

In Moodle 2.4, it is possible to upload grades and feedback comments for a digital assignment from a spreadsheet.

Use the Grading Sheet

1. Create a new assignment OR open an existing assignment and click on the **Edit settings** link in the left block.
2. Under **Feedback settings**, set **Offline grading worksheet** to **Yes** (Figure 1). Save your settings.
3. When you are ready to record grades for the assignment, access the grading worksheet by clicking on the assignment link, then choose **View/grade all submissions**.
4. Under **Grading action**, select **Download grading worksheet** from the pull-down menu (Figure 2).
5. In the dialogue box that opens, choose **Save File**, then click on **OK**.
6. Save the .csv file in a folder designated for student work.
7. Open the .csv file with Excel and enter grades in the **Grade** column (or copy a column of grades from an existing spreadsheet generated by a publisher's web site into the column). Enter comments in the **Feedback comments** column, if desired (Figure 3).
8. Save the file and confirm that you want to save it as a .csv file by clicking **Yes** in the subsequent dialogue boxes (Figure 4).
9. Reopen the assignment link and click on **View/grade all submissions**.
10. Choose **Upload grading worksheet** from the **Grading action** pull-down menu (Figure 5).
11. **Drag and drop** the .csv file that you just saved into the file picker box or use the **Choose a file...** option to upload the file (Figure 6). **Note:** If you have multiple .csv files in your student work folder, select the one that you saved most recently.

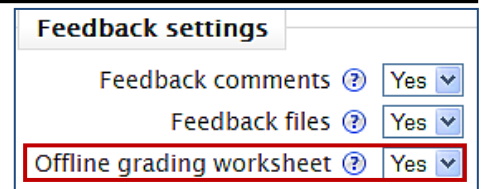


Figure 1: Feedback Settings

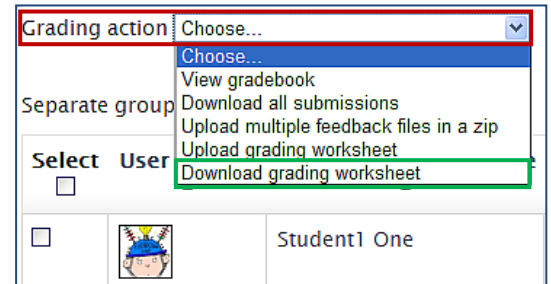


Figure 2: Download Grading Worksheet

| 1 | Identifier | Full name | Email addr | Status | Grade | Maximum | Last modif | Last modif | Feedback comments |
|---|-------------|-----------|-------------|--------|-------|---------|------------|------------|-------------------|
| 2 | Participant | Student1 | C.sousoe@g | No | 85 | 100 | - | - | Good job! |
| 3 | Participant | Student2 | T.souscreen | No | 90 | 100 | - | - | Very nice! |
| 4 | Participant | Student3 | librarysou | No | 95 | 100 | - | - | Excellent! |

Figure 3: Enter Grades

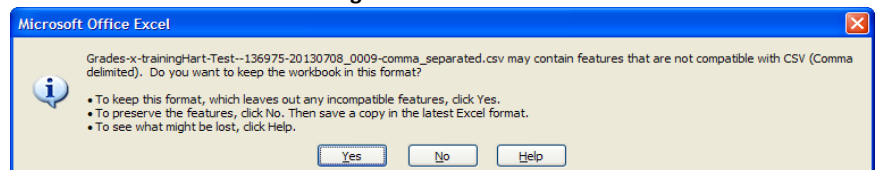


Figure 4: Save as .CSV

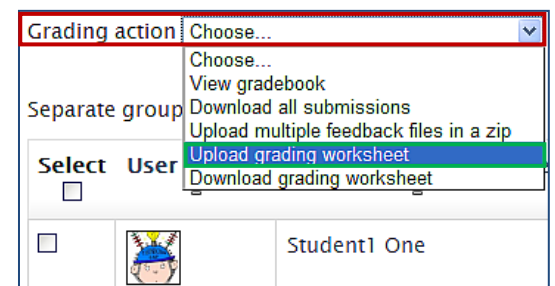


Figure 5: Upload Grading Worksheet

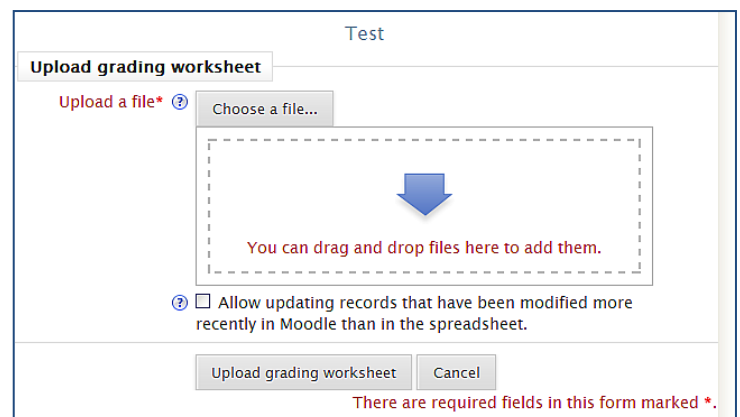


Figure 6: Upload File

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12. As shown in Figure 7, the file you have uploaded will be displayed in the file picker box. The option highlighted here should be **left unselected** to avoid overwriting any grades that have already been entered in Moodle. Selecting this option will override any grade entered since the grading worksheet was downloaded. Click on **Upload grading worksheet** to submit grades and comments.

Figure 7: Confirm File Upload

13. Click on **Confirm** to upload grades and comments (Figure 8).

Figure 8: Confirm Grade Changes

14. Click on **Continue** to reconfirm the changes (Figure 9) and return to the **View/grade all submissions** page.

Figure 9: Reconfirm Changes

15. Check that the grades and comments uploaded correctly (Figure 10).

| Select | User picture | First name / Last name | Email address | Status | Grade |
|--------------------------|--------------|------------------------|-------------------------|----------------------|---------------|
| <input type="checkbox"/> | | Student1 One | sousoe@gmail.com | No submission Graded | 85.0 / 100.00 |
| <input type="checkbox"/> | | Student2 Two | souscreencast@gmail.com | No submission Graded | 90.0 / 100.00 |
| <input type="checkbox"/> | | Student3 Three | librarysou@gmail.com | No submission Graded | 95.0 / 100.00 |

Figure 10: Verify Uploaded Grades