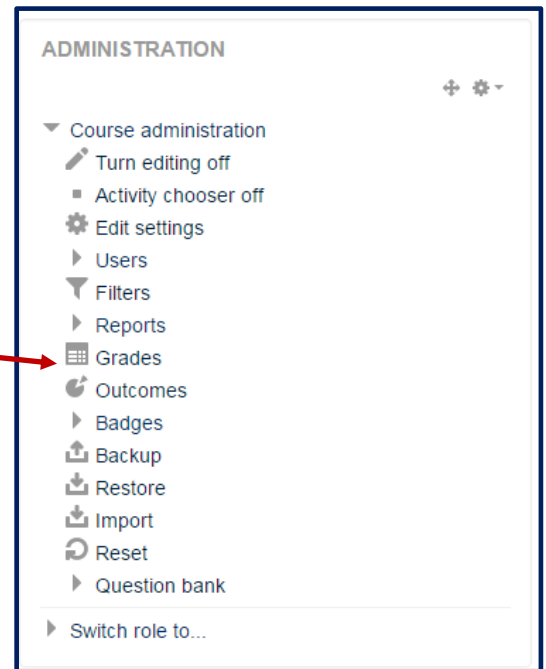


Setup Categories and Items:

- 1) Open the Course Page
- 2) Click **Grades** from the Administration block



There is a **Drop down List** in the top of the page as in Figure 2

- 1) Select **Categories and items**
Then press button

Fill the item name and the Maximum grade
(For example: **First** and **20**) Then press

Figure 1

- 2) Select **Grade report** then click on the **pen** on the right side the item name (**First** as an example), then complete the Grade
Press button.

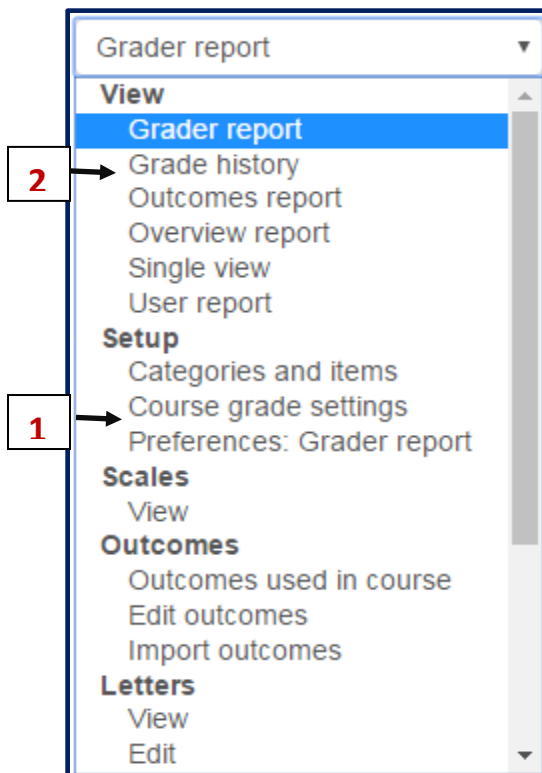


Figure 2



Figure 3

Remove Attendance grade:

- 1) Open Attendance
- 2) Click **Edit Setting**

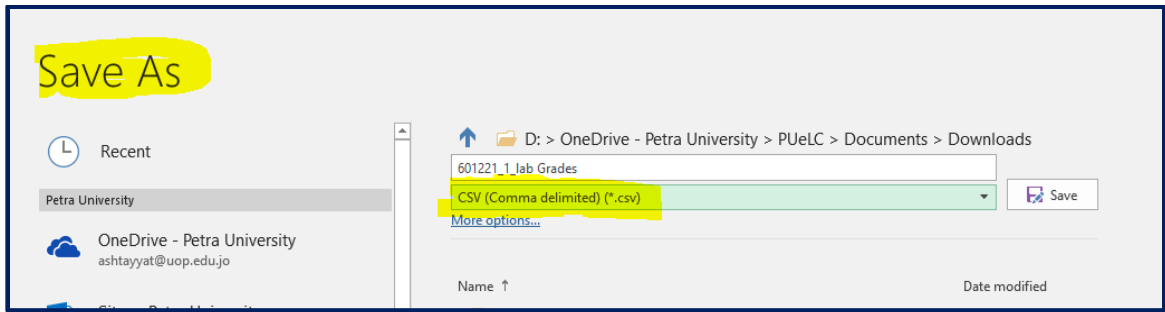
The screenshot shows the Moodle Database (1) interface. The breadcrumb trail is Home > 601281_3 > General > Attendance > Attendance. The left sidebar contains the ADMINISTRATION menu, with 'Attendance administration' expanded to show 'Edit settings', 'Locally assigned roles', 'Permissions', 'Check permissions', 'Filters', 'Logs', 'Backup', and 'Restore'. A red arrow points from the 'Edit settings' option to the right. The main content area shows 'Attendance for the course :: Data' with tabs for Sessions, Add, Report, Export, and Settings. Below the tabs, it displays the date and time '19 December 2016 09:30 - 11:00' and the session type 'Regular class session'. A table lists students with columns for ID, First name / Surname, and a grade indicator (P).

#	First name / Surname	P
1	201220040 محمد عز الدين مصطفي لطيف محمد _CN	●
2	201220218 محمد علوي محمد لطفي علوي _SE	●

- 3) Select grade type: **None**

The screenshot shows the 'Updating: Attendance' form. The 'Name' field is set to 'Attendance'. The 'Grade Type' dropdown menu is open, showing options: None, Scale, and Point. A red arrow points from the 'None' option to the left. The 'Scale' field is set to 'Scale' and 'Point' is selected. The 'Maximum points' field is set to '100'.

Note: if the course contains an assignment, and you don't graded this assignment
You must exclude the assignment grade setting.
From the assignment setting → Select the grade type to be **None** as we do in step 3
above



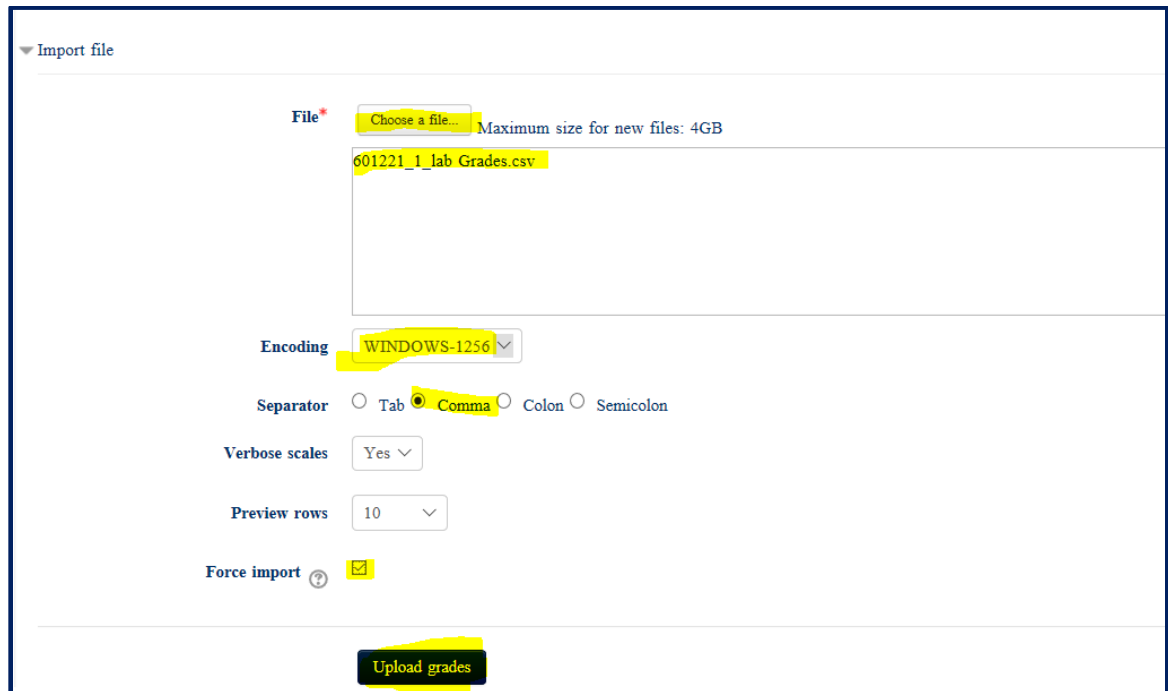
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	First name	Surname	ID number	Institution	Department	Email address	Attendance	Assignme	Assignme	Assignme	Assignme	Course tot	Last downloaded from this course		
	عبدالله	عبدالله	201210040	201210040	تكنولوجيا المعلومات	201210040@uop.edu.jo	-	5	2	-	-	-	1532948940		
	اسراء	عبدالله	201230120	201230120	تكنولوجيا المعلومات	201230120@uop.edu.jo	-	-	23	-	-	-	1532948940		
	محمد	حسن حاد	201420205	201420205	تكنولوجيا المعلومات	201420205@uop.edu.jo	-	-	-	-	-	-	1532948940		
	فيصل	عواد ابو	201510347	201510347	تكنولوجيا المعلومات	201510347@uop.edu.jo	-	-	-	-	-	-	1532948940		
	محمد	عبد الكرم	201510730	201510730	تكنولوجيا المعلومات	201510730@uop.edu.jo	-	-	-	-	-	-	1532948940		
	فيصل	عبدالله	201510922	201510922	تكنولوجيا المعلومات	201510922@uop.edu.jo	-	-	-	-	-	-	1532948940		
	امجد	عبد الكرم	201520282	201520282	تكنولوجيا المعلومات	201520282@uop.edu.jo	-	-	-	-	-	-	1532948940		
	شفاء	عمر عديان	201520499	201520499	تكنولوجيا المعلومات	201520499@uop.edu.jo	-	-	-	-	-	-	1532948940		
0	خلال	عبد اللطيف	201620935	201620935	تكنولوجيا المعلومات	201620935@uop.edu.jo	-	-	-	-	-	-	1532948940		
1	omar	shaker				oshaker@uop.edu.jo	-	-	-	-	-	-	1532948940		
2															

Save

Upload the csv file



The screenshot shows a sidebar menu for 'Grade administration'. The 'Import' section is expanded, and 'CSV file' is highlighted. Other options include 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', 'User report', 'Setup', 'Export', 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet', 'XML file', 'Letters', 'Outcomes', and 'Scales'. The main content area shows a list of users with columns for 'First name' and 'Surname', each with a dropdown menu set to 'All A B C D'.



The screenshot shows the 'Import file' form. The 'File' field contains the selected file '601221_1_lab Grades.csv'. The 'Encoding' dropdown is set to 'WINDOWS-1256'. The 'Separator' is set to 'Comma'. The 'Verbose scales' dropdown is set to 'Yes'. The 'Preview rows' dropdown is set to '10'. The 'Force import' checkbox is checked. The 'Upload grades' button is highlighted.

CSV file

Import CSV

Import preview

First name	Surname	ID number	Institution	Department	Email address	Attendance (Real)	Assignment: LAB 01 (Real)	Assignment: LAB 03 (Real)	Assignment: LAB 04 (Real)	Assignment: LAB 05 (Real)
201210040_CN		201210040			201210040@uop.edu.jo	-	5	2	-	-
201230120_CIS		201230120			201230120@uop.edu.jo	-	-	23	-	-
201420205_CN		201420205			201420205@uop.edu.jo	-	-	-	-	-
201510347_CIS		201510347			201510347@uop.edu.jo	-	-	-	-	-
201510730_CS		201510730			201510730@uop.edu.jo	-	-	-	-	-

Scroll down

The columns on the left for the grade categories and items on the course

The map must be for the unique field and we suggest to be an email address

Connect the grade items to specific columns on csv file (this is the purpose for export in the first step)

▼ Identify user by

Map from Email address

Map to Email address

▼ Grade item mappings

First name Ignore

Surname Ignore

ID number Ignore

Institution Ignore

Department Ignore

Email address Ignore

Attendance: Attendance (Real) Attendance: Attendance

Assignment: LAB 01 (Real) Assignment: LAB 01

Assignment: LAB 03 (Real) Assignment: LAB 03

Assignment: LAB 04 (Real) Assignment: LAB 04

Upload grades

Import CSV

Grade import success

Continue