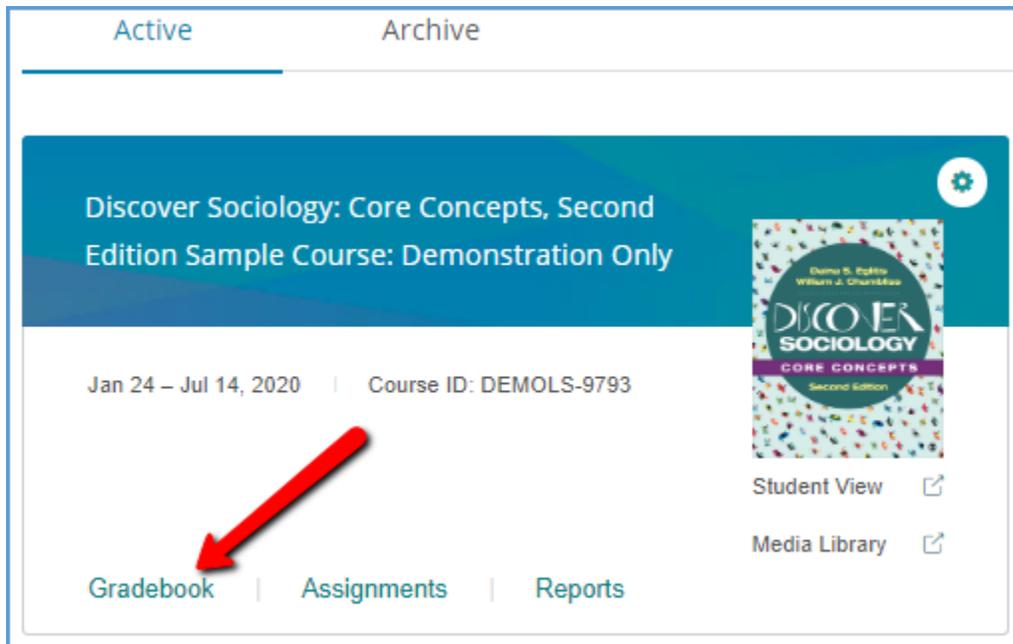


Transferring Grades from Vantage to Moodle

Export Your Vantage Gradebook

Navigate to the Gradebook area in your vantage course.



You can filter the gradebook to show only the grades you want to transfer to your Moodle course. Start by clicking on the **Filter** button near the top right of the page.

Name	Total	Data Activity 1.1	Video Activity 1.1	KC 1.1	KC 1.2	Video Activity 1.2
Paula Adams	11 / 637	●	●	●	—	—
Matthew Anderson	30 / 637	●	●	●	●	●
Michael Garcia	56 / 637	●	●	●	●	●
Anna Hernandez	17 / 637	●	●	●	●	●
James Johnston	17 / 637	●	●	●	●	●
Patricia Kim	30 / 637	●	●	●	●	●
Elizabeth Lee	30 / 637	●	●	●	●	●
Joseph Miller	17 / 637	●	●	●	●	●

Choose the Assignment Types you want to have grades for in Moodle. Most courses are set up so only the Chapter Tests have grades. Under "Show grades in," tick the checkbox for **Points**, then click **Apply**.

Filters

Assignment Types

- Chapter Tests
- Knowledge Checks
- Multimedia Activities
- Past Due
- Future Due

Show grades in

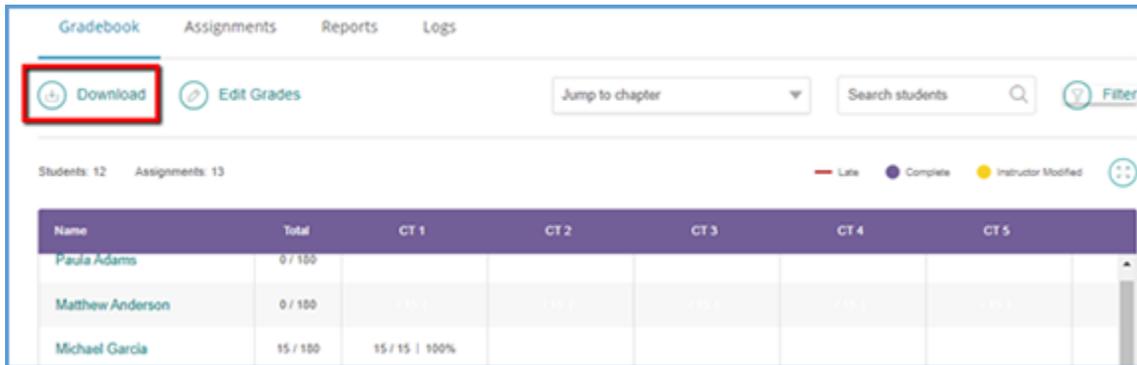
- Percent
- Points

Groups

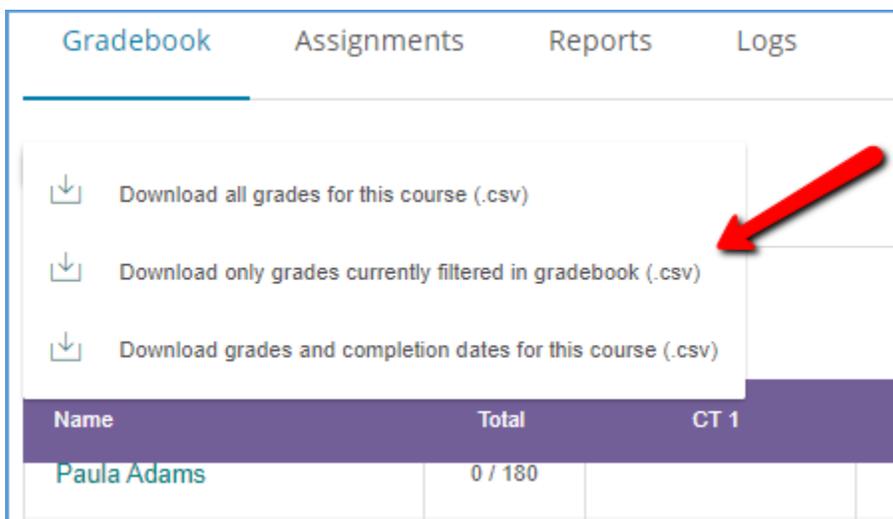
+ NEW GROUP

DEFAULT APPLY

Once the gradebook is filtered to the grades you want to export, click the **Download** button.



Select the option to **Download only grades filtered in gradebook (.csv)**.



Save the file to your computer.

Add Grade Columns to Your Moodle Gradebook

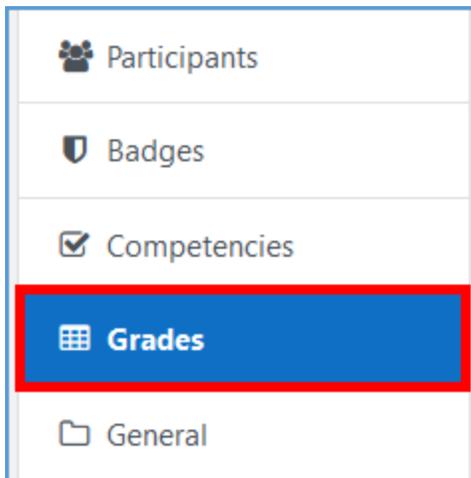
You need to create the gradebook columns in your Moodle course before you can import them. To create the gradebook columns, you will also need to know the total point value for each item you want to include in the gradebook. The default point value for a Chapter Test in vantage is 15 points.

Knowledge Checks, Video Activities, Data Activities, and Critical Thinking Checks are usually assigned for completion in vantage. It is not necessary to create gradebook columns for these

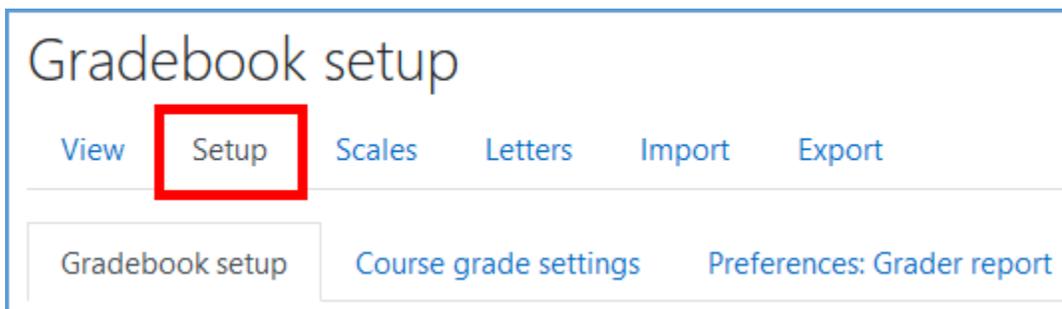
assignments unless you have assigned them for a grade. If you have assigned any of these assignments for a grade, you can use the gradebook you exported from vantage to get the maximum point value. The column names include the total point value in parentheses.

K	L	M	N	O
KC 1.4 (6)	KC 1.5 (2)	CT 1 (15)	Data Activity 2.1 (4)	Video Activity 2.1 (3)
Incomplete	Incomplete		Incomplete	Incomplete
Complete	Complete	15	Complete	Complete
Complete	Incomplete		Incomplete	Incomplete
Incomplete	Incomplete		Incomplete	Incomplete

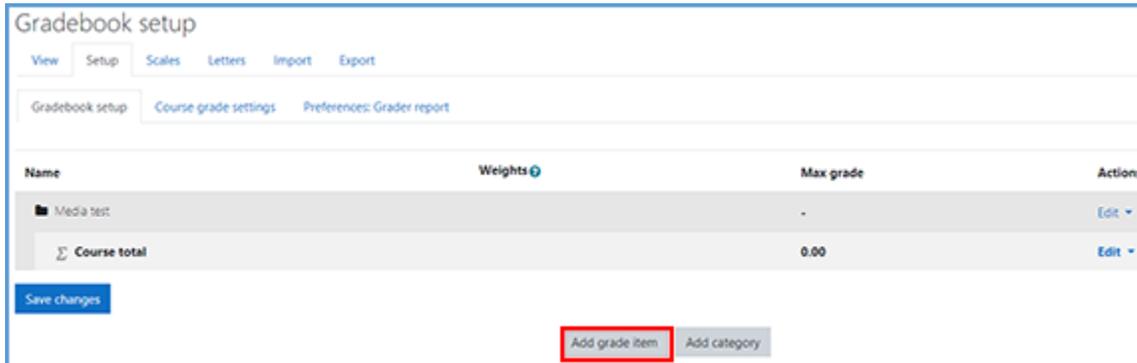
To add gradebook columns in your Moodle course, go to **Grades** in the left navigation panel to view the gradebook.



In the Gradebook, go to the Setup tab.



Click **Add Grade Item** at the bottom of the page to create a gradebook column.



Complete the information for the Grade Item.

- A. Enter the name of the activity or assessment you want to import from vantage.
- B. Enter the Maximum grade. For Chapter Tests, the default maximum point value is 15 points.
- C. Leave the Minimum Grade set to the default value of 0.00.

The 'Grade item' configuration form includes the following fields and options:

- Item name:** A text input field containing 'Chapter Test 1', marked with a red letter 'A'.
- Show more...**: A link to expand the form.
- Grade type:** A dropdown menu currently set to 'Value', marked with a red letter 'B'.
- Scale:** A dropdown menu currently set to 'Use no scale', marked with a red letter 'C'.
- Maximum grade:** A text input field containing '15.00', marked with a red letter 'B'.
- Minimum grade:** A text input field containing '0.00', marked with a red letter 'C'.
- Hidden:** An unchecked checkbox.
- Locked:** An unchecked checkbox.
- Parent category:** A section header.
- Weight adjusted:** An unchecked checkbox.
- Weight:** A text input field containing '0.0'.
- Extra credit:** An unchecked checkbox.
- Buttons:** 'Save changes' and 'Cancel' buttons at the bottom.

Click **Save changes**. Your new grade item will display in the list. Repeat this process to add all vantage grade items that you want to import to Moodle.

Name	Weights	Max grade	Actions
Test Course		-	Edit
Chapter Test 1	33.333	15.00	Edit
Chapter Test 2	33.333	15.00	Edit
Chapter Test 3	33.333	15.00	Edit
Course total		45.00	Edit

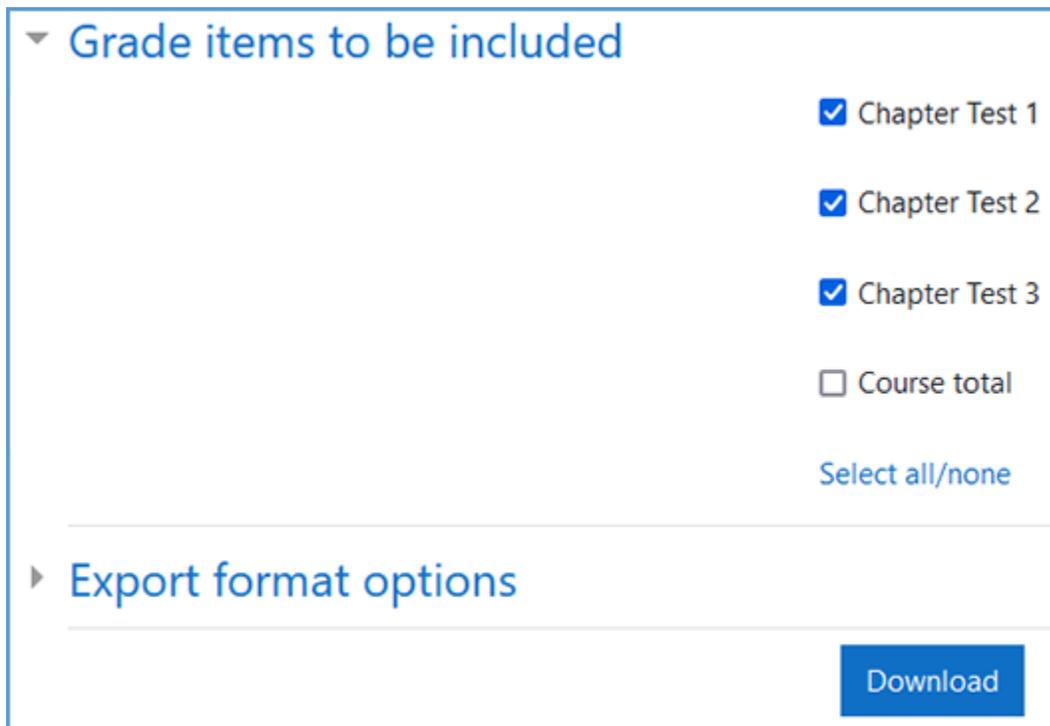
Export Your Moodle Gradebook

Once you've added the grade columns, you can export the gradebook from Moodle. In your gradebook setup, go to the Export tab.

Next, choose the Excel spreadsheet format.

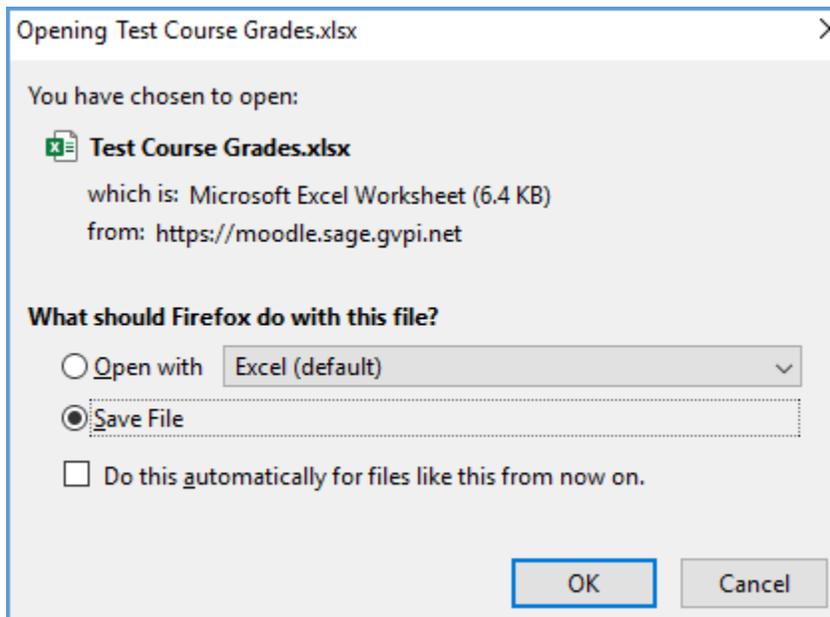
If you do not see the list of gradebook items, click **Grade items to be included** to expand the list. All grade items are checked by default. Make sure all grade items you created for vantage are checked. You can uncheck the boxes for any other graded items you may have in your course.

Once you've made your selections, click **Download**.



The screenshot shows a user interface for selecting grade items. At the top, there is a section titled "Grade items to be included" with a downward-pointing triangle icon. Below this title, there is a list of items with checkboxes: "Chapter Test 1" (checked), "Chapter Test 2" (checked), "Chapter Test 3" (checked), and "Course total" (unchecked). Below the list is a link that says "Select all/none". Below the list, there is a section titled "Export format options" with a rightward-pointing triangle icon. At the bottom right of the interface is a blue button labeled "Download".

Depending on your browser's settings for file download management, the file may save directly to your computer or you may have the option to open directly in Excel.



Combine Your Grades

Open both your vantage and Moodle export files.

Your vantage export file will show:

Student First Name	Student Last Name	Student Group	CT 1 (15)	Data Activity 2.1 (6)	CT 2 (15)	Data Activity 3.1 (6)	CT 3 (15)	Data Activity 4.1 (6)	CT 4 (15)	Data Activity 5.1 (6)	CT 5 (15)	Data Activity 6.1 (6)
Erin	Alberts			10		12		13				
Stephani	Anderson			6	11	6	12	6	8			6
Robert	Bulgogi			6	14	6	13	6	15			6
William	Garcia			10				5				
Melquan	Hess			6	7	6	9	6	12			6
Christina	Lionidas			6	12	6	13	6	12			6
Alexa	Quinn			6	13	0	14	6	13			6
Chevallier	Smith			12								6
Lindsay	Urquidez			3	12	3	10					6
Imani	Ursula			0	5	6	12					6
Bryana	Valentine			6	14	6	15	6	14		6	15
Nicole	Wilson			6	11	6	11	6	13		6	3

- A. Your list of students in columns A and B
- B. Your exported Assignments, starting in Column D. The points possible is the number next to the assignment name.
- C. Student Grades

Next, match up your vantage Gradebook with what you exported from Moodle.

Student First Name	Student Last Name	Student Group	CT 1 [15]	Data Activity 2.1 [Total Pts: 6 Score]	CT 2 [Total Pts: 15 Score]	Data Activity 3.1 [Total Pts: 6 Score]	Data Activity 4.1 [6]
Erin	Alberts			11		6	12
Stephani	Anderson			6		6	12
Robert	Bulgogi			6		6	13
William	Garcia			10			6
Melquan	Hess			6		7	9
Christina	Lionidas			6		12	13
Alexa	Quinn			6		13	14
Chevalier	Smith			12			
Lindsay	Urquidez			3		12	10
Emani	Ursula			0		5	12
Brysha	Valentine			6		14	15
Nicole	Wilson			6		11	11

- A. Make sure you have the same number of students in both courses. If you have more students in vantage than in Moodle, you can delete the rows with extra students from the vantage export file. If you have more students in Moodle than in vantage, you can add empty rows in the vantage export to where the extra students are in Moodle.
- B. Change the column title from the vantage format so it matches the same item in the Moodle format.

For example, in the vantage gradebook, the title for Knowledge Check 1.1 worth 2 points, looks like this:

KC 1.1 (2)

You will change the column to title to match the same name of the grade item created. So if you created the gradebook column as "Knowledge Check 1.1," you would change the column in the vantage gradebook export to match it:

Knowledge Check 1.1

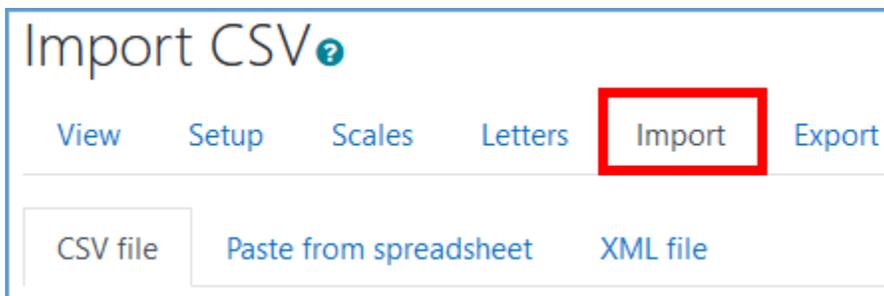
- C. Grade columns exported from Moodle have metadata attached. If you already have the grade columns you need created in Moodle, then you will copy and paste the grades from the vantage export into the correct columns in the Moodle export. **If you need to add columns to your Moodle gradebook, you must first add those gradebook items to Moodle then create a new gradebook export.** The Moodle export file does not allow any column changes.
- D. Once you have organized the columns and rows to match between the two spreadsheets, you can copy and paste all the grades from the vantage export into the Moodle export.

Save your changes as a .csv file (comma separated value). If you have the option to save as CSV UTF-8, choose that option. If you do not see the CSV UTF-8 option, the general Comma Delimited .csv is an okay substitute.

Test Course Grades
CSV UTF-8 (Comma delimited) (*.csv)
Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
CSV UTF-8 (Comma delimited) (*.csv)
XML Data (*.xml)
Single File Web Page (*.mht, *.mhtml)
Web Page (*.htm, *.html)

Import Your Grades to Moodle

In your Moodle gradebook setup, go to the Import tab.



You can drag and drop your file into the box or click "Choose a file" to navigate to the spreadsheet you saved. Click **Upload Grades** to continue.

Import file

File Choose a file... Maximum size for new files: 200MB

Test Course Grades.csv

Accepted file types:

Comma-separated values .csv
Text file .txt

Encoding ? UTF-8 ▾

Separator ? Tab Comma Colon Semicolon

Verbose scales ? Yes ▾

Preview rows ? 10 ▾

Force import ?

Upload grades

You will have the opportunity to preview the users and grades you are importing.

Import preview								
First name	Surname	ID number	Institution	Department	Email address	Chapter Test 1 (Real)	Chapter Test 2 (Real)	Chapter Test 3 (Real)
Josiah	Anderson				student1@gmail.com	15	12	14
Jorge	Hernandez				student2@gmail.com	10	13	12
Ali	Khan				student3@gmail.com	14	15	15
Elizabeth	Lee				student4@gmail.com	13	12	11
Elena	Nolan				student5@gmail.com	15	14	15

Complete the "Identify user by" section. "Map from" corresponds to a user identification column in the spreadsheet. "Map to" refers to user identification within the Moodle class roster. These options tell Moodle how to correctly pair user data in the spreadsheet to the respective students in the Moodle gradebook. **The mapping type must be the same in both the "Map from" and "Map to" dropdowns.**

In this example, we use the email address as the identifier.

Identify user by

Map from ?

Map to ?

In the "Grade item mappings" section you will map each grade item from the spreadsheet to its matching grade item in the Moodle gradebook. These mappings will be a one-to-one match since the spreadsheet values originally came from your Moodle gradebook. Click "Ignore" next to the item to create the mapping.

First name	Others
Surname	Ignore
ID number	New grade item
Institution	Grade items
Department	Chapter Test 1
Email address	Chapter Test 2
Chapter Test 1 (Real)	Chapter Test 3
Chapter Test 2 (Real)	Feedbacks
	Feedback for Chapter Test 1
	Feedback for Chapter Test 2
	Feedback for Chapter Test 3
	Ignore
	Ignore

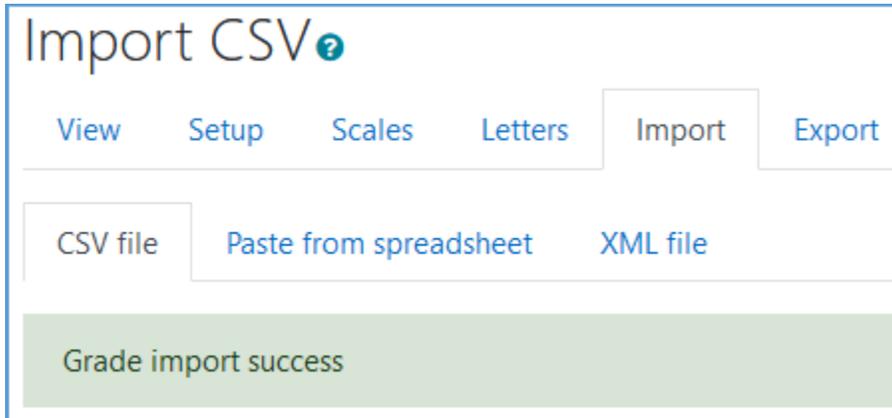
You can leave all other values to "Ignore." Once you have mapped each grade item, click **Upload grades**.

▼ Grade item mappings ?

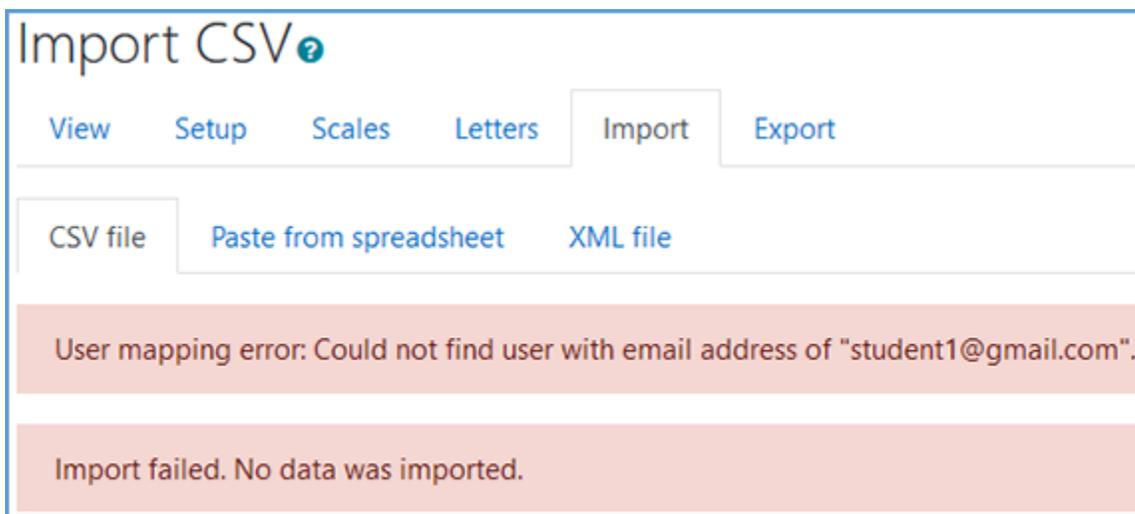
First name	Ignore
Surname	Ignore
ID number	Ignore
Institution	Ignore
Department	Ignore
Email address	Ignore
Chapter Test 1 (Real)	Chapter Test 1
Chapter Test 2 (Real)	Chapter Test 2
Chapter Test 3 (Real)	Chapter Test 3
Course total (Real)	Ignore
Last downloaded from this course	Ignore

Upload grades

Once the import process completes, Moodle will let you know if it succeeded or encountered errors. If an error is encountered, Moodle will provide a message about what caused it. Once you adjust the item that caused the error, you can import the file again.



The screenshot shows the 'Import CSV' interface with the 'Import' tab selected. Below the tabs, there are three options: 'CSV file', 'Paste from spreadsheet', and 'XML file'. A green message box at the bottom states 'Grade import success'.



The screenshot shows the 'Import CSV' interface with the 'Import' tab selected. Below the tabs, there are three options: 'CSV file', 'Paste from spreadsheet', and 'XML file'. A red message box at the bottom states 'User mapping error: Could not find user with email address of "student1@gmail.com".' Below that, another red message box states 'Import failed. No data was imported.'

You can return to the View tab to verify the grades imported successfully.

		Test Course			
First name / Surname	Email address	<input type="checkbox"/> Chapter Test 1	<input type="checkbox"/> Chapter Test 2	<input type="checkbox"/> Chapter Test 3	<input type="checkbox"/> Course total
	@gmail.com	13.00	13.00	13.00	-
Overall average		13.00	13.00	13.00	-