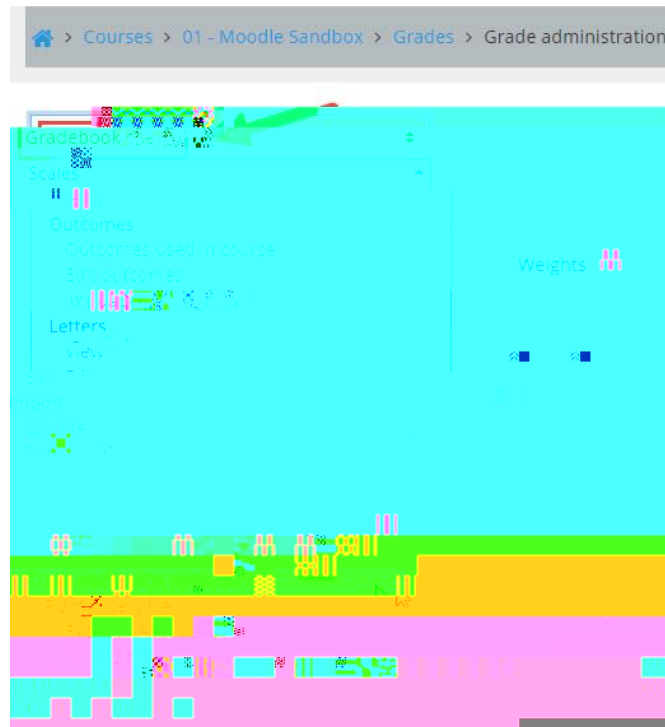


In order to submit your final grades from Moodle to OmnivoX, follow the steps below:

1. Login to your Moodle course
2. Click on the little blue gear at the upper menu and select



3. On the Gradebook, click on the dropdown menu on the upper left and select Omnivox Excel Spreadsheet (under Export)



4. Moodle will generate an Excel file with 2 columns: Student ID # and Final Grade. Open this file and select the content of both columns (copy)

A screenshot of an Excel spreadsheet with two columns, A and B. Column A contains student IDs: 123456, 123457, and a row with dashes. Column B contains final grades: 85, 85, and 84. The spreadsheet is partially obscured by a large, colorful, abstract graphic overlay.





7. Now past the 2 columns and click

