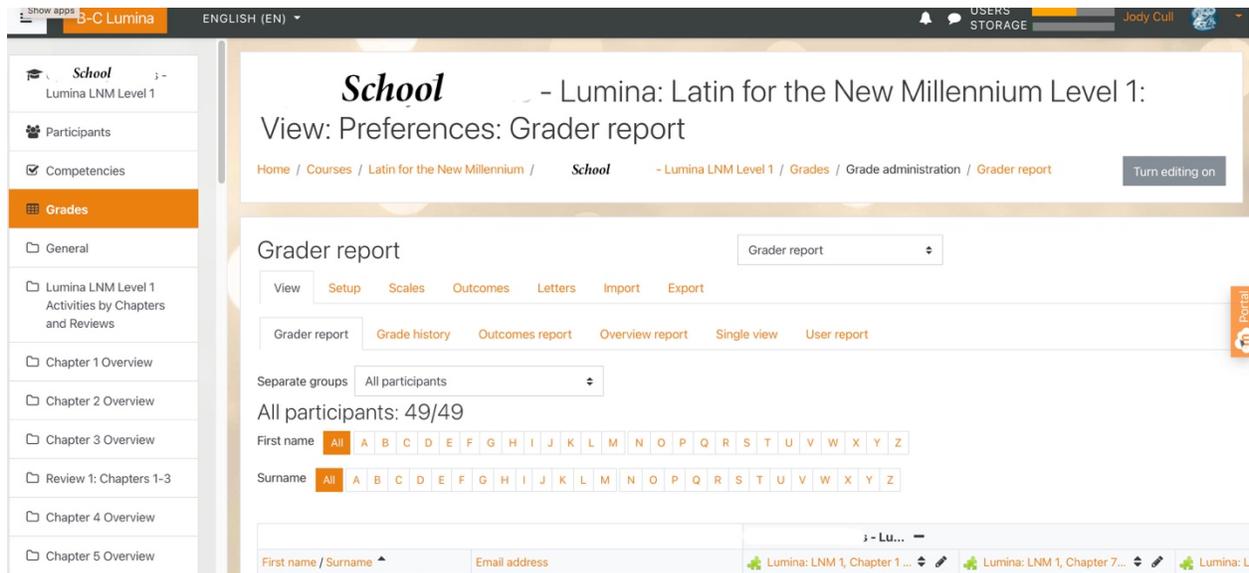


## B-C Moodle exporting Lumina grades

Viewing grades in Moodle is a bit cumbersome, a quicker method to view and record grades is to export the grades from Moodle.

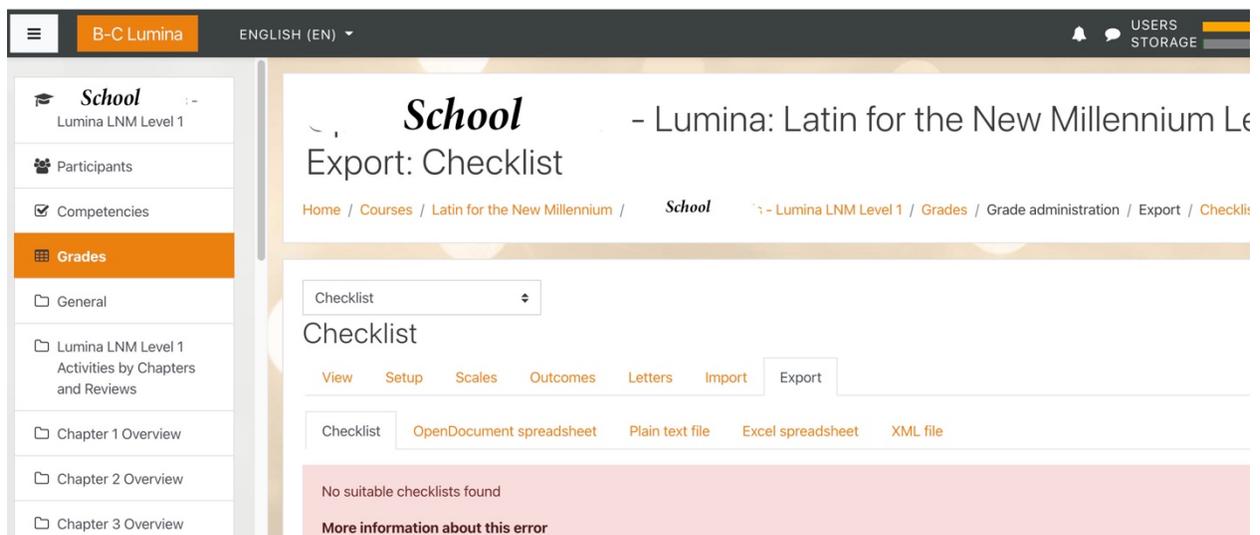
Open your B-C Moodle Lumina course

1) Select “Grades”



The screenshot shows the Moodle course interface for 'School - Lumina: Latin for the New Millennium Level 1'. The left sidebar contains a navigation menu with 'Grades' highlighted. The main content area displays the 'Grader report' page. At the top, there is a breadcrumb trail: 'Home / Courses / Latin for the New Millennium / School - Lumina LNM Level 1 / Grades / Grade administration / Grader report'. Below this, the 'Grader report' title is followed by a dropdown menu set to 'Grader report'. A horizontal menu includes 'View', 'Setup', 'Scales', 'Outcomes', 'Letters', 'Import', and 'Export'. Below the menu, there are tabs for 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. A 'Separate groups' dropdown is set to 'All participants', and the text 'All participants: 49/49' is displayed. Below this are two alphabetical filters for 'First name' and 'Surname', both set to 'All'. At the bottom, a table header is visible with columns for 'First name / Surname', 'Email address', and three course-specific columns.

2) Click the “Export” tab



The screenshot shows the Moodle course interface for 'School - Lumina: Latin for the New Millennium Level 1'. The left sidebar contains a navigation menu with 'Grades' highlighted. The main content area displays the 'Export: Checklist' page. At the top, there is a breadcrumb trail: 'Home / Courses / Latin for the New Millennium / School - Lumina LNM Level 1 / Grades / Grade administration / Export / Checklist'. Below this, the 'Export: Checklist' title is followed by a dropdown menu set to 'Checklist'. A horizontal menu includes 'View', 'Setup', 'Scales', 'Outcomes', 'Letters', 'Import', and 'Export'. Below the menu, there are tabs for 'Checklist', 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet', and 'XML file'. At the bottom, a red error message states: 'No suitable checklists found' with a link for 'More information about this error'.

3) Select the export file format: OpenDocument spreadsheet / Plain text file / Excel spreadsheet / XML file

School - Lumina: Latin for the New Millennium Le  
Export: Excel spreadsheet

Home / Courses / Latin for the New Millennium / School - Lumina LNM Level 1 / Grades / Grade administration / Export / Excel spreadsheet

Excel spreadsheet

Export to Excel spreadsheet

View Setup Scales Outcomes Letters Import Export

Checklist OpenDocument spreadsheet Plain text file Excel spreadsheet XML file

Separate groups

Grade items to be included

- Lumina: LNM 1, Chapter 1 Practice Exercises

4. Select grade items to export check or uncheck the box next to the item.  
(Scroll to bottom of the list deselect all, Moodle default has all items selected.)

B-C Lumina ENGLISH (EN)

School - Lumina LNM Level 1

Participants

Competencies

Grades

General

Lumina LNM Level 1 Activities by Chapters and Reviews

Chapter 1 Overview

- LNM 1 Review 1, Chapters 1-3 Vocabulary to Learn Flashcards
- LNM 1 Review 2, Chapters 4-6 Vocabulary to Learn Flashcards
- LNM 1 Review 3, Chapters 7-9 Vocabulary to Learn Flashcards
- LNM 1 Review 4, Chapters 10-12 Vocabulary to Learn Flashcards
- LNM 1 Review 5, Chapters 13-15 Vocabulary to Learn Flashcards
- LNM 1 Review 6, Chapters 16-18 Vocabulary to Learn Flashcards
- LNM 1 Review 7, Chapters 19-21 Vocabulary to Learn Flashcards
- Course total

Select all **none** Click "none" to deselect all items. Moodle default has all automatically selected.

## 5. Choose Export format options

The screenshot shows the Lumina interface for 'B-C Lumina' in 'ENGLISH (EN)'. The left sidebar contains navigation options: School (Lumina LNM Level 1), Participants, Competencies, Grades (selected), General, Lumina LNM Level 1 (Activities by Chapters and Reviews), Chapter 1 Overview, Chapter 2 Overview, Chapter 3 Overview, Review 1: Chapters 1-3, Chapter 4 Overview, Chapter 5 Overview, and Chapter 6 Overview. The main content area displays a list of review items with checkboxes, including 'LNM 1 Review 1, Chapters 1-3 Vocabulary to Learn Flashcards' through 'LNM 1 Review 7, Chapters 19-21 Vocabulary to Learn Flashcards', and 'Course total'. A 'Select all/none' link is present. Below the list, the 'Export format options' section is highlighted with an orange box. It includes: 'Include feedback in export' (unchecked), 'Exclude suspended users' (checked), 'Grade export display types' (Real checked, Percentage and Letter unchecked), and 'Grade export decimal places' (set to 2). A 'Download' button is highlighted with an orange box.

## 6. Click Download

This screenshot is identical to the one above, showing the 'Export format options' section. In addition to the 'Download' button being highlighted with an orange box, a note 'Click "Download" and save' is placed next to it.

## 7. View exported grades, import / copy into your course gradebook.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	First name	Surname	ID number	Institution	Department	Email address	External tool: Lumina: LNM 1, Chapter 1 Practice Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Reading Additional Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Language Fact I Additional Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Vocabulary to Learn Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Language Fact II Additional Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Language Fact III Additional Exercises (Real)	External tool: Lumina: LNM 1, Chapter 1 Vocabulary to Learn Flashcards (Real)	Last downloaded from this course	
2							-	100	87.5	100	100	75	30	-	
3							-	100	100	100	100	100	100	-	
4							-	-	100	100	87.5	100	-		
5							-	-	100	100	87.5	-	-		
6							-	100	100	100	100	100	0		
7							-	-	100	100	75	70	-		
8							-	80	100	100	87.5	80	-		
9							-	-	-	-	-	-	-		
10							€	75	-	-	-	-	-		
11							-	-	-	-	-	-	-		
12							-	-	-	-	-	-	-		
13							3	90	100	100	100	90	0		
14							91.43	90	100	100	87.5	100	-		
15							-	-	-	-	-	-	-		
16							90	80	87.5	100	75	70	0		
17							-	50	75	-	87.5	0	-		
18							-	-	87.5	-	100	37.5	30		
19							-	70	75	50	75	30	-		

*Student information will display in this space.*

**Student Name and email address**