Importing Grades into Moodle from Excel

1. To get started make sure that there is one column in your Excel spreadsheet that will be able to map to the Moodle gradebook. This will ensure that everything imports properly. Here at NJIT we will use the student’s UCID.

2. Using Excel, create a row that contains the UCID (or whatever identifier you will use for the mapping) and the assignments, quizzes or grades. For example, in figure 1 there is a column called UCID, Common Exam 1, Midterm, Common 2, Common 3 and Final.

3. When you are ready to import your spreadsheet into Moodle export the file from Excel using the “CSV (MS-DOS)” option (figure 2). Note: If you are using Excel 2007 you will want to click on the “Office Button” go to “Save As” and select “Other Formats” (figure 3).

4. Once the file is exported, log into your Moodle course and go to the “Administration” block and click on the “Grades” link.
5. From the “Grader Report” screen select the “Import – CSV File” option from the “Choose an action ...” drop down menu (figure 4).

![Figure 4: Import → CSV File](image)

6. From the “Import file” section locate your CSV file using the “Browse...” button and click the “Upload Grades” button.

7. The “Import Preview” section will preview the first 10 rows of data. This will let you verify that the information looks correct (figure 5).

![Figure 5: CSV Preview](image)

8. The “Identify user by” section allows instructors to make sure the users in the csv file will properly match those in Moodle. In this example (figure 6) the “Username” field from the CSV file will be mapped to the “useridnumber” (NJIT’s UCID).

![Figure 6: Map from -> May to.](image)
9. Under “**Grade item mappings**” users can select what to do for each column in the excel file. There are three basic options: you can ignore a column, map it to a preexisting assignment/quiz or create a new grade item.
   
   a. Select “**ignore**” for the “**username**” field. This is because the Moodle gradebook already has a column for the students UCIDs.
   
   b. If you already have a quiz or assignment that has been added to Moodle you will want to select the appropriate one from the drop down menu. For example, I already have an “**Offline Activity**” that I created for each common exam so I have mapped those three accordingly (figure 7).
   
   c. Since I do not have a Midterm or Final column added to Moodle I will want to select “**new gradeitem**.” This will create a new column called “Midterm” and “Final” and map the grades.

![Grade item mappings](image)

**Figure 7:** Sample grade mappings.

10. Once the mappings are correct click the “**Upload grades**” button.

11. There are **two important “features” to keep in mind**: 
   
   a. If you import grades and map them to a pre-existing assignment you will not be able to edit those grades using the assignment tool interface. Any changes will have to be made from the “Grader Report” screen.
   
   b. If you map the CSV file to a pre-existing Moodle assignment/quiz it will overwrite any grades that may have been previously entered.