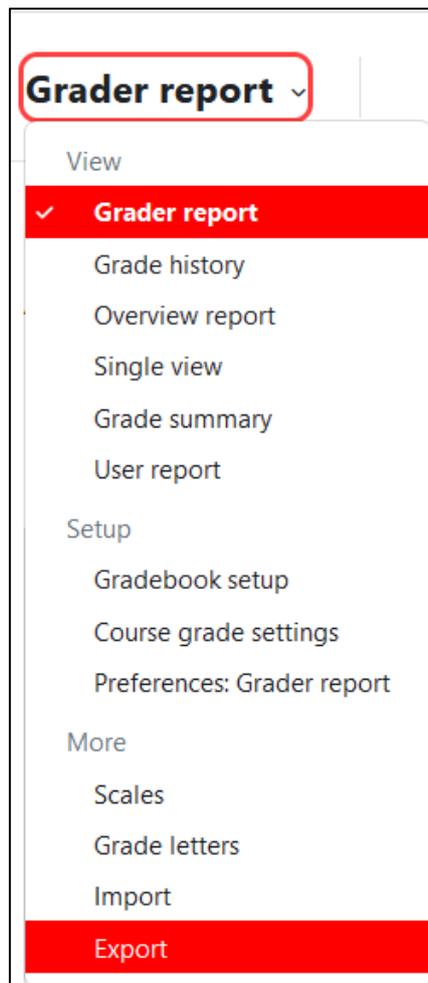# How to Export grades?

*First you need to export an Excel file from the grader book to enter the grades. This will help to have a spreadsheet compatible with Moodle.*
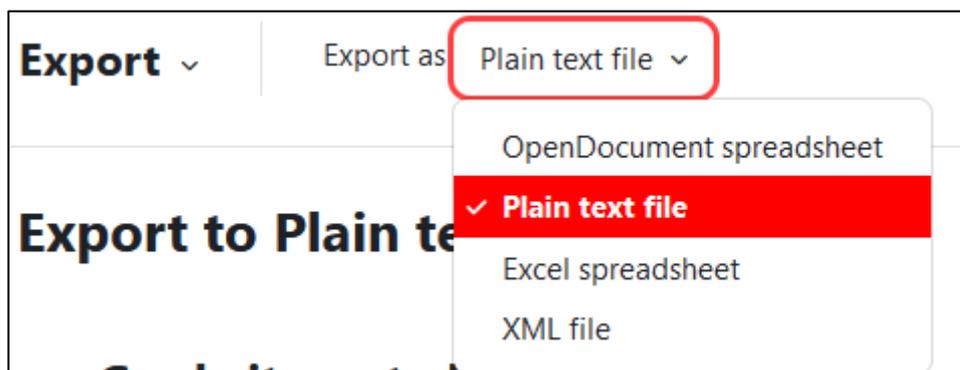
➔ First, click on "Grades" at the top of your Moodle course page:

| Course | Settings | Participants | Grades | Reports | More ⌄ |
|---|---|---|---|---|---|

➔ Then use the "Grader report" dropdown menu to find the "Export" option:

**Grader report** ⌄

View
✓ **Grader report**
Grade history
Overview report
Single view
Grade summary
User report

Setup
Gradebook setup
Course grade settings
Preferences: Grader report

More
Scales
Grade letters
Import
Export

➔ Make sure to change the "Export as" option to "Plain text file" in order to obtain a .csv format file:

**Export** ⌄    Export as   Plain text file ⌄

OpenDocument spreadsheet
✓ **Plain text file**
Excel spreadsheet
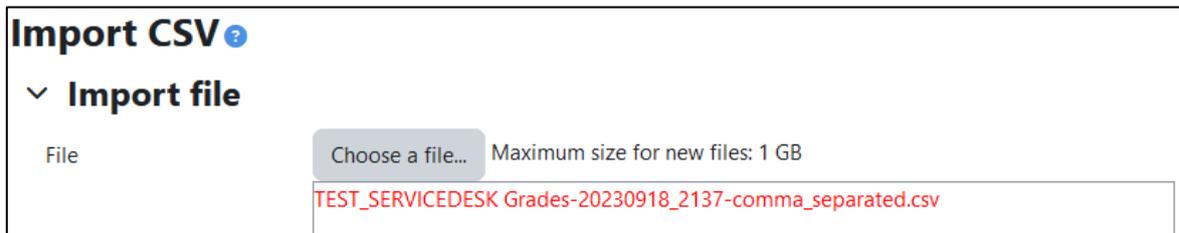XML file

**Export to Plain te**

# How to import grades?

➜ From the "Grades" menu previously mentioned, use the same dropdown menu and click on "Import":
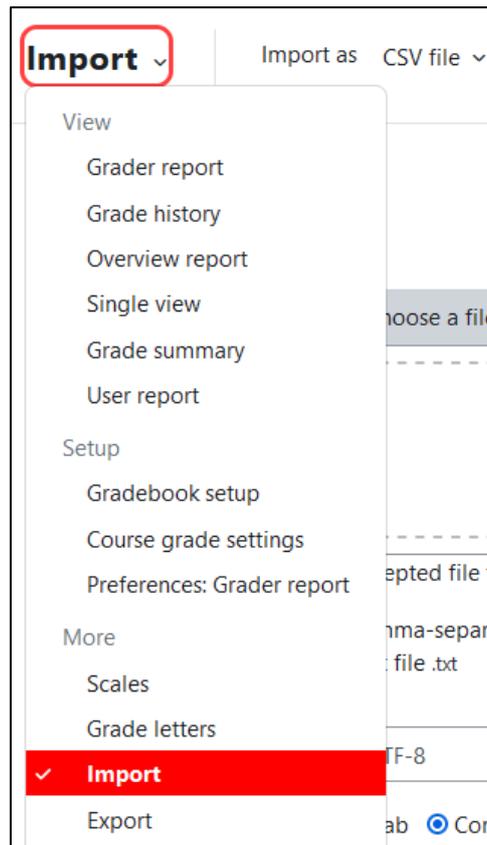


➜ Then add the file by browsing your local files, or dragging and dropping the file into the box:



➜ Select the appropriate parameters, which depend on the formatting of your csv file, and then click on "Upload grades" in order to obtain a preview of your uploaded grades:
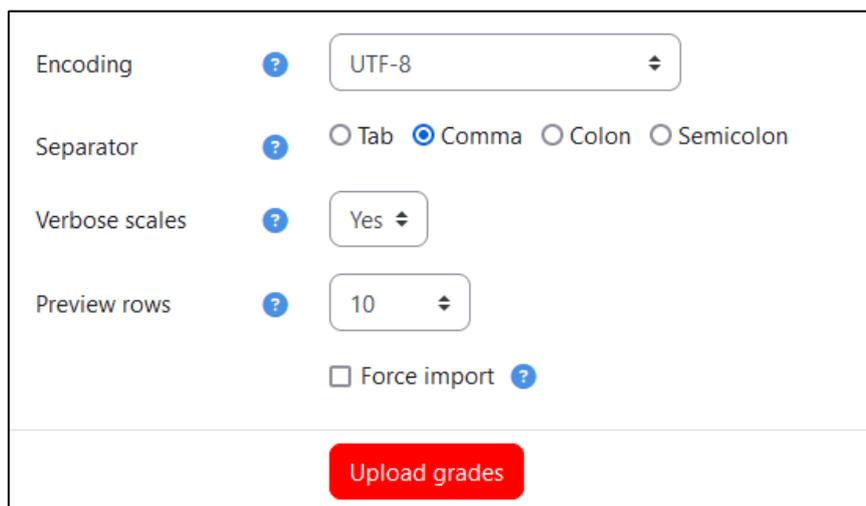
➔ Finally, ensure that the imported grades look good. You can adjust the import if the automatic import did not create the expected result:

## ⌄ Identify user by

| | | |
|---|---|---|
| Map from | ❓ | First name ⇕ |
| Map to | ❓ | User ID ⇕ |

## ⌄ Grade item mappings ❓

| | |
|---|---|
| First name | Ignore ⇕ |
| Last name | Ignore ⇕ |

➔ Don't forget to upload the grades!

**Upload grades**