



## SMP\_Central

### Task Marks: Importing from Moodle (LMS)

The 'Import from Moodle' function introduced to SMP\_Central will allow a user to draw marks directly into SMP\_Central via Task Marks from a specified Moodle activity.

This function does not replace any existing SMP mark import functions; it has been designed to augment existing user options for SMP mark entry.

#### Definition of key terms:

**Activity** – 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.

#### Importing Marks:

##### Guidelines:

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

- **ACCESS:** If a user has access to Task Marks in SMP, they can pull from Moodle sites they have access to it 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:

LMS Mark	Saved Task Mark in SMP	Final Mark (once Composite % copied)
96.45678	96.4568	96
96.4568	96.4568	96
96.457	96.457	96
96.46	96.46	96
96.5	96.5	97

## 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

2. click 'Import from Moodle'

Figure 2

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-riden 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 (/100, 10.0, Final Exam: No)

	SMP Class	LMS Site	Activity	Marked Out Of	Warning
1	<input type="checkbox"/>	FREN151	FREN151_S113_1 Activity Tute A Week 1: Reading and writing in French? But I'm just a beginner!	100.0	
2	<input type="checkbox"/>	FREN151	FREN151_S113_1 Activity Tutorial A Week 2	100.0	
3	<input type="checkbox"/>	FREN151	FREN151_S113_1 Activity Week 4 Tutorial B	100.0	
4	<input type="checkbox"/>	FREN151	FREN151_S113_1 Forum participation assessment criteria	100.0	
5	<input type="checkbox"/>	FREN151	FREN151_S113_1 Mock Quiz - THIS IS NOT THE ACTUAL QUIZ	100.0	
6	<input checked="" type="checkbox"/>	FREN151	FREN151_S113_1 Quiz 1	100.0	
7	<input type="checkbox"/>	FREN151	FREN151_S113_1 Mock Quiz 2 - THIS IS NOT THE ACTUAL QUIZ	100.0	
8	<input type="checkbox"/>	FREN151	FREN151_S113_1 Quiz 2	100.0	
9	<input type="checkbox"/>	FREN151	FREN151_S113_1 Written assignment	100.0	
10	<input type="checkbox"/>	FREN151	FREN151_S113_1 Quiz 3	100.0	
11	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Assignment Turnitin	100.0	
12	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - External Tool	100.0	
13	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - OU Blog	100.0	
14	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Workshop (submission)	80.0	Different Marked Out Of
15	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Workshop (assessment)	20.0	Different Marked Out Of
16	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Attendance	100.0	
17	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Database	100.0	
18	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Forum	86.0	Different Marked Out Of
19	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Glossary	100.0	
20	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - Questionnaire	100.0	
21	<input type="checkbox"/>	FREN151	FREN151_S113_1 Marks to SMP - SCORM	100.0	

**Figure 3**

- Once an activity has been selected **click** 'Select >>' to go to the marks import screen.

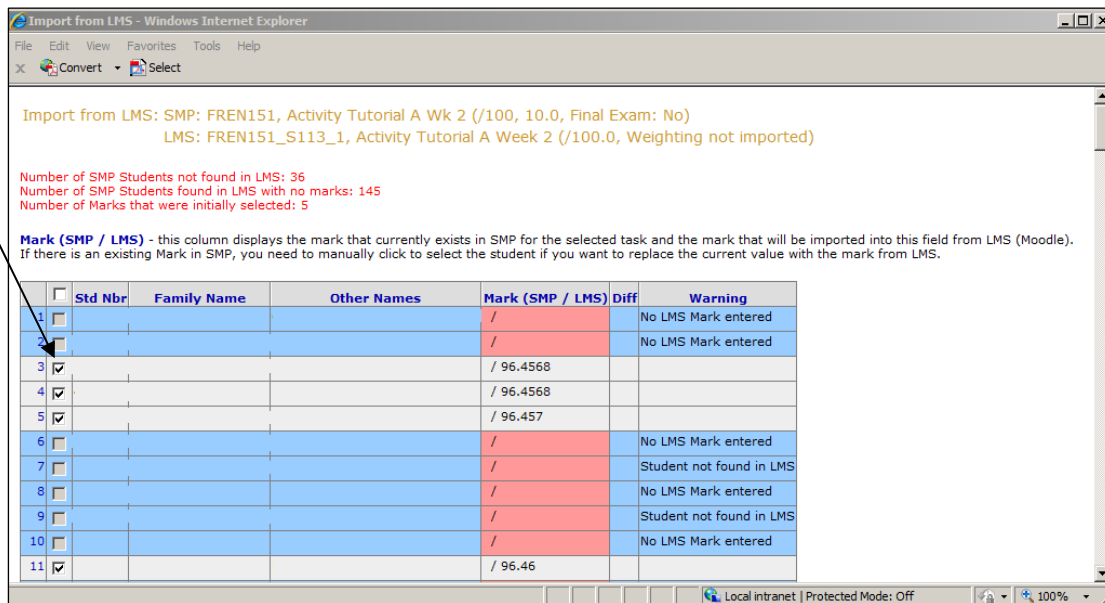


Figure 4

- 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)

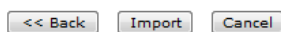


Figure 5

- 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 saves the imported marks in SMP\_Central)

**Note:**

- When importing for the first time, all students who have marks in Moodle (LMS) will be selected by default.
- Any students' grades selected for import can be un-selected by unchecking the checkbox to the left of their record.
- 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	Pending	Withdrawn	Removed	Invalid Entry	Standard Entry

- 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.
- 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.
- 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.

Import from LMS - Windows Internet Explorer

LMS Activities defined for CSCI466 - Import for: Mid Session Quiz (/100, 10.0, Final Exam: No)

	SMP Class	LMS Site	Activity	Marked Out Of	Warning	
1	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Assignment One	100.0	
2	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Assignment One	100.0	
3	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Mid-Session Quiz	100.0	
4	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Mid-Session Quiz	100.0	
5	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Week 5 - Understanding Basic Concepts	10.0	Different Marked Out Of
6	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Week 5 - Understanding Basic Concepts	10.0	Different Marked Out Of
7	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Assignment	100.0	
8	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Assignment	100.0	
9	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Assignment Turnitin	100.0	
10	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Assignment Turnitin	100.0	
11	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Database	100.0	
12	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Database	100.0	
13	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Forum	100.0	
14	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Forum	100.0	
15	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Glossary	100.0	
16	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Glossary	100.0	
17	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Lesson	100.0	
18	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Lesson	100.0	
19	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - OU Blog	100.0	
20	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - OU Blog	100.0	
21	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Quiz	100.0	
22	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Quiz	100.0	
23	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - SCORM	100.0	
24	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - SCORM	100.0	
25	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Workshop (submission)	80.0	Different Marked Out Of
26	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Workshop (submission)	80.0	Different Marked Out Of
27	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Workshop (assessment)	20.0	Different Marked Out Of
28	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Workshop (assessment)	20.0	Different Marked Out Of
29	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Attendance	100.0	
30	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Attendance	100.0	
31	<input type="checkbox"/>	CSCI466	SBIF869_S113_1	Marks to SMP - Questionnaire	100.0	
32	<input type="checkbox"/>	CSCI966	SBIF869_S113_1	Marks to SMP - Questionnaire	100.0	

Select >> Cancel

Figure 6

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.

Save | Save & Exit | Cancel | Display on Web | Preview | Import | Export | Hide With | Exc Ungraded | Import from Moodle | Synonym Stats

2013,Woll,On Campus,Autumn,EIS,CSSE,CSCI466,Class 1

Current Instance: Enrolled: 2, Withdrawn: 0, Pending: 0, Provisional: 0, Removed: 0  
 Synonymed Instances: Enrolled: 27, Withdrawn: 13, Pending: 0, Provisional: 0, Removed: 0  
 Average: 0, Std Deviation: 0  
 Results for Mid Session Quiz, Marked out of: 100, Weighting: 10.0/40.0

Std Nbr	Family Name	Other Names	Class ID	Group	Mark/100
1			216445		1.0
2			216445		
3			216445		
4			216393		
5			216445		
6			216445		
7			216445		
8			216445		9.0
9			216445		
10			216445		2.5
11			216445		
12			216445		
13			216445		
14			216445		
15			216445		5.75
16			216445		
17			216445		6.0
18			216445		
19			216445		4.0

Import from LMS: SMP: CSCI466, Mid Session Quiz (/100, 10.0, Final Exam: No)  
 LMS: SBIF869\_S113\_1, Mid-Session Quiz (/100.0, Weighting not imported)

Number of SMP Students not found in LMS: 3  
 Number of SMP Students found in LMS with no marks: 0  
 Number of Marks there are initially selected: 27

Mark (SMP / LMS) - this column displays the mark that currently exists in SMP for the selected task and the mark that will be imported into this field from LMS (Moodle). If there is an existing Mark in SMP, you need to manually click to select the student if you want to replace the current value with the mark from LMS.

Std Nbr	Family Name	Other Names	Mark (SMP / LMS)	Diff	Warning
1			1.0 / 80.0	79.0	Marks are different
2			/ 100.0		
3			/ 99.0		
4			/ 63.0		
5			/ 61.0		
6			/ 56.0		
7			/ 63.0		
8			9.0 / 49.0	40.0	Marks are different
9			/ 28.0		
10			2.5 / 28.0	25.5	Marks are different
11			/ 77.0		
12			/ 33.0		

Figure 7

## Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	130711	Trang Nguyen – Specialist, ARD Student Systems	First Released Version. Original section removed from Task Marks manual.
2.0	160610	Trang Nguyen – Specialist, Student Systems, Student Services Division	Updated header and footer.
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.