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
0	123463	85
	123464	85
	123465	85
	123466	85
	123467	85
	123468	85
	123469	85
1	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":

My classes		
Fall 2020 Select a clas	s •	
Summary	>	
Absences and late arrivals	>	
Announcements	>	
Assignments and Dropbox	>	
Calendar	>	
Class Forum	>	
Common Free Periods		
Data - Import / Share	>	
Distributed documents / videos	>	
Online classes		
Online Gradebook	>	Assessment Summary
Students list	>	Enter results
		Evaluation Chart for course
	-	Submit final grades
My services		

6. You must click on "**Import results from a spreadsheet**" at the bottom of the table:

	an esperance		List sorted by:	ast name, F	first n
Student Nu	mber Section	Last name, First name	2	grade	Inco

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:

- Open your spreadsheet. The spreadsheet must include a column containing the Student Numbers and a column containing the results to import.
- 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.
- Select these two columns (Student Numbers and results) and paste their contents in the following text field.



RESULTS TO IMPORT