Final Grades from Moodle

1. Log in to Moodle with your University Internet ID and password
2. Select Export tab
3. Select the Class link e.g. WRIT 1120 001
4. Select the Submit button
5. You will be redirected to the Faculty Center and provided a Grade Upload Summary. Review the comparison of students in Moodle to your official Grade Roster. Are some students not registered?
6. Select the go to grade roster button.
7. Review final grades and make updates. Add Last Date of Participation for F grades
   
   Note: you can sort the roster in Grade order by clicking on the Roster Grade
8. Save in Not Reviewed status until ready to submit to the Registrar
9. When grades are final, change Approval Status to Approved and select
   A popup window will appear that confirms that grades have been submitted to the Registrar
10. Select Download to retain a copy for your records in Excel

Ref: 7

Ref: 8 & 9

Ref: 8