



Guide for Lecturers: Exporting Grades from Moodle

Version: June 2026

Target Audience

Lecturers

What is this guide for?

This guide shows lecturers how to export grades, such as those from online tests, assignment submissions, and other graded items—from Moodle and download them as a spreadsheet to enter into TCMS.

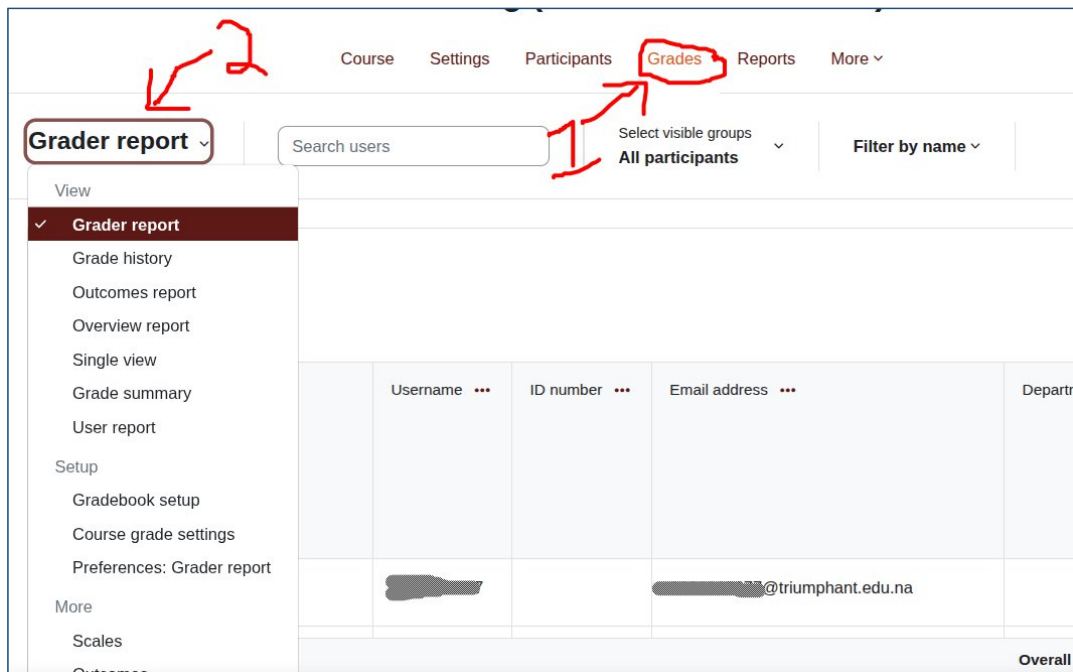
The steps are summarised below, followed by screenshots:

1. Select the Grades menu
2. Click the drop-down menu in the Grader report
3. Select the Export option
4. If there are Groups, select the group from which you want to export the grades
5. Select which grade items you want to include
6. Click to expand the Export format options
7. Finally, click the Download button at the bottom right. to start the download

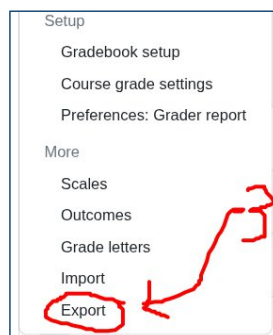
Screenshots of each step are provided below.

1. Once you are in the subject or course, click the **Grades** menu.

2. Click on **Grader report** to view the various options and scroll down until you see the **Export** option.



3. Select the **Export** option from the Grader report



4. If groups are enabled in your course, select the group to include only the names and grades of that group in the export. Not all courses currently use groups.

5. Select the grade items to include in the export.

Course Settings Participants **Grades** Reports More ▾

Export ▾ Export as Excel spreadsheet ▾

Export to Excel spreadsheet ← 4

Visible groups (Course) All participants ▾

Grade items to be included

- ☒ [Redacted]
- ☒ Quiz Test 1 [Redacted]
- ☐ [Redacted]
- ☐ [Redacted]
- ☐ [Redacted]
- ☐ [Redacted]
- ☐ Major Quiz for those Missing CA Full-time and Distance Students

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6. Click on the **Export format options** indicated in screenshot below to see the options for including the percentage alongside the actual grade.

7. Finally click on the **Download** button to start the actual export download.

☐ [Redacted]

☐ Course total

Select all/none

Export format options ▾

☐ Include feedback in export

☒ Exclude suspended users ⓘ

Grade export display types: ☒ Real ☒ **Percentage** ☐ Letter

Grade export decimal places: 0 ▾

Download

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————— End of Guide —————