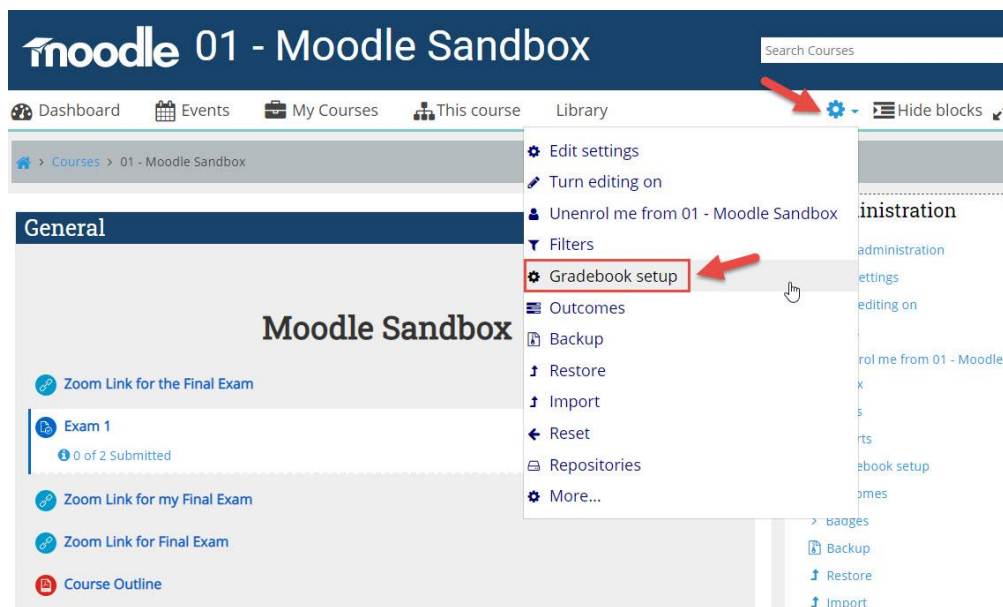


## How to Submit your Final Grades from Moodle to Omnivox

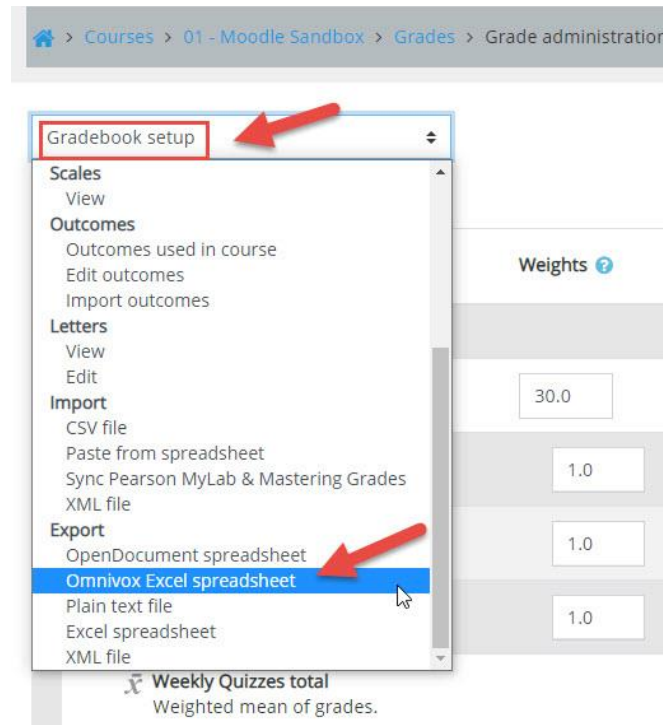
In order to submit your final grades from Moodle to Omnivox, follow the steps below:

1. Login to your Moodle course

2. Click on the little blue gear at the upper menu and select **Gradebook Setup**:



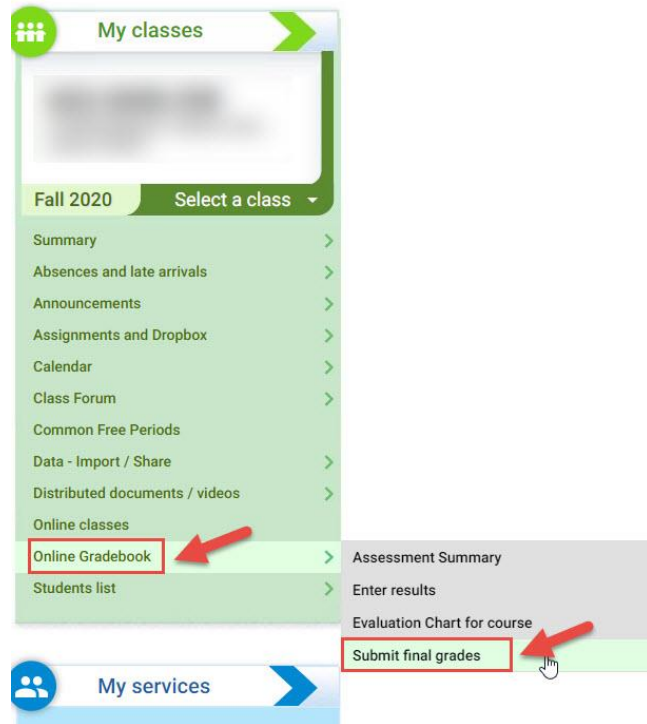
3. On the Gradebook, click on the dropdown menu on the upper left and select “Omnivox Excel Spreadsheet” (under Export)



4. Moodle will generate an Excel file with 2 columns: Student ID # and Final Grade. Open this file and select the content of both columns (copy)

A	B
123456	85
123457	85
123458	85
123459	85
123460	85
123461	85
123462	85
123463	85
123464	85
123465	85
123466	85
123467	85
123468	85
123469	85
123470	85
123471	85
123472	85
123473	85

5. Now go to Lea (Omnivox) and select your course there. On the left menu, click on **“Online Gradebook”** and select **“Submit Final Grades”**:





## 7. Now past the 2 columns and click “Import the results”

### Import results from a spreadsheet

The importation enables you to transfer final grades to Omnivox from a spreadsheet such as Ms Excel.

#### INSTRUCTIONS

Please follow these steps:

1. Open your spreadsheet. The spreadsheet must include a column containing the Student Numbers and a column containing the results to import.
2. If the column containing the Student Numbers is not located immediately on the left of the column containing the results to import, copy the contents of these two columns to a new sheet or to empty columns. The Student Numbers column must be immediately on the left of the column containing the results to import.
3. Select these two columns (Student Numbers and results) and paste their contents in the following text field.

#### RESULTS TO IMPORT



Paste the Excel  
columns here

Close this window

Import the results

