

NCKU Moodle Instruction Manual – Grade Import

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NCKU Moodle Instruction Manual

I. Grade Import

Moodle provide grade import feature. This document will import CSV format as example. The import file must contain the fields as follow:

- Field name (ex: student ID, exam 1)
- StudentID and grade

	A	B	C	D
1	Name	StudentID	HW01	HW02
	Test01	test01	86	75
		test02	87	76
4	Test03	test03	88	77
		test04	89	78
		test06	90	79
7	Test07	test07	91	80
8	Test08	test08	92	81

Field name

Student ID and grade

- (1) Click “Import” tag → CSV file. Upload CSV file and select encoding type then click “Upload grades” button.

The screenshot shows the Moodle 'Import CSV' interface. At the top, there are navigation tabs: View, Categories and items, Scales, Letters, Import, Export, Settings, and My preferences. The 'Import' tab is selected, and within it, 'CSV file' is chosen. Below this, the 'Import file' section contains a file upload area with a 'File*' label, a 'Choose a file...' button, and a maximum size limit of 200MB. A file named 'grade.csv' is shown. Below the file upload area, there are settings for 'Encoding' (set to UTF-8), 'Separator' (radio buttons for Tab, Comma, Colon, Semicolon), 'Verbose scales' (set to Yes), and 'Preview rows' (set to 10). At the bottom right, there is an 'Upload grades' button. Red dashed boxes and arrows highlight the 'Import' tab, 'CSV file' option, 'Encoding' dropdown, and 'Upload grades' button.

(2) Preview the import content

Import preview

Name	StudentID	HW01	HW02
Test01	test01	86	75
Test02	test02	87	76
Test03	test03	88	77
Test04	test04	89	78
Test06	test06	90	79
Test07	test07	91	80
Test08	test08	92	81

▼ Identify user by _____

Map from: StudentID ▼ (1)

Map to: ID number ▼


▼ Grade item mappings _____

Name: Ignore ▼ (2)

StudentID: Ignore ▼

HW01: New grade item ▼

HW02: New grade item ▼

(3) Upload grades 

- Identify user by
Map from: Select the field that represent studentID.
Map to: The system will set ID number as default, don't change it.
- Grade item mappings
The grade will map to the grade field.

Click "Upload grades" button

(3) Grade import success



II. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.