

Here's how to upload grades and feedback comments for an assignment from a spreadsheet:

## Use the Grading Sheet

1. In the **Feedback types** option area in an assignment setup page, check the box for **Offline grading worksheet** (Figure 1) and **Save**.
2. When you are ready to enter grades, click on the assignment link, then choose **View all submissions**.
3. In the **Grading action** pull-down menu, select **Download grading worksheet** (Figure 2).
4. Save the resulting .csv file somewhere handy, such as a folder designated for student work.
5. Open the .csv file with Excel and enter grades in the **Grade** column (or copy a column of grades from an existing spreadsheet into the column—be sure to **verify that student names are in the same order** in both sheets!). Enter comments in the **Feedback comments** column, if desired (Figure 3).

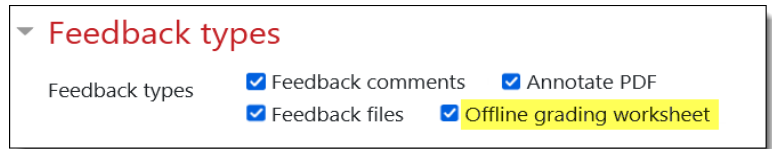


Figure 1: Select Offline Grading Worksheet

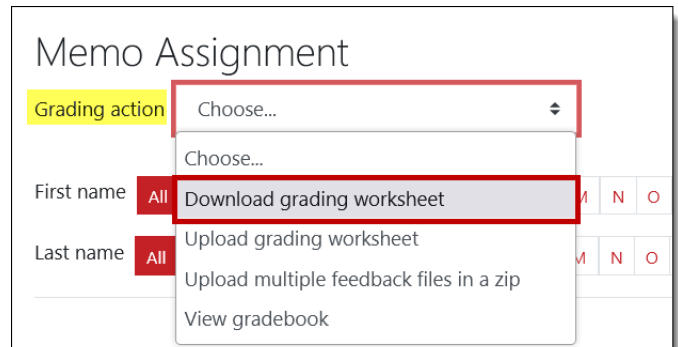


Figure 2: Download Grading Worksheet

Identifier	Full name	ID number	Status	Grade	Maximum Grade	Grade can be changed	Last modified (submission)	Last modified (grade)	Feedback comments
Participant	Student One	12341	Submitted for grading	18	20	Yes	-	-	Good job!
Participant	Student Two	12342	Submitted for grading	16	20	Yes	-	-	Pls see me
Participant	Student Four	12344	Submitted for grading	20	20	Yes	-	-	Perfect!
Participant	Student Five	12345	Submitted for grading	19	20	Yes	-	-	Good job!
Participant	Student Six	12346	Submitted for grading	17	20	Yes	-	-	Good job!
Participant	Student Seven	12347	Submitted for grading	20	20	Yes	-	-	Good job!
Participant	Student Eight	12348	Submitted for grading	18	20	Yes	-	-	Good job!

Figure 3: Enter Grades

6. Save the file, confirming that you want to save it as a .csv file.
7. Reopen the assignment link and click on **View all submissions**.
8. Choose **Upload grading worksheet** from the **Grading action** pull-down menu (Figure 4).

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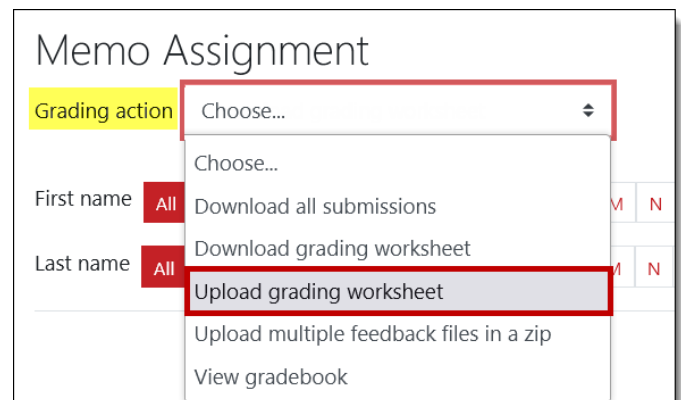


Figure 4: Upload Grading Worksheet

9. **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 5).
10. The encoding and separator options can be left as the defaults. Check the **Allow updating records** option **ONLY if you wish to override** any grades that have already been entered in Moodle. Click on **Upload grading worksheet** to submit scores and comments.

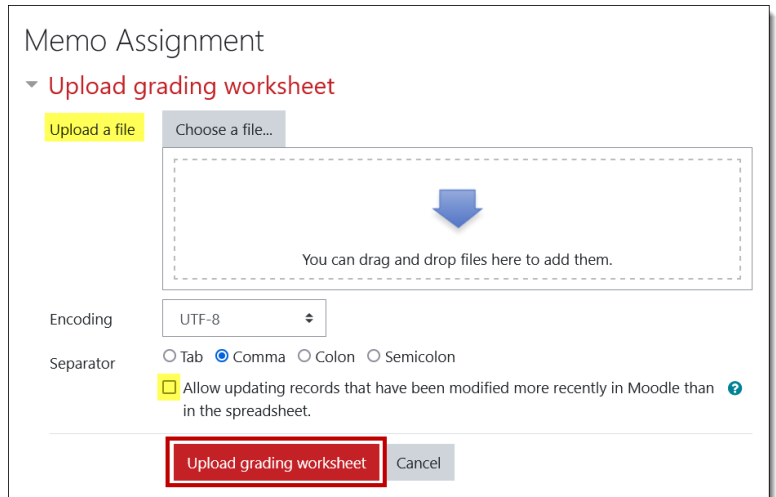


Figure 5: Upload File

11. Click on **Confirm** to upload grades and comments (Figure 6).

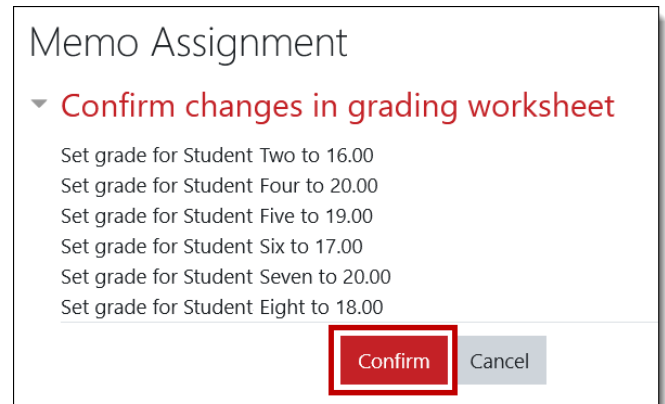


Figure 6: Confirm Grade Changes

12. Click on **Continue** to reconfirm the changes and return to the **View all submissions** page (Figure 7).
13. Check that the grades and comments uploaded correctly (Figure 8).

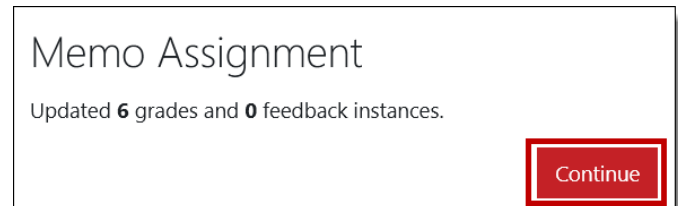


Figure 7: Reconfirm

Select	User picture	First name / Last name	ID number	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>		Student One	12341	Submitted for grading Graded	Grade 18.00 / 20.00	Edit	Monday, October 3	Memo
<input type="checkbox"/>		Student Two	12342	Submitted for grading Graded	Grade 16.00 / 20.00	Edit	-	Memo
<input type="checkbox"/>		Student Four	12344	Submitted for grading Graded	Grade 20.00 / 20.00	Edit	-	Memo

Figure 8: Verify Uploaded Grades