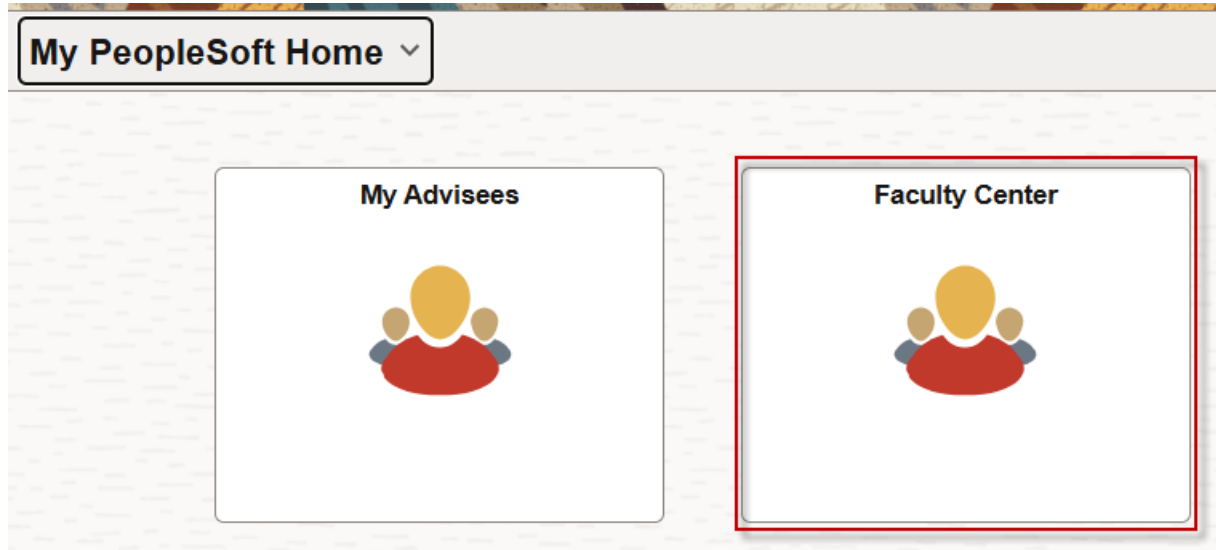## Upload Grades from Moodle

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

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

2. 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.

3. Click the **import grades** button

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

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

NOTE: You can continue to Import grades from Moodle even after the grades have been entered and saved, but doing so <u>WILL</u> 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 <u>Ready to Review</u>, 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
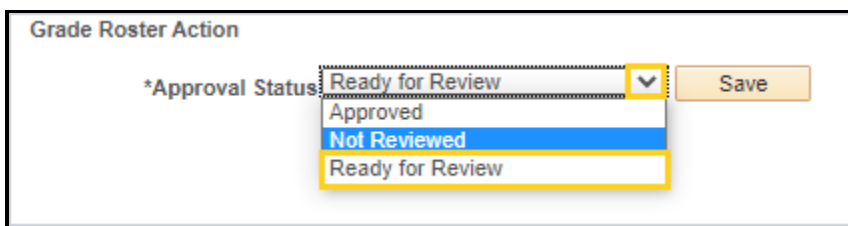
percentage grade. This action will ensure continuity between the grades in Moodle and the grades imported to the Grade Roster.

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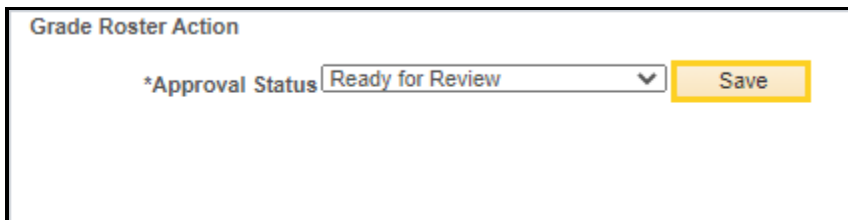
6. Click the **Ready for Review** list item

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

    Grade Roster Action

    *Approval Status: Ready for Review ∨ | Save |
    Approved
    Not Reviewed
    Ready for Review

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.
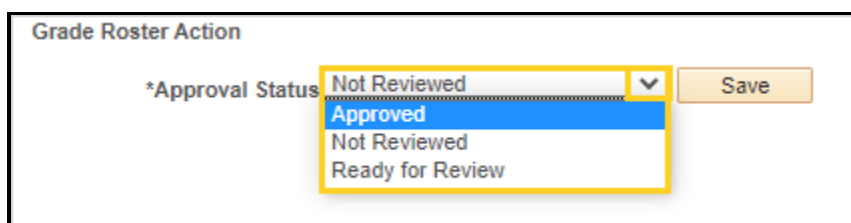
    Grade Roster Action

    *Approval Status | Ready for Review ∨ | Save |

Approving the Grade Roster:

> **All Grade Rosters must be Approved by the course director before the Registrar's Office posts the final grades.**
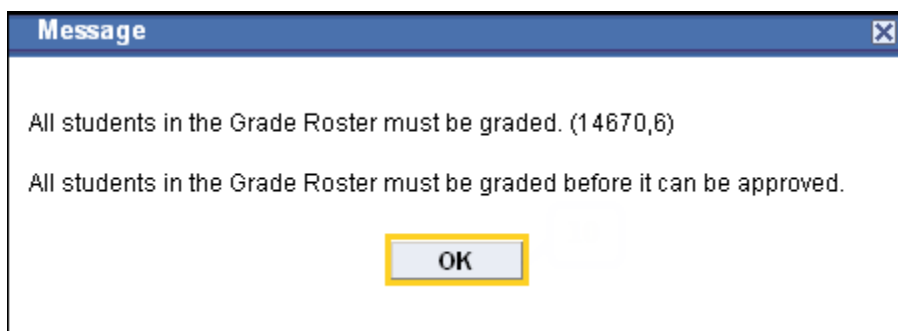
8. If you have **access to approve** the grade roster, change the Approval **Status field** to **Approved, then click Save.**

   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.
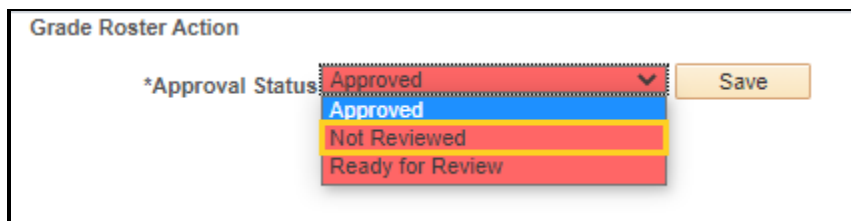
   Grade Roster Action

   *Approval Status   Not Reviewed ▼   [Save]
   Approved
   Not Reviewed
   Ready for Review

   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.**

   Message   ☒

   All students in the Grade Roster must be graded. (14670,6)

   All students in the Grade Roster must be graded before it can be approved.

   [OK]

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

   Grade Roster Action

   *Approval Status   Approved ▼   [Save]
   Approved
   Not Reviewed
   Ready for Review

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.

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.

12. Once the final grades are posted the **Save** button is no longer available and is replaced with **Posted.**
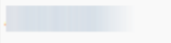
13. When the posting process is complete the Official Grade is displayed in the Official Grade column on the grade roster.

		ID	Name	Roster Grade	Official Grade	Grading Basis
☐	1	60		A	A	GRD
☐	2	60		B	B	GRD
☐	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.