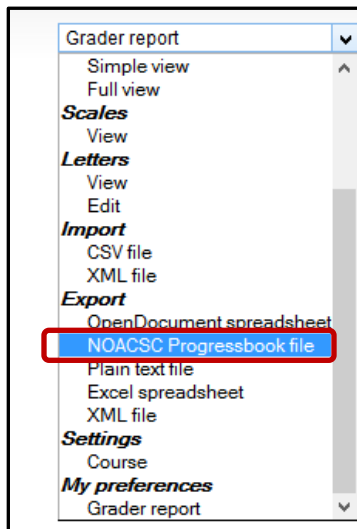
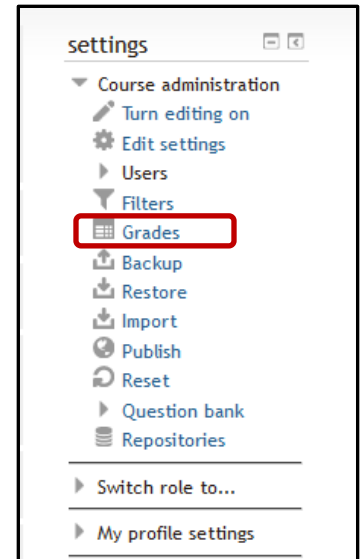


Import Moodle Grades into Progressbook

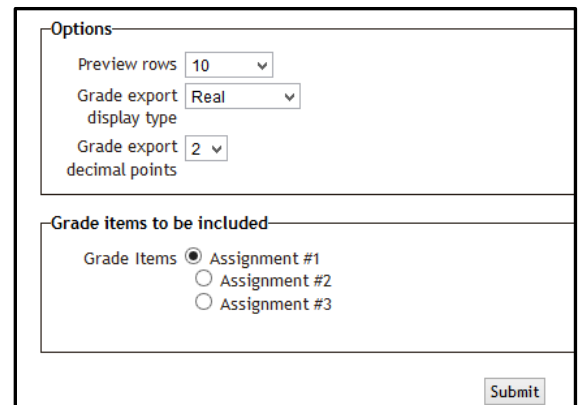
It is a two-step process to get grades from your Moodle course into your Progressbook gradebook.

STEP #1 – Export Grades from Moodle

1. After all grades are submitted and graded in Moodle, go to the **SETTINGS** block and click on **GRADES** (under the “Course Administration” section).
2. At the next screen, click in the **Grader Report** dropdown menu and select **NOACSC Progressbook file** (under the “export” section).



3. At the next screen, you can select the grade you want to export. Click in the circle next to the grade you want to export. Note that you may want to change the number of decimal places in the exported grades. Click **Submit** when ready.
4. At the next screen, click **Download**, and save the file (remember where you save it!).

A screenshot of the Moodle export options form. The 'Options' section includes: Preview rows (10), Grade export display type (Real), and Grade export decimal points (2). The 'Grade items to be included' section has radio buttons for Assignment #1 (selected), Assignment #2, and Assignment #3. A 'Submit' button is at the bottom right.

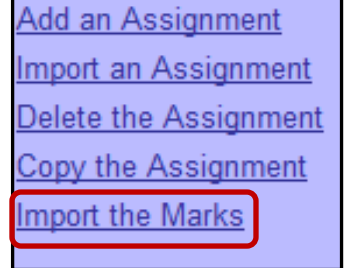
STEP #2 – Import Grades into Progressbook

1. Log into Progressbook and go to the class dashboard of the course that you want to upload grades.

2. At the class dashboard, click on the name of the assignment that will receive the imported grades.

Assignments	Float Assign.	Lessons
10/6	P	Assignment#1
9/20	P	1st Qtr Interim

3. At the Marks screen, click on “**Import the Marks**” (bottom left hand side).



4. Click **Browse** and find the Moodle grade file you want to import. Be sure to click **YES** to “First row contains headers”. Click **Import the Marks**.

Dashboard	TECHNOLOGY ASSISTANT: 6 - Assignment#1	Return to Assignmer
Override existing marks?: <input checked="" type="radio"/> No <input type="radio"/> Yes		Action: <input type="button" value="Save"/>
Select a CSV file to import: <input type="button" value="Browse..."/> TechAsst Grades(2).bt		
First row contains headers?: <input type="radio"/> No <input checked="" type="radio"/> Yes		
<input type="button" value="Import the marks"/>		

5. A preview of the grades will appear. Verify that the correct marks are lined up with the proper students. If so, be sure to click **SAVE** in the upper right section of the screen.