**Moodle: Import Scores from DataLink (Faculty)**

*Note: When students are taking the test or quiz you will want to import, ensure students fill in their student ID number.*

**STEP 1: SCAN THE QUIZZES OR TESTS INTO DATA LINK**

1. Load the student database so that DataLink can verify the ID numbers.
2. Scan the key sheet first.
3. Finish scanning every student’s quiz or exam.
4. Verify that DataLink found every student.
5. Click [Excel Export].

![DataLink interface](image)

**STEP 2: COPY THE SCORES IN EXCEL**

1. In Excel, open the file you exported.
2. Go to the “Class Roster” tab – the second tab in the file.
3. Select the ID Number and Score Columns, including the headers, then press [Ctrl]+[C] to copy the information.

![Excel results grid](image)

4. Click File > New.
5. Paste the values that you copied from the first Excel file.
6. Click File > Save As > Save as type > CSV (Comma delimited) (*.csv).

7. Click [Save].
8. Click [Yes] on any message boxes you receive.

**STEP 3: UPLOAD THE CSV FILE TO MOODLE**

1. Log in to Moodle and navigate to the course homepage for the course the grades are for.
2. From the Settings sidebar under “Course administration,” click [Grades].

3. Click the Grader Report dropdown menu.
4. From the dropdown menu under Import, click “CSV file.”

5. Click [Choose a file...].
6. Click [Upload a file...].
7. Click [Choose file].
8. Select the CSV file you just created.
10. Click [Upload Grades].
11. From the “Map from” dropdown menu, select “ID Number.”
12. From the “Map to” dropdown menu, select “useridnumber.”
13. From the “ID Number” dropdown menu, select “ignore.”
14. From the “Score” dropdown menu, select the assignment you are uploading the grades for.

15. Click [Upload grades]. You should receive a message that the grades were imported successfully.