Importing Moodle Grades into Cyberbear

To import grades from Moodle into Cyberbear, you will need to export your Moodle gradebook as an Excel file and then upload the file to Cyberbear. There are some adjustments that need to be made to the spreadsheet before the upload to Cyberbear. If you have a class with fewer than 30 students, you may find it quicker to just manually enter grades into Cyberbear.

Export the Moodle Gradebook Spreadsheet:

1. If your course is in the Snap theme, go to "Course dashboard," then "Gradebook."
   If your course is in the Classic theme, select "Grades" under the Navigation menu.
2. Because you need to enter letter grades in Cyberbear, you need to check a few things in Moodle first. Once you are in the gradebook, select the "Letters" tab. Check that the default letter grade scale listed matches your grading scale. If you need to make adjustments, click the "Edit" tab, make any necessary changes, and then click "Save changes."
3. Select the "Export" tab and click the "Excel spreadsheet" tab. You can keep all the grade items selected (or if you prefer you can unselect all items and only keep *Course Total* selected since that is the only one needed).
4. Select the "Export format options" menu and change the *Grade export display type* to "Letter."
5. Select the "Export" button and it will download an Excel file of your gradebook.
6. Change the column heading for "Institution" to "Term Code" and enter the appropriate term code for all students.
   - The term code is the current year followed by the semester code using 70 for Fall, 30 for Spring, and 50 for Summer. (i.e., Fall 2021 is 202170, Spring 2022 is 202230, and Summer 2022 is 202250, etc.)
   - You can copy and paste, but make sure it does not change the last digit in the number.
7. Change the column heading for "Department" to "CRN" and enter the CRN of your course for all students.
   - You can copy and paste, but make sure it does not change the last digit in the number.
8. Delete the "Last downloaded" column and add a column heading for "Last Attended Date." If you have any grades of F, I, NC, RF, or NCR you will need to enter a last date attended. Enter the date in the format MM/DD/YYYY (for example, 10/18/2022). Then save the spreadsheet to your desktop. At this point, you can go to Cyberbear to upload your spreadsheet and continue with the following instructions.

Upload Grades to Cyberbear:

9. Login to Cyberbear and select the "Cyberbear for Faculty and Advisors" tab. Click the button "I understand the FERPA Warning" then choose "Faculty Grading" and click the "Final Grades" tab.
10. Select the course that you want to enter grades into by clicking anywhere on the row of that course.
11. Click the Tools (gear icon) drop-down menu in the top right corner and choose "Import."

12. Step 1 (Select): Click the word "Browse," select your saved spreadsheet, select the "Upload" button, then "Continue."
13. Step 2 (Preview): Make sure that the checkbox for "My spreadsheet has headers" is checked and click "Continue."
14. Step 3 (Map): The following fields need to be checked: Term Code, CRN, Student ID, Final Grade, and Last Attended Date. If any of those are not checked, find the column of your spreadsheet preview below and find the matching field name in the drop-down menu above that column [Figure 1]. You will see "Other" in the drop-down menu for columns that don't match up.
    - For the "ID Number" column, the matching field will be "Student ID."
    - For the "Course Total" column, the matching field will be "Final Grade."
    - Once you have matched (or mapped) these fields, you should see the required items checked, then click "Continue." If you get an error when attempting to continue, you still need to match a required column with a field.

Row	First name	Last name	ID number	Term Code	CRN	Email address	Username	Course total (Letter)	Date of Last Attendance
Map	Other	Other	Student ID*	Term Code*	CRN*	Other	Other	Final Grade	Last Attended

Figure 1: Mapping Columns

15. Step 4 (Validate): You will get a preview of the import and it will indicate how many records will be imported and whether there are any errors. If there are no errors, click "Import." If there are errors, you can click the link to "Download the validation report" to troubleshoot. You may need to fix something in your spreadsheet and "Go Back" or "Cancel" to re-upload the revised file. If you had grades of F, I, NC, RF, or NCR you may get some errors. You can still finish the import and then just manually adjust those grades that didn't import.
16. Step 5 (Finish): Once you have imported, you will get a message of the number of "records imported and saved successfully." Then click "Finish."
17. Check the list of grades to make sure all grades are entered. If you have any missing grades, you can add those manually and click "Save."
18. Once you are finished you can log out. If you need to change any grades you can do so manually and be sure to click "Save" again. If you need to redo all the grades, you will have to manually remove them and re-enter them either manually or do a new import with an updated spreadsheet.