

# SITS Marks Export Full Process

Moodle now has a built in Export process that converts your marks into a spreadsheet that can automatically be uploaded to SITS without any copy-pasting or vlookups. In order to use this, you need to ensure that your gradebook is properly set up. This is a one-time process that rolls forward onto future iterations of the module and only needs to be amended if the module changes.

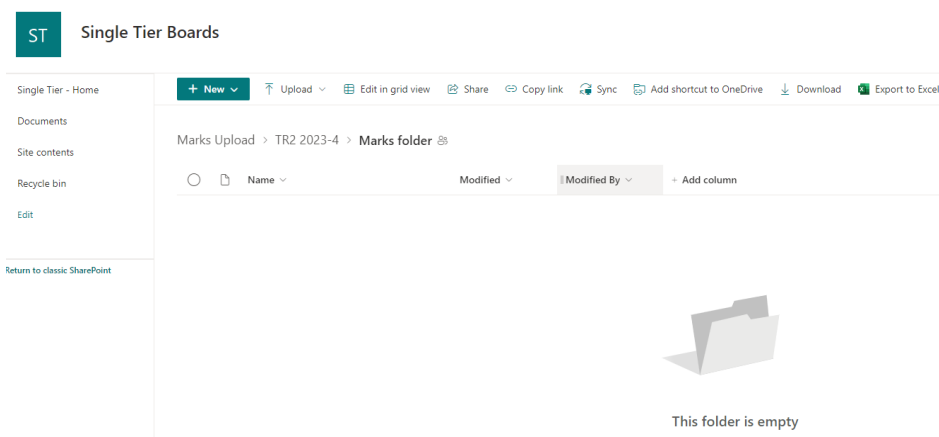
This should provide a smoother, more accurate process with fewer steps and will save time as well as allowing for the checking of overall marks (using the grader report).

The steps are as follows (a flow chart is also available) and relevant materials are linked to below:

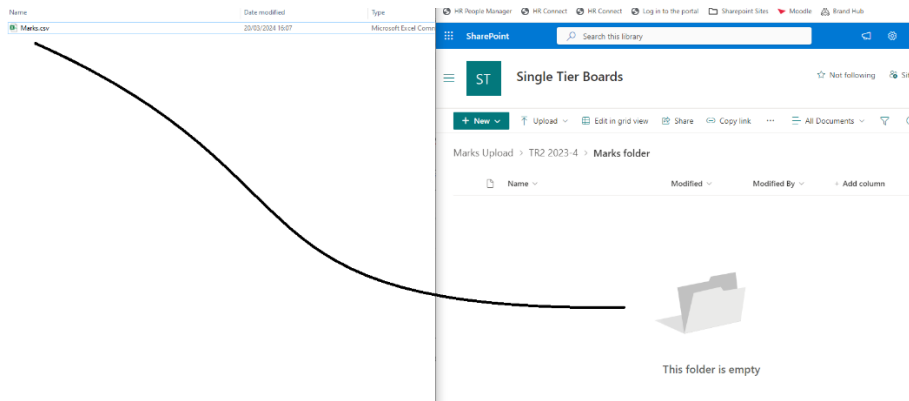
1. Set up Gradebook as per the [Gradebook Instructions](#)
2. Input marks to the relevant folders in Moodle (elements/components etc.) if you've set up the correct weightings for your elements and components, your totals will be calculating correctly and you will be able to sense check overall marks in the Grader Report and look for any borderline marks (you can sort the top of columns from low to high using the arrows next to the headings).



3. Export into .csv sheet using the [Export Instructions](#) you should then do a quick spot check of the marks to ensure that it has worked as expected, please note that the components are all in one column, one above the other. Do not add any columns or change the formatting.
4. Add 0NA into non-submissions: Non-submissions create blanks in your spreadsheet. We need these to be clarified as non-submissions by marking them with a 0 in the marks column and NA (in capitals) in the grade column.
5. Using the link provided by your module administrator, upload the spreadsheet to the Sharepoint site, there are two ways to do this as per the instructions below:
  - a. Save .csv file locally (in your local folders.
  - b. Open link provided by module administrator



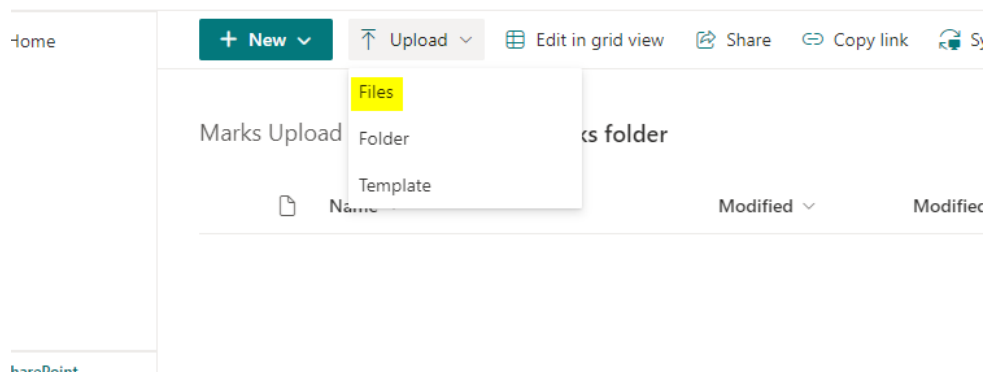
- c. Open windows folder with file inside & Drag file from local folder into Sharepoint



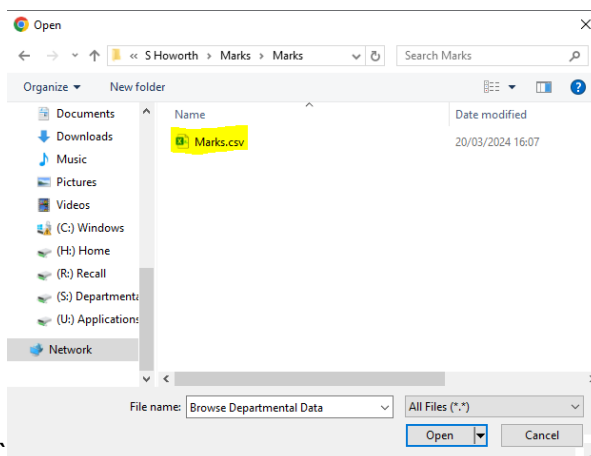
or

- d. Click on the Upload drop down menu at the top of your Sharepoint Marks folder and select Files

## Single Tier Boards



- e. Browse to the individual file and select



6. The verification process will follow the marks submission deadline as per our normal process. This is essential to ensure that marks in SITS are correct and the weightings are as expected etc.