A term used in Moodle to describe: Something a student will do within a Moodle site that interacts with either other students, and/or, the teacher. Activities can be graded or ungraded.

ARD – Academic Registrar’s Division (Administration), now known as SSD

Gradebook – A centralised location within Moodle where all students grades are located.

LMS – Learning Management System.

SMP – Student Management Package

SSD – Student Services Division

Task - A term used in SMP to describe: Any assessable work which contributes to the final subject mark. This includes practicals and practicums, tutorials, essays, project reports, quizzes and exams. The subject coordinator can create and name tasks to suit any subject structure.

**Guidelines:**

To ensure a successful import of your marks from the LMS to SMP, the guidelines below should checked before importing:

- **ACCESS:** If a user has access to Task Marks in SMP, they can pull from Moodle sites they have access to in SMP_Central as Subject Coordinator, Lect, Tutor or administration staff.
- **TASKS = ACTIVITY:** To import from Moodle (LMS) you must first create a corresponding task in SMP (via Define Tasks).
- **MARKED OUT OF VALUE:** in SMP for a task should EQUAL the imported grade in Moodle (error message will notify you otherwise).
- **NUMERICAL VALUES ONLY:** users cannot import letters like grades or comments from LMS.
- **NAMING:** The import process will attempt to match by default a task in SMP with an activity in Moodle (LMS) that share the same name. It is recommended that users are consistent in their naming of tasks in SMP with the corresponding activity in Moodle (LMS).
- **AGGREGATES:** Aggregate totals are not presently supported by the ‘import from Moodle’ process. This includes category or site totals created within the Grade book.
- **COMMENTS:** While marks can be imported into SMP from Moodle (LMS), the Comment/Feedback from LMS is not imported, as the data types in both systems are significantly different. That is, in SMP, the Comment is a character field of maximum 100 characters whereas in LMS, the Feedback field can be significantly longer and supports the input of images, audio and other rich media.
- **ACTIVITIES:** The Import from Moodle process is only able to draw marks into SMP_Central from one Moodle (LMS) activity at a time.
Decimals and Rounding:

In SMP_Central, users can only manually enter marks to **2 decimal places**. When marks are imported into SMP_Central, **up to 4 decimal places** are accepted.

Final Marks: Users need to be aware that when you click to Copy Composite % Marks to Final Marks, the system only rounds up if the mark is at .5 or above.

Table below should be helpful to determine rounding trends:

<table>
<thead>
<tr>
<th>LMS Mark</th>
<th>Saved Task Mark in SMP</th>
<th>Final Mark (once Composite % copied)</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.45678</td>
<td>96.4568</td>
<td>96</td>
</tr>
<tr>
<td>96.4568</td>
<td>96.4568</td>
<td>96</td>
</tr>
<tr>
<td>96.457</td>
<td>96.457</td>
<td>96</td>
</tr>
<tr>
<td>96.46</td>
<td>96.46</td>
<td>96</td>
</tr>
<tr>
<td>96.5</td>
<td>96.5</td>
<td>97</td>
</tr>
</tbody>
</table>

Import Scenarios

It’s important to note when importing from Moodle (LMS) different scenarios can exist due to the existence of Combined Classes. The following section will provide a guide to performing the import process for the following four supported scenarios:

A. Classes are not combined in Moodle (LMS) or SMP

B. Classes are combined in Moodle (LMS), Classes are not combined in SMP

C. Classes are not combined in Moodle (LMS), Classes are combined in SMP

D. Classes are combined in Moodle (LMS), Classes are combined in SMP

A. Classes are not combined in Moodle (LMS) or SMP

1. On the ‘Task Marks’ screen in SMP click **edit** in the column above the assignment you would like to import task marks for.

![Figure 1](image1.png)

2. click ‘Import from Moodle’

![Figure 2](image2.png)
A list of all the Activities (tasks) set up in Moodle (LMS) will appear for selection as indicated in figure 3. Matching names will be the default selection.

3. Select the activity in Moodle you wish to pull marks into SMP from, **click the checkbox** to the left of that activity (as indicated in Figure 3).

**Note:**

I. An activity selected by default can be over-ridden by unselecting the checkbox next to the listed activity and selecting the other desired option.

II. Only one activity can be selected at a time.

---

**LMS Activities defined for FREN151 - Import for: Quiz 1 (7/100, 10.0, Final Exam: No)**

<table>
<thead>
<tr>
<th>SMP Class</th>
<th>LMS Site</th>
<th>Activity</th>
<th>Marked Out Of</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Activity Tute A Week 1: Reading and writing in French? But I'm just a beginner!</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S112_1</td>
<td>Activity Tutorial A Week 2</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Activity Tutorial 4 Tutorial B</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Forum participation assessment criteria</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Mock Quiz - THIS IS NOT THE ACTUAL QUIZ</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Quiz 1</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Mock Quiz 2 - THIS IS NOT THE ACTUAL QUIZ</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Quiz 2</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Written assignment</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Quizzes</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Assignment Turnitin</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - External Tool</td>
<td>1.00</td>
<td></td>
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<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - OU Blog</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Workshop (submission)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Workshop (assessment)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Attendance</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Database</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Forum</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Glossary</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - Questionnaire</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>FREN151</td>
<td>FREN151_S111_1</td>
<td>Marks to SMP - SCORM</td>
<td>1.00</td>
<td></td>
</tr>
</tbody>
</table>
4. Once an activity has been selected **click ‘Select >>’** to go to the marks import screen.

![Image of mark import screen](https://staff.uow.edu.au/smp/smpcentral/help/index.html)

Figure 4

5. Users should review the list to ensure students marks required for import are selected (indicated by a tick in the checkbox to the left of a student’s record)

![Image of import screen](https://staff.uow.edu.au/smp/smpcentral/help/index.html)

Figure 5

6. **Scroll down and click ‘Import’**.

**IMPORTANT:** At this point the Moodle Site Coordinator will get an email alerting to them that an Import from their Moodle Site has been performed (regardless if the user saves/doesn’t save the imported marks in SMP_Central)

**Note:**

I. When importing for the first time, all students who have marks in Moodle (LMS) will be selected by default.

II. Any students’ grades selected for import can be un-selected by unchecking the checkbox to the left of their record.

III. Depending on a student’s enrolment status, the row information on this screen may be highlighted in a different colour from the background (as per the Status Legend below).

![Status Legend](https://staff.uow.edu.au/smp/smpcentral/help/index.html)

IV. If users are doing subsequent imports from Moodle (LMS), the Mark (SMP / LMS) column will display if a mark currently exists in SMP and the mark that will be imported from Moodle (LMS) if this student is selected.

V. If a student already has a mark in SMP, they won’t be selected by default when users click to import from Moodle (LMS) – if users want to replace the mark in SMP with the mark that is currently appearing in Moodle (LMS) they have to manually click to select the student.

VI. Upon completion of a task mark import the subject co-ordinator will receive a generated email confirming the import has taken place.
Pending
indicates that the student has been added to the class roll via SMP_Central. Students added as pending to the class roll will not be officially enrolled in the subject until they have been enrolled via the normal Administration process. Pending students appear on the class roll for subject administration and for entering task marks until their enrolment is formalised. A pending student's marks can be imported from LMS to SMP.

Withdrawn
relates to student enrolment status and can only be changed through the Student Administration enrolment system/SOLS.

Removed
SSD may change the status of a subject to Removed due to non-payment of fees or when the student was provisionally enrolled in the subject. Students who have their status changed to Removed may re-enrol in the subject when fees/pre-req issues are sorted out.

Invalid Entry
used to indicate a non-valid mark.
This may indicate:
- No mark entered in Moodle;
- A mismatch in marks (marks out of) from LMS/SMP or SMP/LMS.
  e.g. a marked out of grade set to 10 in SMP, but a maximum grade in Moodle set to 15 with a mark of 11 selected for import.
- A student's record is not found in Moodle.

A mark highlighted with this background colour cannot be imported. An error message will appear on the screen to bring this to your attention.

Standard Entry
Indicates the student is officially enrolled in the class and any mark entry is valid.
B. **Classes are combined in Moodle (LMS), Classes are not combined in SMP**

In this scenario, when a user clicks 'Import from Moodle', only those Activities related to the SMP Central class that is selected up will appear for selection.

To import the results for the students in the other class(es) who are enrolled in the Moodle (LMS) combined class, users will need to call up the other class(es) in SMP one class at a time and click to Import from Moodle (LMS).

C. **Classes are not combined in Moodle (LMS), Classes are combined in SMP**

A combined class in SMP_Central contains a list of all the students enrolled in the classes that make up the combined class.

In this scenario, when a user clicks ‘Import from Moodle, the LMS Activities screen will display all the Activities setup for each of those classes in Moodle (LMS)

**Note:**

I. **ACTIVITIES:** Users can only select one Activity at a time to import from Moodle (LMS). That is, SMP will only import the results for students enrolled in a Subject instance (Class) of the Moodle (LMS) Activity that was selected.

II. **COMBINED CLASSES:** If classes are combined in SMP, but not combined in Moodle (LMS); users have to select multiple versions of the one activity, one for each of the classes that are combined in SMP.

   **Example:** PHYS142 and PHYS143 are combined in SMP, resulting in one class roll. While two separate Moodle sites exist, one for each subject. When marks are being selected for import the process can only pull marks from one Moodle site at a time, say PHYS142. This would result in all students enrolled in the PHYS142 site having a mark populated against their record in SMP. In order import grades for all PHYS143 students, the user would need to conduct the import again, and this time select the corresponding activity from the PHYS143 Moodle Site.

D. **Classes are combined in Moodle (LMS), Classes are combined in SMP**

If the classes are combined in both SMP and Moodle (LMS), once you select an LMS Activity to import, the marks for all students enrolled in that Activity in Moodle (LMS) will be imported into SMP.

**Note:**

I. LMS Activities will appear several times (one for each class)

II. Only one activity can be selected to be imported at a time

III. As the classes are combined in Moodle (LMS) and SMP, it doesn’t matter which version of the Activity that you select, the marks for all students will be imported.
In the example above, if the user selects: CSCI466 – Mid-Session Quiz, the marks for students in CSCI466 and CSCI966 for the Mid-Session quiz will be imported.
### Version Control Table

<table>
<thead>
<tr>
<th>Version Control</th>
<th>Date Released yymmdd</th>
<th>Approved By</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>130711</td>
<td>Trang Nguyen – Specialist, ARD Student Systems</td>
<td>First Released Version. Original section removed from Task Marks manual.</td>
</tr>
<tr>
<td>2.0</td>
<td>160610</td>
<td>Trang Nguyen – Specialist, Student Systems, Student Services Division</td>
<td>Updated header and footer.</td>
</tr>
</tbody>
</table>
| 3.0             | 190617               | Trang Nguyen – Student Systems Officer, Student Systems team, SSD | Added Rounding and Decimal Place information.  
Added note re email to Moodle Site coordinator when import performed  
Adjusted formatting and page breaks.  
Replaced ARD reference to SSD. |