

Upload Grades from Moodle

Upload Grades from Moodle is available for LSUHSC – New Orleans faculty only.

After logging in, navigate to My Schedule to Access the Import Function by clicking:

1. Click the **Faculty Center** tile.



Navigation: NavBar > Navigator > Self-Service > Faculty Center > My Schedule

2. Click the **Grade Roster** icon for the class for which you wish to upload grades.

NOTE: Look for the Grade Roster icon next to each class in your teaching schedule. If the icon is not present it means that a Grade Roster has not been created by the Registrar's Office.

	INTER 125-0001 (10489)	INTRO MICROBIAL PATHOGENESIS (Lecture)	9	MoWeFr 9:00AM - 12:00PM	TBA	Nov 2, 2020- Dec 11, 2020
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Job Aid

- Click the **import grades** button

	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 60				GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	2 60				GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	3 61				GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate

- Click the **OK** button to continue.

Message

Loading 9 Records out of 9 Read. Would you like to Continue? (0.0)

OK Cancel

- Click the **Save** button to save the results.

Grade Roster Action

*Approval Status Not Reviewed Save

NOTE: You can continue to Import grades from Moodle even after the grades have been entered and saved, but doing so WILL overwrite existing grades on the grade roster. Importing from Moodle can continue until the Approval Status is changed to Ready for Review. Once the Approval Status is changed, no imports or updates can be made to the class roster.

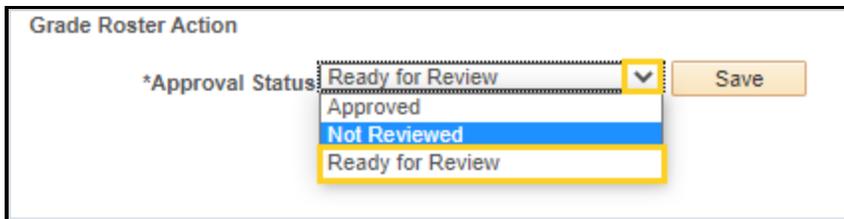
Before changing the approval status to Ready to Review, check to make sure all recent grade updates made in Moodle were imported to the Grade Roster. It is

recommended that the final grades in Moodle be established as a letter grade instead of a percentage grade. This action will ensure continuity between the grades in Moodle and the grades imported to the Grade Roster.

NOTE: *Once the Grade Roster and the grades in Moodle are verified, and you are ready for the course director to approve the final grades, change the Approval Status from Not Reviewed to Ready for Review.*

6. Click the **Ready for Review** list item

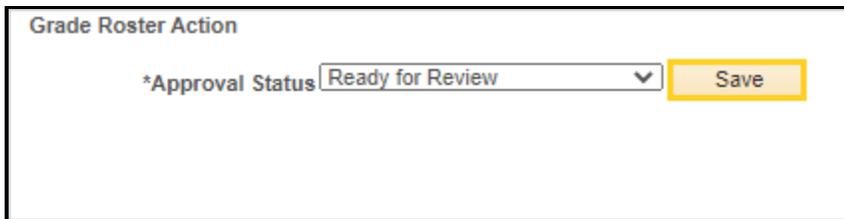
NOTE: *Grades can be imported and changed until the Approval Status is changed to Ready for Review.*



The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing four options: "Ready for Review", "Approved", "Not Reviewed", and "Ready for Review". The "Ready for Review" option at the bottom is highlighted in blue. To the right of the dropdown menu is a yellow "Save" button.

7. Click the **Save** button. **You must after the Approval Status is changed to Ready for Review.**

NOTE: *Once the Approval Status is changed to Ready for Review, the drop-down in the Roster Grade field is no longer available to add or change grades.*



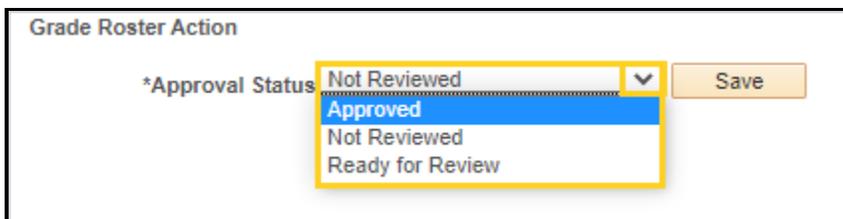
The screenshot shows the same "Grade Roster Action" form. The dropdown menu is now closed, and the text "Ready for Review" is visible in the dropdown box. The yellow "Save" button is highlighted.

Approving the Grade Roster:

All Grade Rosters must be **Approved** by the course director before the Registrar's Office posts the final grades.

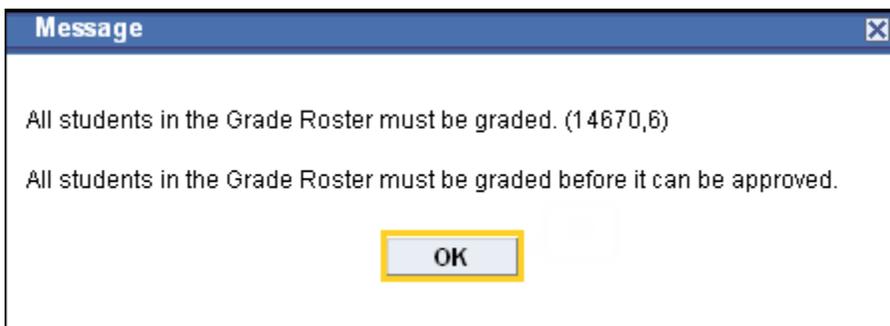
8. If you have access to approve the grade roster, change the Approval **Status field** to **Approved**, then click **Save**.

*NOTE: Before changing the status to **Approved**, review the grade roster to make sure the grades are correct, and all students received a grade. If changes are required, click **Not Reviewed** in the **Approval Status field** to return to the Grade Roster and input and/or change grades.*



The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing four options: "Not Reviewed", "Approved", "Not Reviewed", and "Ready for Review". The "Approved" option is highlighted in blue. To the right of the dropdown menu is a "Save" button.

All students in the Grade Roster must receive a grade to complete the Approved process. If the following error message is displayed after selecting **Approved**, click the **OK** button to return and input missing grades.



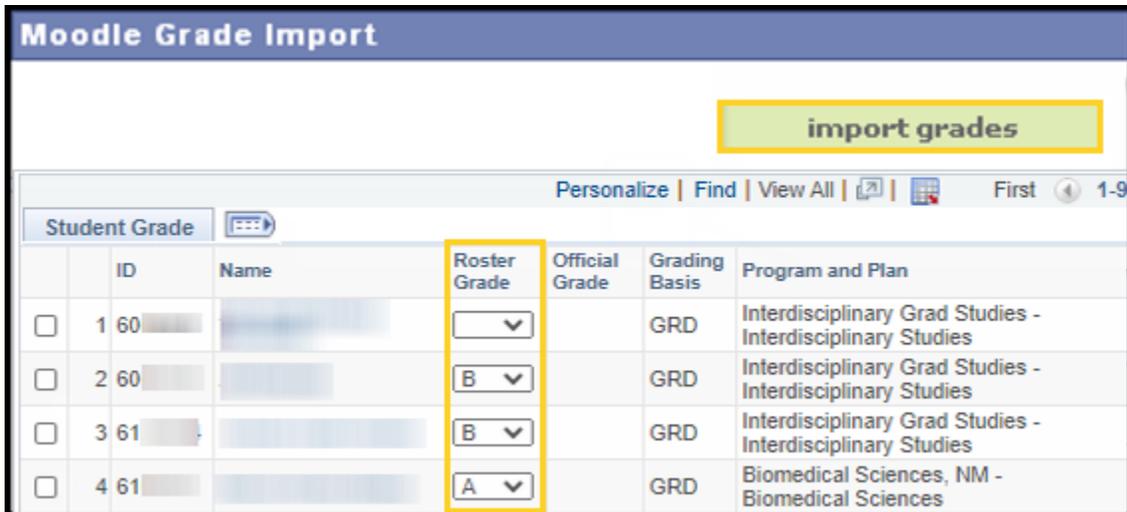
The screenshot shows a dialog box titled "Message" with a close button (X) in the top right corner. The message text reads: "All students in the Grade Roster must be graded. (14670,6)" and "All students in the Grade Roster must be graded before it can be approved." Below the message is an "OK" button.

9. Click **Not Reviewed** from the drop-down to return to the **grade roster and input missing grades and to change grades**.

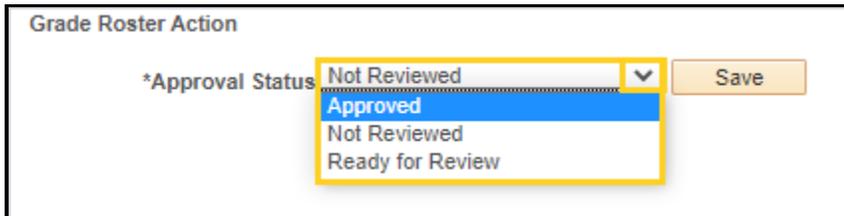


The screenshot shows the same "Grade Roster Action" form as in the previous image. The dropdown menu is open, and the "Not Reviewed" option is highlighted in blue. The "Approved" option is now greyed out. The "Save" button is still visible to the right.

10. Select a grade from the **Roster Grade** drop-down list, or select the **import grades** button to import grades, then click the **Save** button to save the changes.



11. Once the grading process is complete, and the Grade Roster is ready for the Registrar's Office to Post, select **Approved** from the drop-down list, then click the **Save** button.

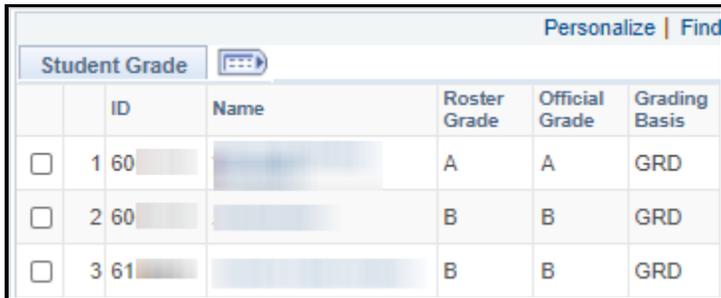


12. Once the final grades are posted the **Save** button is no longer available and is replaced with **Posted**.



Job Aid

13. When the posting process is complete the Official Grade is displayed in the Official Grade column on the grade roster.



Student Grade Personalize Find					
	ID	Name	Roster Grade	Official Grade	Grading Basis
<input type="checkbox"/>	1 60		A	A	GRD
<input type="checkbox"/>	2 60		B	B	GRD
<input type="checkbox"/>	3 61		B	B	GRD

NOTE: If you need to change the Official Grade, contact the Registrar's Office to request the manual grade form.