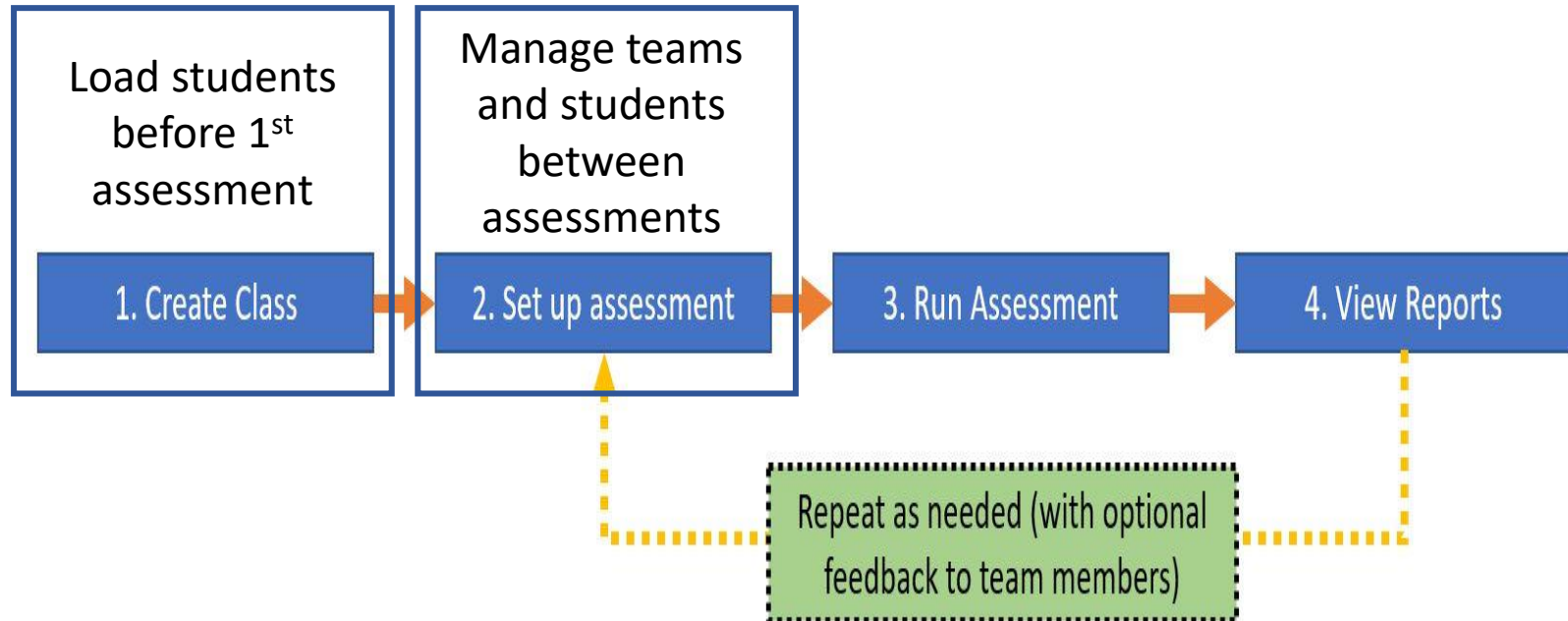


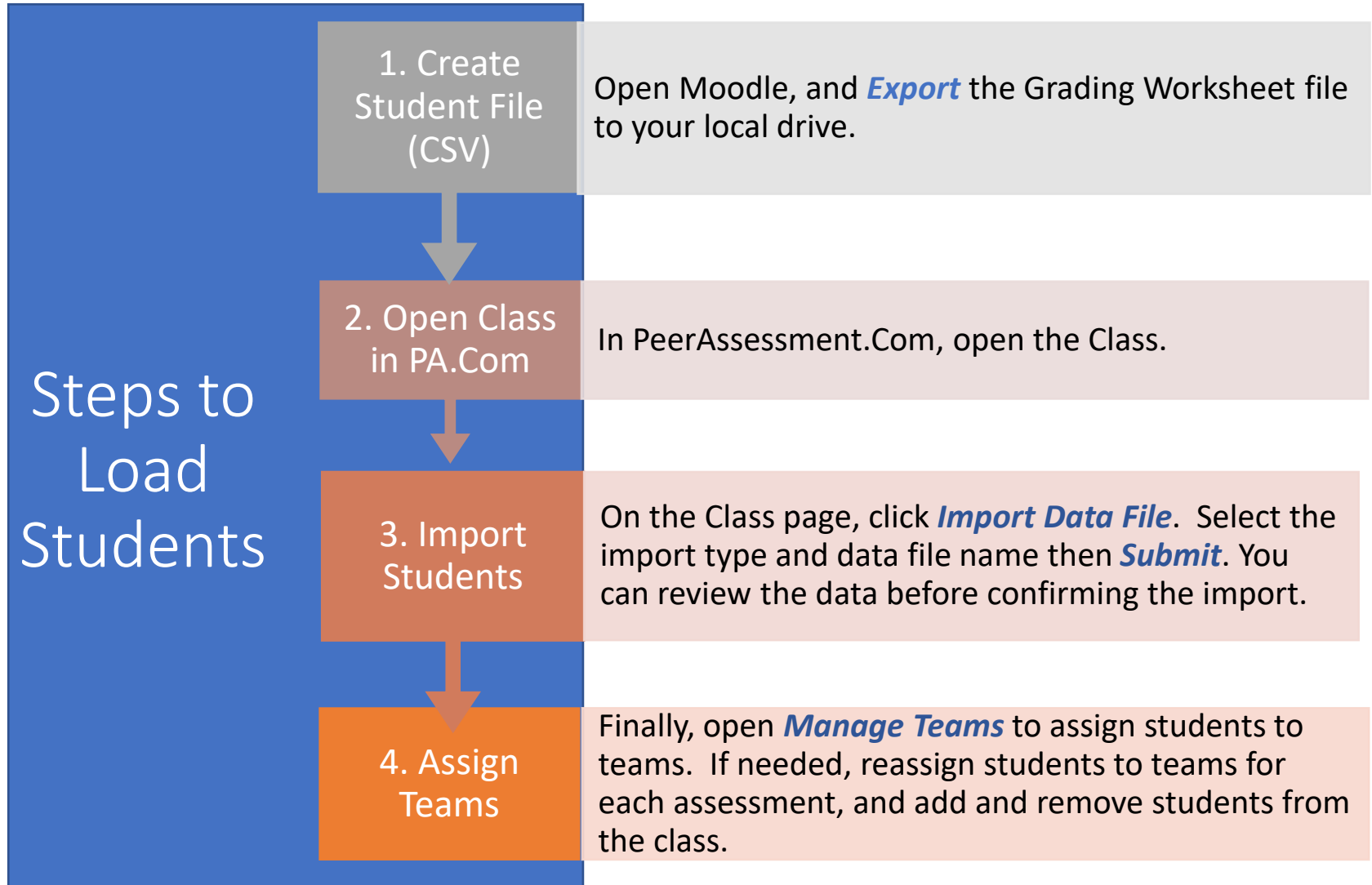
Quick-Load from Moodle Grading Worksheet:

- * Loading Student Information from Moodle Grading Worksheet Export
- * Managing Students Using the Manage Teams Feature

Part 1 will walk you through the **Moodle Grading Worksheet Export method**.

Part 2 shows you how to use the **Manage Teams and Students** feature after loading the file.

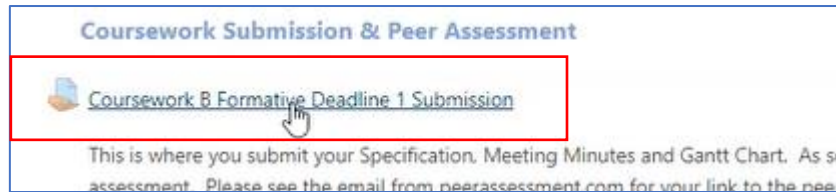




Moodle Grading Worksheet Export

1. Create Student File (csv)

Step a. Open your course in Moodle, and go into the set up for the team assignment submission.



Step b. Select View all submissions

If you have assigned students to groups for this assignment, then the Quickload process will import students AND the teams in which they are working. However, if the assignment does not include team assignments, then you can use the tool in PeerAssessment.Com called Manage Teams to assign students to teams.

Hidden from students	No
Groups	14
Submitted	13
Due date	Monday, 1 March 2021, 4:00 PM
Time remaining	Assignment is due

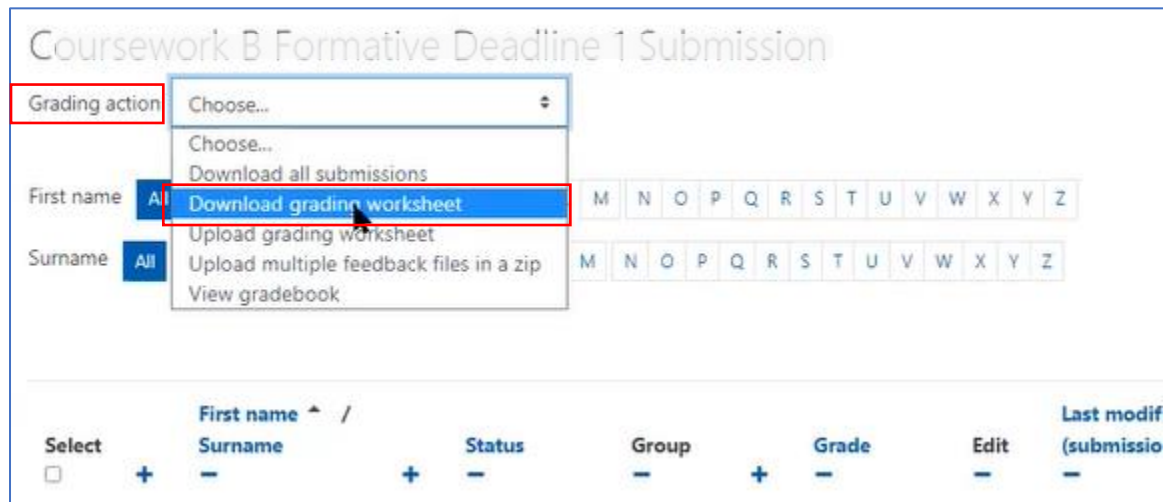
[View all submissions](#) [Grade](#)

Moodle Grading Worksheet Export

1. Create Student File (csv)

Step c. Select Download Grading Worksheet

Under the Grading Action dropdown box, select “Download grading worksheet”.



The screenshot shows the Moodle interface for 'Coursework B Formative Deadline 1 Submission'. A dropdown menu is open under the 'Grading action' label, which is highlighted with a red box. The menu options are: 'Choose...', 'Download all submissions', 'Download grading worksheet' (highlighted with a blue box and a mouse cursor), 'Upload grading worksheet', 'Upload multiple feedback files in a zip', and 'View gradebook'. Below the dropdown, there are search filters for 'First name' and 'Surname', each with an 'All' button and a letter selection bar (M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z). At the bottom, a table header is visible with columns: 'Select', 'First name', 'Surname', 'Status', 'Group', 'Grade', 'Edit', and 'Last modification (submission)'. Each column has a '+' or '-' icon for sorting.

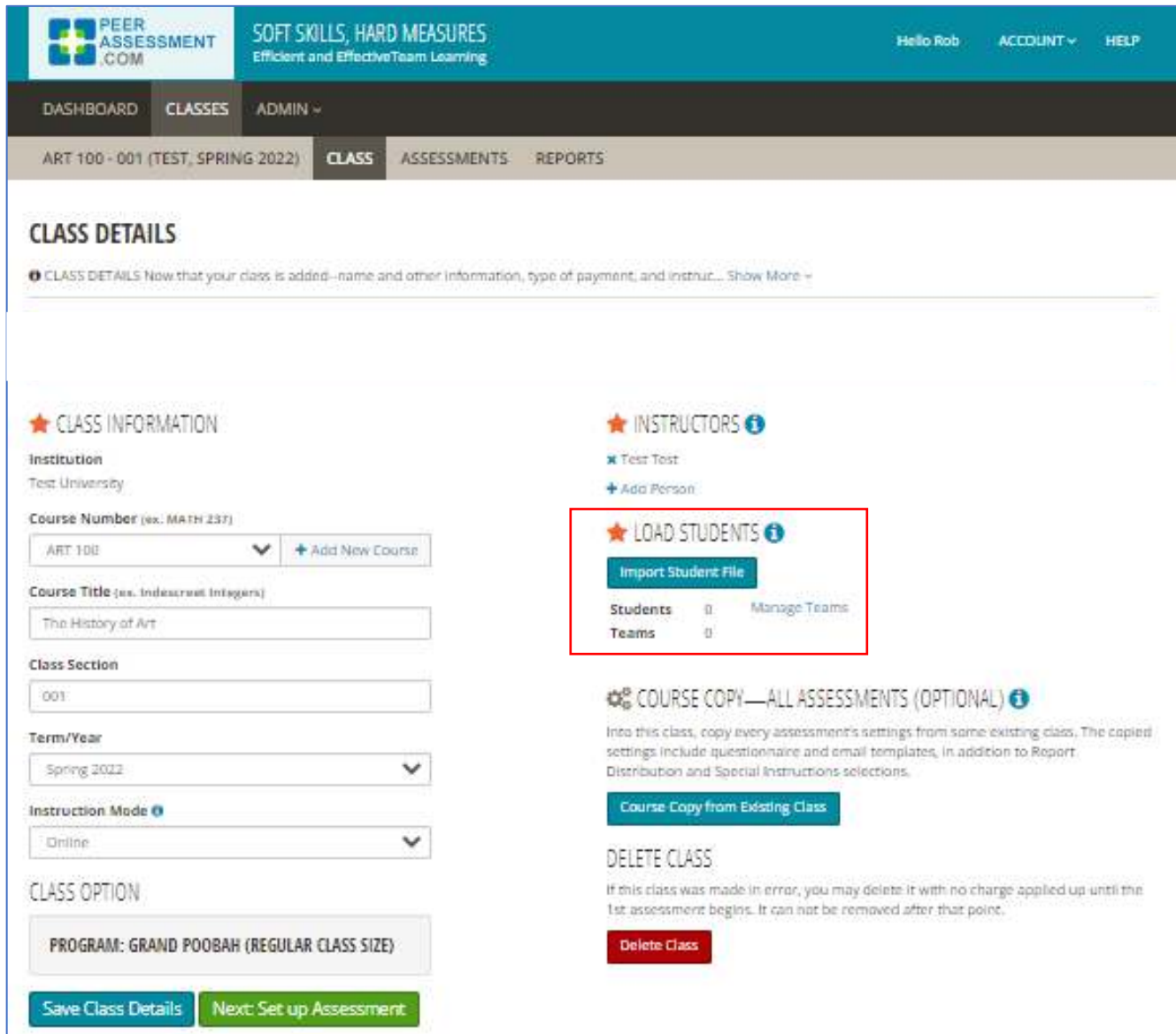
Step d. The CSV file will save to your local drive.



**Do not open
the file.**

Moodle Grading Worksheet Export

2. Open Class in PA.com



PEER ASSESSMENT .COM SOFT SKILLS, HARD MEASURES
Efficient and Effective Team Learning

Hello Rob ACCOUNT ▾ HELP

DASHBOARD CLASSES ADMIN ▾

ART 100 - 001 (TEST, SPRING 2022) **CLASS** ASSESSMENTS REPORTS

CLASS DETAILS

CLASS DETAILS Now that your class is added--name and other information, type of payment, and instruc... Show More ▾

★ CLASS INFORMATION

Institution
Test University

Course Number (ex: MATH 237)
ART 100 ▾ [+ Add New Course](#)

Course Title (ex: Indestructible Integers)
The History of Art

Class Section
001

Term/Year
Spring 2022 ▾

Instruction Mode ⓘ
Online ▾

CLASS OPTION

PROGRAM: GRAND POOBAH (REGULAR CLASS SIZE)

[Save Class Details](#) [Next: Set up Assessment](#)

★ INSTRUCTORS ⓘ

✕ Test Test

[+ Add Person](#)

★ LOAD STUDENTS ⓘ

[Import Student File](#)

Students 0 [Manage Teams](#)

Teams 0

⚙️ COURSE COPY—ALL ASSESSMENTS (OPTIONAL) ⓘ

Into this class, copy every assessment's settings from some existing class. The copied settings include questionnaire and email templates, in addition to Report Distribution and Special Instructions selections.

[Course Copy from Existing Class](#)

DELETE CLASS

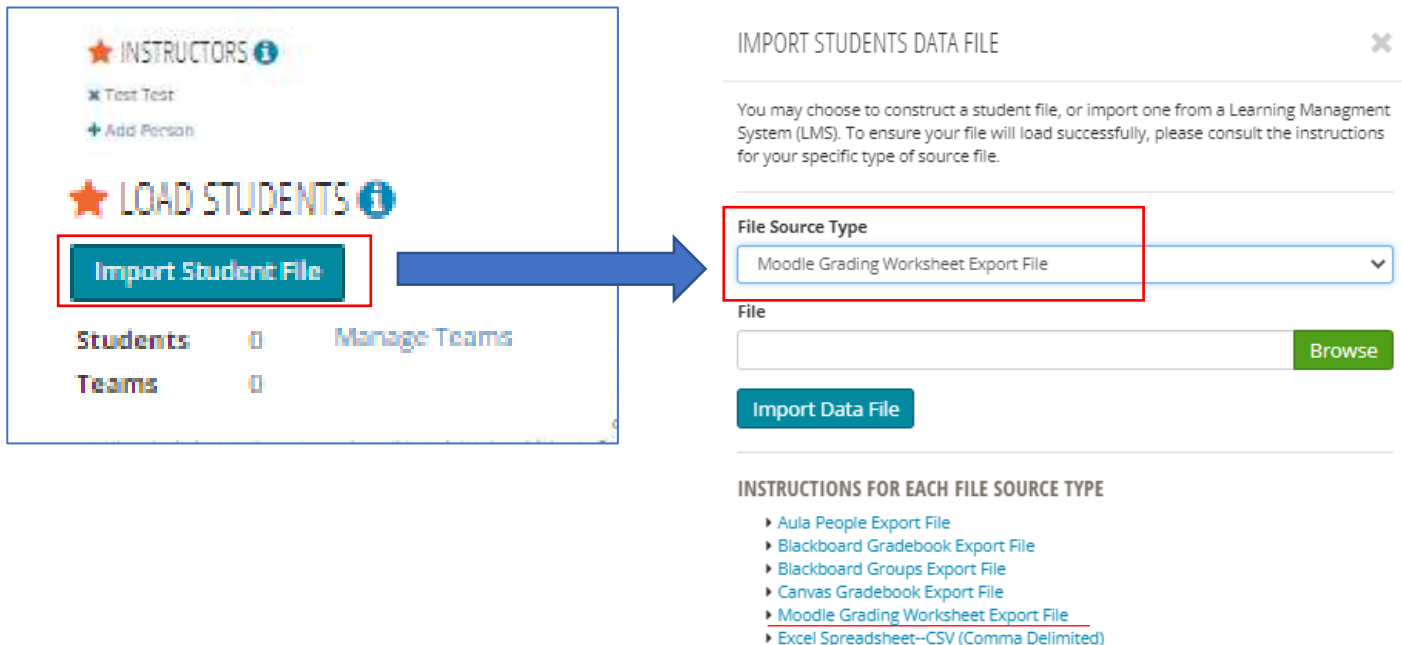
If this class was made in error, you may delete it with no charge applied up until the 1st assessment begins. It can not be removed after that point.

[Delete Class](#)

Moodle Grading Worksheet Export

3. Import Students

- i. On the Class page, click **Import Student File**.
- ii. Select File Source Type “Moodle Grading Worksheet Export File”, and data file, then **Import Data File**.



The image shows a screenshot of the Moodle interface. On the left, a sidebar menu is visible with the 'LOAD STUDENTS' section highlighted. The 'Import Student File' button is circled in red. A blue arrow points from this button to the 'Import Students Data File' dialog box on the right. The dialog box has a title bar with a close button (X). Below the title bar, there is a paragraph of text: 'You may choose to construct a student file, or import one from a Learning Management System (LMS). To ensure your file will load successfully, please consult the instructions for your specific type of source file.' Below this text, there is a 'File Source Type' dropdown menu with 'Moodle Grading Worksheet Export File' selected. Below the dropdown, there is a 'File' input field with a 'Browse' button. At the bottom of the dialog box, there is an 'Import Data File' button. Below the dialog box, there is a section titled 'INSTRUCTIONS FOR EACH FILE SOURCE TYPE' with a list of links: 'Aula People Export File', 'Blackboard Gradebook Export File', 'Blackboard Groups Export File', 'Canvas Gradebook Export File', 'Moodle Grading Worksheet Export File', and 'Excel Spreadsheet--CSV (Comma Delimited)'.

Moodle Grading Worksheet Export

3. Import Students

iii. Review the data before confirming the import.



Check to make sure the data are in the correct columns, and the emails are ok.

CONFIRM STUDENT IMPORT Back

i Valid student email domains for this institution include: <gmail.com>, <gmail.com>, <yahoo.com>, <yahoo.com>, <peerassessment.com>, <peerassessment.com>, <boise.edu>, <coventry.ac.uk>

Team	Email	First Name	Last Name	School Id
Group 1	432432@coventry.ac.uk	Speedy	Gonzales	
Group 1	ytrfg@coventry.ac.uk	Minnie	Mouse	
Group 2	fdsfds@coventry.ac.uk	Donald	Duck	
Group 2	hgfhgf@coventry.ac.uk	Wiley	Coyote	
Group 3	hjfghgwer4@coventry.ac.uk	Road	Runner	
Group 3	534fdgfd@coventry.ac.uk	Count	Duckula	

Confirm & Import
Cancel

Class Details Page

★ LOAD STUDENTS
i

[Import Student File](#)

Students	6
Teams	3

[Manage Teams](#) | [Clear Students](#)

- i. Students and Team amounts will reflect the import.
- ii. Mistake? Use Clear Students to start over.

Managing Teams and Students after Loading the File

Use Manage Teams to adjust your Teams & Students

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

Assessments Page

DASHBOARD CLASSES ADMIN

ART 100 - 001 (TEST, SPRING 2022) CLASS ASSESSMENTS REPORTS

ASSESSMENTS

Back

ASSESSMENTS Here build each assessment to run in your class. Your assessments can all be exactly the... Show More

Assessment 1 + New Assessment

ASSESSMENT STATUS: NO SCHEDULE SET

STUDENT RESPONSES: 0/6

ASSESSMENT SCHEDULE

Start Date: 06 : 30 : am

Reminder Date 1: 06 : 30 : am

Reminder Date 2: 05 : 00 : am

End Date: 11 : 55 : am

ASSESSMENT OPTIONS

Manage Questions

Manage Email Messages

Report Distribution:

Automatically distribute

TEAMS FOR ASSESSMENT #1

Manage Teams View Team Roster

Team: Unassigned

Stazz7 Anson

Stazz8 Anson

Team: Test Team 1 Assessment Completed

Stazz1 Anson

Stazz2 Anson

Stazz3 Anson

Team: Test Team 2 Assessment Completed

Stazz4 Anson

Stazz5 Anson

Stazz6 Anson

In this example, Assessment 1 includes 8 students, placed in 2 teams, with 2 students Unassigned.

Manage Teams page

MANAGE TEAMS Back

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: ▾

1. Create Teams

Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Add New Student To Class

Click on Student Name to Edit/Delete Student

Download Team Roster

Displaying 1-8 of 8

Team ↕	Student Name ↕	Email ↕
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com
Test Team 2	Stazz4 Anson	stazz4anson@gmail.com
Test Team 2	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com

▾

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File**
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters

i. Create Teams to enter the team names

Assessment: 1 ▾

1. Create Teams
Click on Team Name to Edit/Delete Team

2. Assign Students To Teams

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz1 Anson	stazz1anson@gmail.com
Unassigned	Stazz2 Anson	stazz2anson@gmail.com
Unassigned	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Unassigned	Stazz5 Anson	stazz5anson@gmail.com
Unassigned	Stazz6 Anson	stazz6anson@gmail.com
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com

ADD TEAM ✕

Team Name

Notes

ii. Assign Students to select each student's team from the dropdown.

iii. Save Team Assignments

REASSIGN TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment. If studen... [Show More](#) ▾

Assessment: 1 ▾

Team	Student	Email
Test Team 1 ▾	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1 ▾	Stazz2 Anson	stazz2anson@gmail.com
Unassigned ▾	Stazz3 Anson	stazz3anson@gmail.com
Unassigned	Stazz4 Anson	stazz4anson@gmail.com
Test Team 1	Stazz5 Anson	stazz5anson@gmail.com
Test Team 2	Stazz6 Anson	stazz6anson@gmail.com
Test Team 1	Stazz7 Anson	stazz7anson@gmail.com
Unassigned ▾	Stazz8 Anson	stazz8anson@gmail.com

Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change**
- Between Assessments, change the teams and team rosters

MANAGE TEAMS

TEAMS This page allows you to manage the students and teams related to a given assessment

Assessment: 1

Displaying 1-8 of 8

Team	Student Name	Email
Unassigned	Stazz7 Anson	stazz7anson@gmail.com
Unassigned	Stazz8 Anson	stazz8anson@gmail.com
Test Team 1	Stazz1 Anson	stazz1anson@gmail.com
Test Team 1	Stazz2 Anson	stazz2anson@gmail.com
Test Team 1	Stazz3 Anson	stazz3anson@gmail.com

Add New Student To Class
 Click on Student Name to Edit/Delete Student



- Select Student** to edit or remove
- Save** or **Remove from Class**

STUDENT INFORMATION

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz2anson@gmail.com

First Name: Stazz2

Last Name: Anson

Student ID (optional): 11400

Notes:

Save
Remove From Class

Add New Student To Class
 Click on Student Name to Edit/Delete Student

- Add New Student to Class**
- Enter information.
- Save**

ADD STUDENT

Add Student to Class: Enter information in all fields for this student. Check Active box. Press 'Save'.

Edit Student: Click on Student Name in the list, and make changes. Press 'Save'.

Remove Student From Class: Click on Student Name in the the list. Press 'Remove From Class' button, and confirm.

Email: stazz8anson@gmail.com

First Name: Stazz8

Last Name: Anson

Student ID (optional):

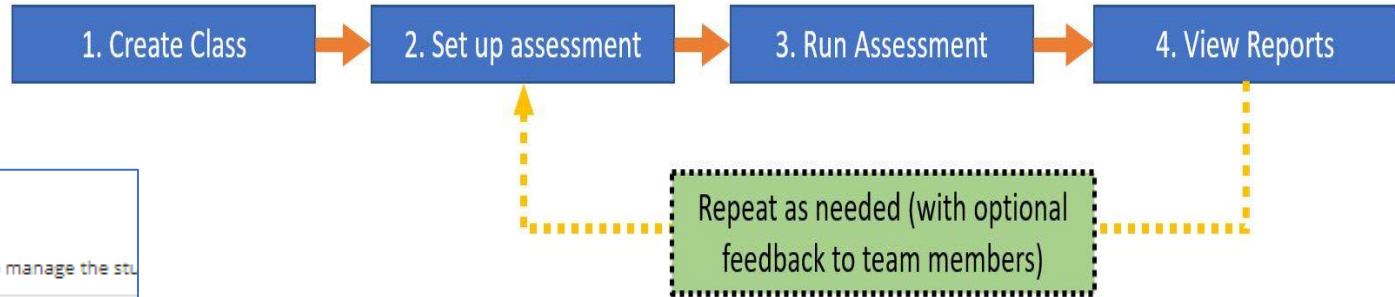
Team (optional): Test Team 2

Notes:

Save
Cancel

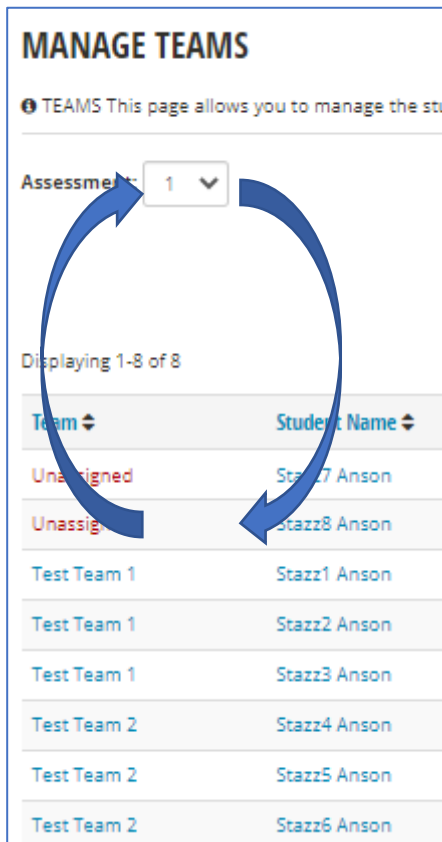
Use Manage Teams to:

- Assign students to teams if Teams were not in your Load File
- Add/Edit/Remove students as enrollments change
- Between Assessments, change the teams and team rosters**



With short-term group assignments, you can mix up team membership between assessments.

Or with longer team projects, you can keep teams intact to conduct iterative assessments.



MANAGE TEAMS

TEAMS This page allows you to manage the stu

Assessment: 1

Displaying 1-8 of 8

Team	Student Name
Unassigned	Stazz7 Anson
Unassigned	Stazz8 Anson
Test Team 1	Stazz1 Anson
Test Team 1	Stazz2 Anson
Test Team 1	Stazz3 Anson
Test Team 2	Stazz4 Anson
Test Team 2	Stazz5 Anson
Test Team 2	Stazz6 Anson

Tip for Iterative Assessments

It's easy to create multiple iterative assessments to check-in on teams periodically during a project. These check-ins usually involve the same questions, emails, and teams. The way PA works is, when you create a new assessment, it copies over the questions, emails and teams from the previous assessment.

To create iterative assessments, start by setting-up the first assessment completely—prepare the questions, emails, and teams, plus set report distribution and special instructions. Then click '**+ New Assessment**' for as many more assessments as you will need—each is identical to the prior one. Finally, fill in the dates/times for each and you are done!