

MOODLE: Export Gradebook for SLO Reporting

This guide is for faculty who are using MOODLE and need to report Student Learning Outcomes (SLOs) in Seaport.

Reporting SLOs involves six tasks.

1. Determine how you will measure SLO achievement
2. Export the MOODLE Gradebook to an Excel file
3. Format the Excel file
4. Import the Excel file into Seaport
5. Distribute SLO Weights
6. Enter SLO Qualitative Notes

Task #1 should be done before the course begins. Tasks #2 – #6 are done at the end of the term.

Task #1: Determine How You Will Measure SLO Achievement

Determining how you measure SLO achievement should have been done when you first designed your course. However, you may not have been aware of the Institutional or Program level SLOs associated with your course. Follow the steps below to see all the SLOs you are to report on for your course.

1. After logging in to Seaport and selecting your course, click Student Learning Outcomes (Figure 1).
2. Select **Section SLOs** (Figure 2).

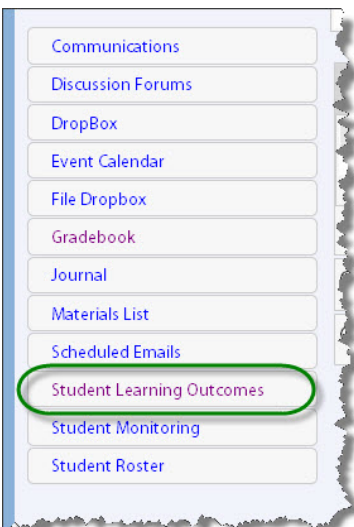


Figure 1

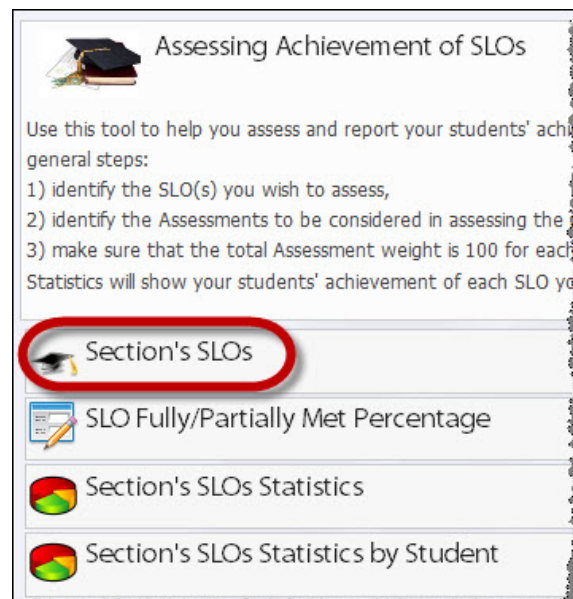


Figure 2

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- The three levels of SLOs are listed under each level heading. Click on **Institutional**, **Program**, or **Course** to expand or collapse the list or click **Expand All** to see the entire list at once (Figure 3).

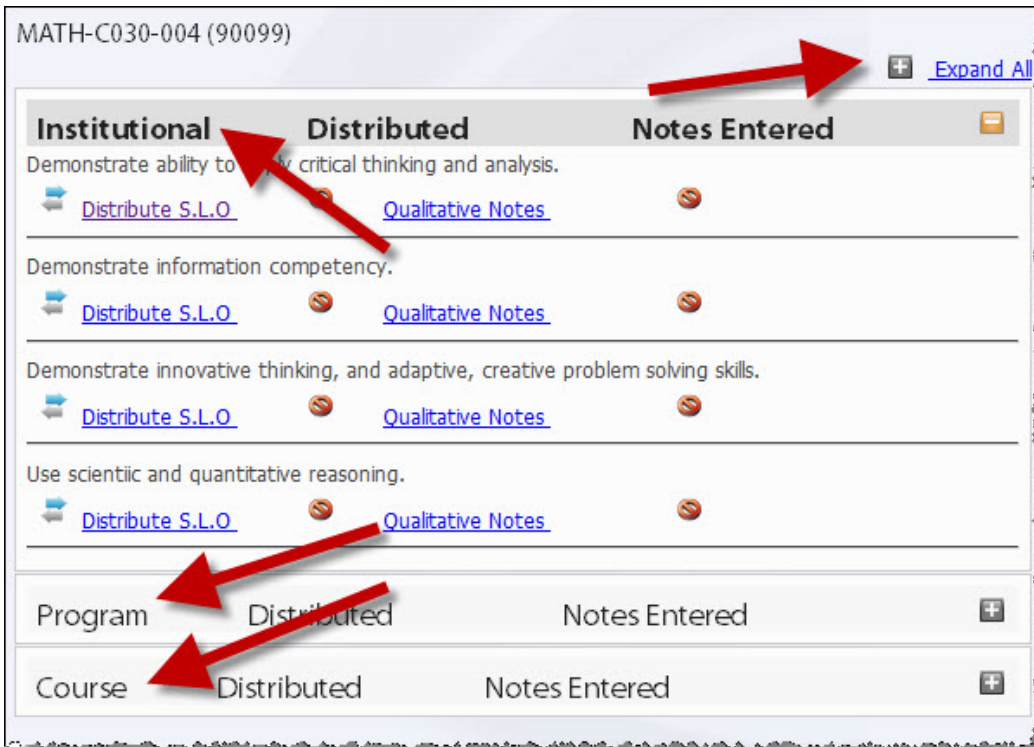


Figure 3

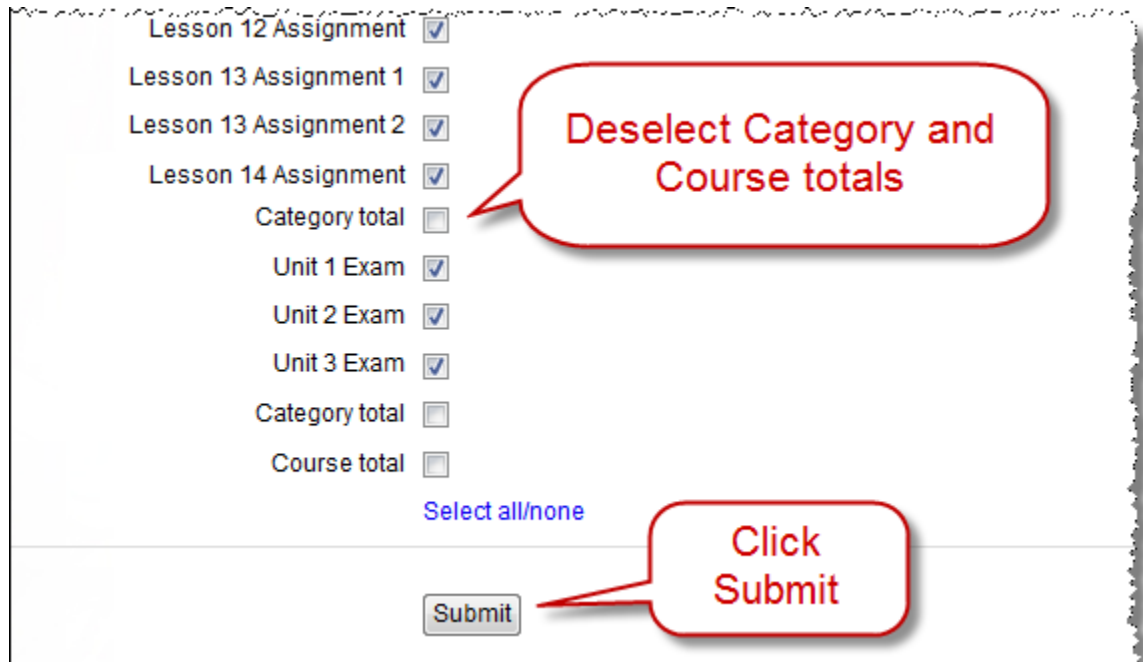
Look at each SLO and determine which assessment(s) in the course measure students' achievement for each outcome.

- You may decide that the student's overall grade in the course measures their achievement of each SLO or just a few assessments (i.e., exams). If you use only a few assessments to measure your SLOs and you prefer to manually create the Seaport Gradebook and enter grades, refer to the How-to guide titled, "SLO Reporting for Courses Using Outside Gradebooks."
- If you use all or a majority of the assessments in your course to measure SLO achievement and you prefer to use the Import Grades tool in Seaport, continue on with this How-to guide.

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It is recommended that any category or course total assessment be deselected (Figure 7). The Seaport Gradebook will total category and course totals. As a minimum, select the assessments that will be used to measure SLO achievement as determined in Task #1 above.

5. Click **Submit** (Figure 7).



The screenshot shows a list of assessment items with checkboxes. The items are: Lesson 12 Assignment (checked), Lesson 13 Assignment 1 (checked), Lesson 13 Assignment 2 (checked), Lesson 14 Assignment (checked), Category total (unchecked), Unit 1 Exam (checked), Unit 2 Exam (checked), Unit 3 Exam (checked), Category total (unchecked), and Course total (unchecked). Below the list is a blue link labeled "Select all/none" and a grey "Submit" button. Two red callout boxes are present: one pointing to the "Category total" checkbox with the text "Deselect Category and Course totals", and another pointing to the "Submit" button with the text "Click Submit".

6. Click **Download**.
7. When prompted to save or open the file, select **Save File** and click **OK**.
8. Save the file to your computer.

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Task #3: Format the Excel File

Follow the steps below to format an Excel file that will be used for the Seaport Import Gradebook tool. If you need help with any Excel skills, refer to the section titled, "Excel Help" found at the end of this guide.

1. Open the Excel file that was exported from Moodle. The file should have a worksheet titled Grades (Figure 8).
2. Make the necessary changes so that the format adheres to the specifications listed below (see Figure 8 for an example of the proper format).
 - a. Column A contains the student's first name. Cell A1 contains the column heading: **First name**
 - b. Column B contains the student's last name. Cell B1 contains the column heading: **Last name**
 - c. Column C contains the student's Coastline College ID number. The ID number begins with "C" and is followed by 8 digits. If the ID number is missing, type in the correct number. Student ID numbers can be viewed by going to the course in Seaport and clicking **Student Roster**. Cell C1 contains the column heading: **ID number**
 - d. Columns D, E, etc. contain the points for each assessment. Point values must be equal to or less than the maximum points possible for the assessment. Numbers can contain up to two decimal places. Empty cells or cells that contain only a hyphen "-" will be treated as blanks (no number will be imported). Cells D1, E1, and so forth contain the assessment name.
 - e. A student should only appear once, in one row. If the same student appears in two or more rows, delete the extra rows.

	A	B	C	D	E	F	G
1	First name	Last name	ID number	Quiz: Lesson 1	Quiz: Lesson 2	Quiz: Lesson 3	Q
2	Joe	Student	C00123456	24	28	25	
3	Jane	Doe	C00678994	27 -		26	
4	Malia	Ohana	C98765432	24	27	22	
5	Duke	Kane	C07878787	27	30	22	
6	Lani	Wahiwa	C05557777	27	30	25	
7	Luke	Moonwalker	C06688888	10	26 -		-
8							
9							
10							
11							
12							

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3. Click the Insert Worksheet icon to insert a new worksheet (Figure x).
4. Rename the worksheet to **Assessments**.
5. Perform the necessary tasks so that the format adheres to the specifications listed below (see Figure 9 for an example of the proper format).
 - a. Column A contains the assessment titles. Cell A1 contains the column heading: **Assessment_Title**.
 - b. Column B contains the maximum points possible for each assessment. Cell B1 contains the column heading: **Max_Points**.
 - c. Column C contains the Assessment Category name. Cell C1 contains the column heading: **Category**. If categories are not used, column C is left blank.
 - d. Column D contains the Category weight. Cell D1 contains the column heading: **Category_Weight**. Category weights should add up to 100. In the example seen in Figure x, there are four categories with weight 25, 30, 40, and 5. This adds up to 100. If categories are not used, column D is left blank.
6. Save the changes.

	A	B	C	D	E	F
1	Assessment_Title	Max_Points	Category	Category_Weight		
2	Quiz: Lesson 1 Quiz	10	Quizzes	25		
3	Quiz: Lesson 2 Quiz	10	Quizzes	25		
4	Quiz: Lesson 3 Quiz	10	Quizzes	25		
5	Quiz: Lesson 4 Quiz	10	Quizzes	25		
6	Assignment: Prospect Hill Contou	50	Assignments	30		
7	Assignment: Yosemite Valley Top	50	Assignments	30		
8	Assignment: Mineral Identification	50	Assignments	30		
9	Midterm Exam	100	Exams	40		
10	Final Exam	100	Exams	40		
11	Interactive Activity: What's That B	1	Activity	5		
12	Interactive Activity: Gravitational E	1	Activity	5		
13	Interactive Activity: Magnetic Zone	1	Activity	5		
14	Interactive Activity: Types of Stres	1	Activity	5		
15	Inte		Activity	5		
16	In		Activity	5		
17	In		Activity	5		
18						
19						
20						

"Assessments" worksheet placed before the "Grades" worksheet

Category weights should add up to 100

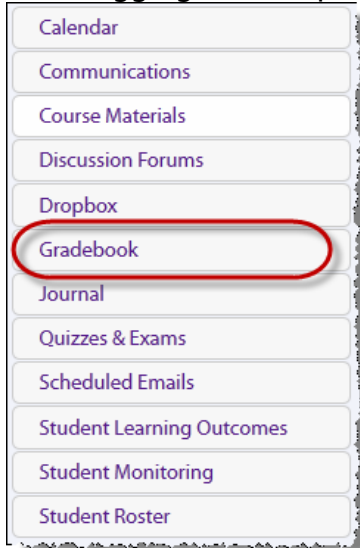
Figure 9

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Task #4 Import the Excel file into Seaport

For each SLO, identify SLO achievement by distributing weights for course assessments. Follow the steps below to set up the SLO distribution.

1. After logging into Seaport and entering your course, click **Gradebook** (Figure 10).



2. Click **Import** _____ (Figure 11).

- 3.

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Task #5: Distribute SLO Weights

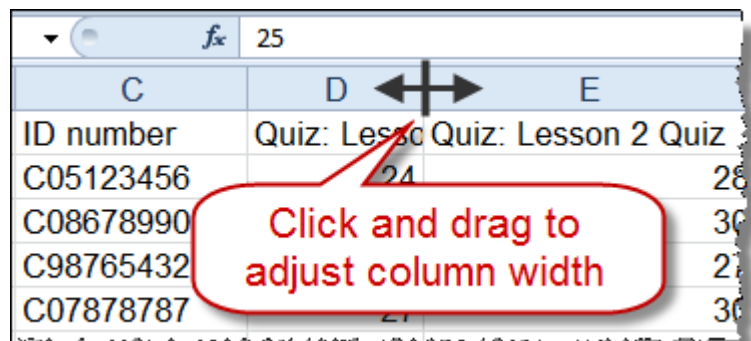
Refer to the “SLO Distribution” How-to guide located at the OLIT Faculty/Staff Support website.

Task #6: Enter SLO Qualitative Notes

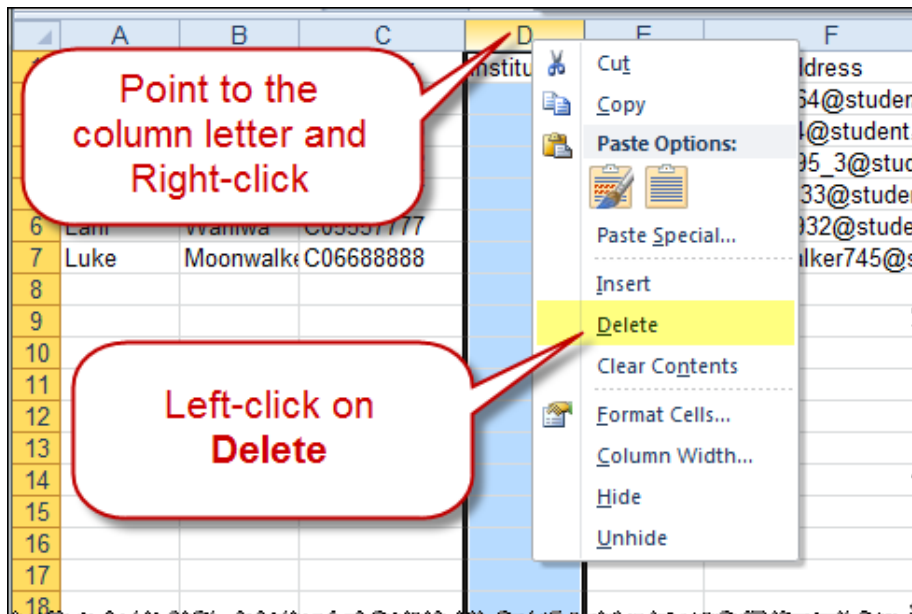
Refer to the “SLO Qualitative Notes” How-to guide located at the OLIT Faculty/Staff Support website.

Excel Help

Adjust column width – Point in between the column headings (letters D and E for example) until the mouse cursor becomes a two-headed arrow then click and drag to adjust the column width (Figure x).

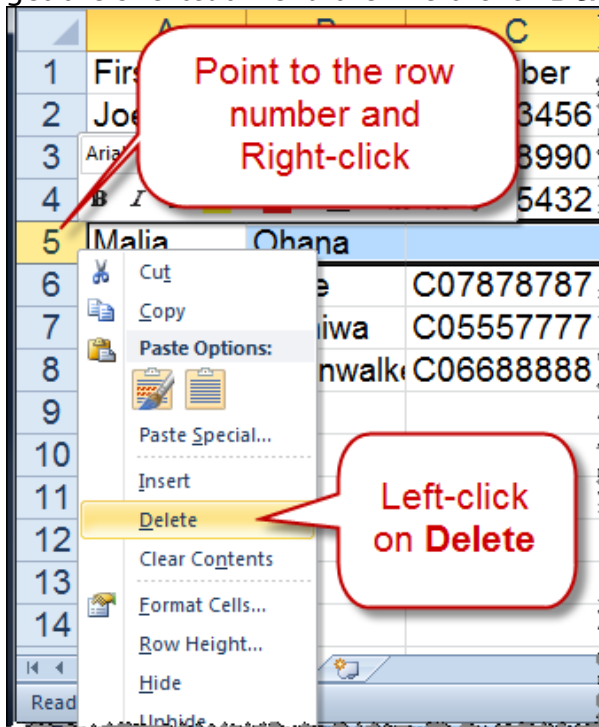


Delete a column – Point to the column heading (the letter D for example) and Right-click to get the shortcut menu then Left-click **Delete** (Figure x).



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Delete a row – Point to the row heading (the number 5 for example) and Right-click to get the shortcut menu then Left-click **Delete** (Figure x).



Insert a new worksheet – Click the Insert Worksheet icon to create a new worksheet (Figure x).

