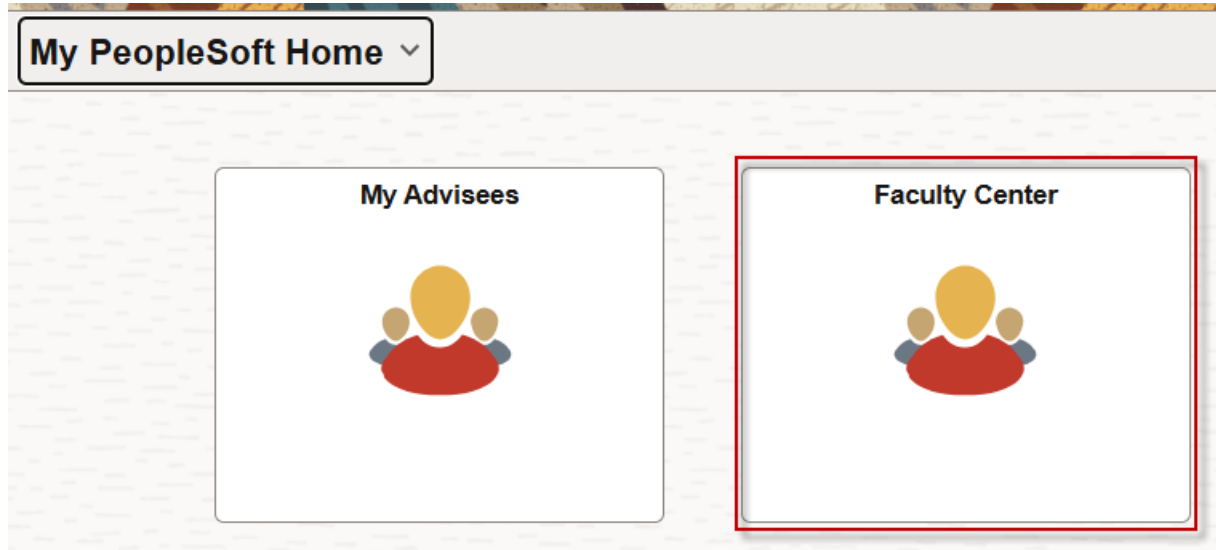


Upload Grades from Moodle

Upload Grades from Moodle is available for LSUHSC – New Orleans faculty only.

After logging in, navigate to My Schedule to Access the Import Function by clicking:



1. Click the **Faculty Center** tile.

Please note, the color scheme and fonts may look different on your screen than those shown in the next sequence of steps due to the 2025 PeopleTools upgrade, but your steps are the same.

Job Aid

My Schedule

Spring-
New
Orleans
2025 |
LSUHSC
- New
Orleans

Change Term

My Exam Schedule


Schedule Sort Subject


Select display option


☒ Show All Classes

☐ Show Enrolled Classes Only












Icon Legend

 Class Roster

 Grade Roster

 Learning Management

My Teaching Schedule > Spring-New Orleans 2025 > LSUHSC - New Orleans

Personalize View All  						
First  1-15 of 15  Last						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	MCLIN 202-0001 (10489)	CLINICAL SKILLS 2 (PASS/FAIL) (Clinical)	198	TBA	TBA	Jan 6, 2025- May 16, 2025
	MCLIN 231-0001 (10494)	DISEASE AND THERAPY HEME (Lecture)	198	TBA	TBA	Mar 10, 2025- Mar 28, 2025
	MCLIN 233-0001 (10495)	DISEASE AND THERAPY MUSC DERM (Lecture)	198	TBA	TBA	Apr 28, 2025- May 16, 2025
	MCLIN 235-0001 (10496)	DISEASE AND THERAPY PULMONARY (Lecture)	198	TBA	TBA	Jan 6, 2025- Jan 31, 2025
	MCLIN 237-0001 (10490)	DISEASE AND THERAPY GASTRO (Lecture)	198	TBA	TBA	Mar 31, 2025- Apr 25, 2025
	MCLIN 238-0001 (10491)	DISEASE AND THERAPY ENDO REPRO (Lecture)	198	TBA	TBA	Feb 3, 2025- Mar 7, 2025
	MICRO 100-0001 (10601)	IMMUNOLOGY (Lecture)	202	TBA	TBA	Jan 6, 2025- May 16, 2025
	MICRO 225-0001 (10443)	ADVANCED MEDICAL BACTERIOLOGY (Lecture)	0	WeFr 9:00AM - 11:30AM	TBA	Jan 8, 2025- May 9, 2025
	MICRO 228-0001 (10444)	LABORATORY ROTATIONS IN MICRO (Research)	0	TBA	TBA	Jan 8, 2025- May 9, 2025

- Click the **Grade Roster** icon for the class for which you wish to upload grades.

NOTE: Look for the **Grade Roster** icon next to each class in your teaching schedule. If the icon is not present it means that a **Grade Roster** has not been created by the Registrar's Office.

- Click the **import grades** button

*Grade Roster Type ☐ Display Unassigned Roster Grade Only

*Approval Status

Moodle Grade Import

Personalize | Find | View All | First 1-9 of 9 Last

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 60		<input type="text" value="v"/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	2 60		<input type="text" value="v"/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate
<input type="checkbox"/>	3 61		<input type="text" value="v"/>		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies	Graduate

- Click the **OK** button to continue.

Message

Loading 9 Records out of 9 Read. Would you like to Continue? (0.0)

- Click the **Save** button to save the results.

Grade Roster Action

*Approval Status

NOTE: You can continue to Import grades from Moodle even after the grades have been entered and saved, but doing so WILL overwrite existing grades on the grade roster. Importing from Moodle can continue until the Approval Status is changed to Ready for Review. Once the Approval Status is changed, no imports or updates can be made to the class roster.

Before changing the approval status to Ready to Review, check to make sure all recent grade updates made in Moodle were imported to the Grade Roster. It is recommended that the final grades in Moodle be established as a letter grade instead of a

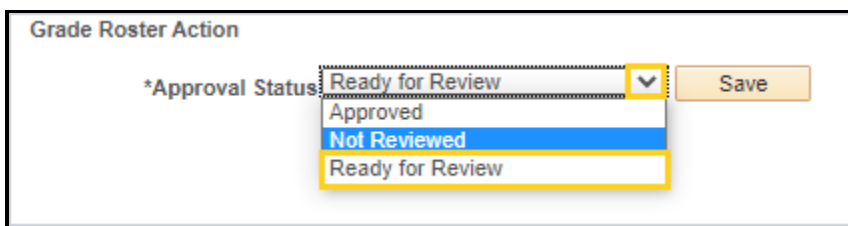
Job Aid

percentage grade. This action will ensure continuity between the grades in Moodle and the grades imported to the Grade Roster.

NOTE: *Once the Grade Roster and the grades in Moodle are verified, and you are ready for the course director to approve the final grades, change the Approval Status from Not Reviewed to Ready for Review.*

6. Click the **Ready for Review** list item

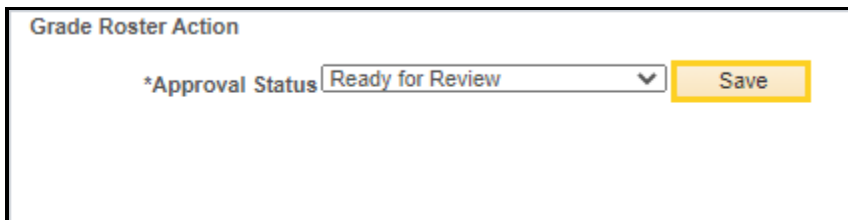
NOTE: *Grades can be imported and changed until the Approval Status is changed to Ready for Review.*



The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing four options: "Ready for Review", "Approved", "Not Reviewed", and "Ready for Review". The first "Ready for Review" option is highlighted in blue. To the right of the dropdown menu is a yellow "Save" button.

7. Click the **Save** button. **You must after the Approval Status is changed to Ready for Review.**

NOTE: *Once the Approval Status is changed to Ready for Review, the drop-down in the Roster Grade field is no longer available to add or change grades.*



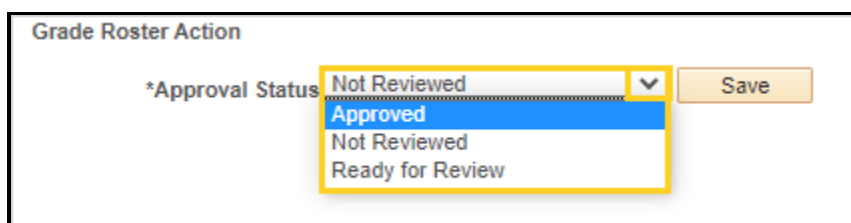
The screenshot shows the same "Grade Roster Action" form. The dropdown menu is now closed, and "Ready for Review" is displayed in the dropdown box. The yellow "Save" button is still present to the right.

Approving the Grade Roster:

All Grade Rosters must be Approved by the course director before the Registrar's Office posts the final grades.

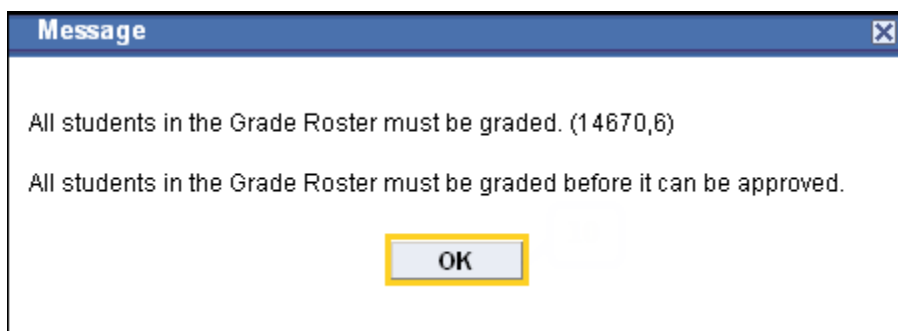
8. If you have access to approve the grade roster, change the Approval **Status field** to **Approved**, then click Save.

***NOTE:** Before changing the status to Approved, review the grade roster to make sure the grades are correct, and all students received a grade. If changes are required, click Not Reviewed in the **Approval Status field** to return to the Grade Roster and input and/or change grades.*



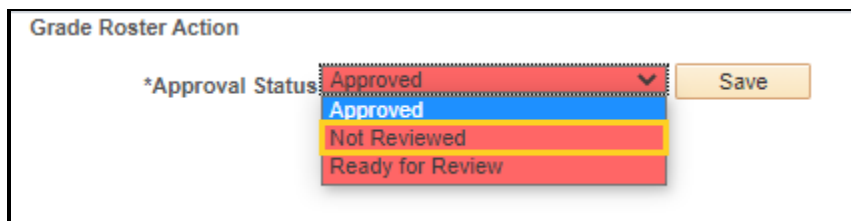
The screenshot shows a form titled "Grade Roster Action". It contains a label "*Approval Status" followed by a dropdown menu. The dropdown menu is open, showing four options: "Not Reviewed", "Approved", "Not Reviewed", and "Ready for Review". The "Approved" option is highlighted in blue. To the right of the dropdown menu is a "Save" button.

All students in the Grade Roster must receive a grade to complete the Approved process. If the following error message is displayed after selecting **Approved**, click the **OK** button to return and input missing grades.



The screenshot shows a dialog box titled "Message". It contains two lines of text: "All students in the Grade Roster must be graded. (14670,6)" and "All students in the Grade Roster must be graded before it can be approved." Below the text is an "OK" button.

9. Click **Not Reviewed** from the drop-down to return to the **grade roster and input missing grades and to change grades.**



The screenshot shows the same "Grade Roster Action" form. The dropdown menu is open, and the "Not Reviewed" option is highlighted in blue. The "Approved" option is now at the top of the list, and the "Not Reviewed" option is the second item. The "Ready for Review" option is at the bottom. The "Save" button is still to the right.

Job Aid

10. Select a grade from the **Roster Grade** drop-down list, or select the **import grades** button to import grades, then click the **Save** button to save the changes.

Student Grade	ID	Name	Roster Grade	Official Grade	Grading Basis	Program and Plan
<input type="checkbox"/>	1 60				GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies
<input type="checkbox"/>	2 60		B		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies
<input type="checkbox"/>	3 61		B		GRD	Interdisciplinary Grad Studies - Interdisciplinary Studies
<input type="checkbox"/>	4 61		A		GRD	Biomedical Sciences, NM - Biomedical Sciences

11. Once the grading process is complete, and the Grade Roster is ready for the Registrar's Office to Post, select **Approved** from the drop-down list, then click the **Save** button.

Grade Roster Action

*Approval Status: **Approved**

Save





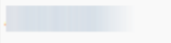


12. Once the final grades are posted the **Save** button is no longer available and is replaced with **Posted**.

Grade Roster Action

*Approval Status: **Approved**

Posted

13. When the posting process is complete the Official Grade is displayed in the Official Grade column on the grade roster.

Student Grade 						Personalize Find
	ID	Name	Roster Grade	Official Grade	Grading Basis	
<input type="checkbox"/>	1 60 		A	A	GRD	
<input type="checkbox"/>	2 60 		B	B	GRD	
<input type="checkbox"/>	3 61 		B	B	GRD	

NOTE: If you need to change the Official Grade, contact the Registrar's Office to request the manual grade form.