Faculty/Instructors may upload their gradebooks from Moodle to the final grade roster in PeopleSoft.

1. Log in to Moodle.

2. From the Export menu in Grade Administration select **Send Grades to PeopleSoft**.

3. Select the link for a class. (Note: grades are submitted one class at a time.) When the class link is selected, Moodle connects to PeopleSoft to verify. If you see an error, review the “Troubleshooting” section at the end of this guide.

4. Select the **Submit to PeopleSoft** button.
You will be directed into the final grade roster in the Faculty Center page in PeopleSoft, where **Upload Summary** information is displayed.

Note: Grades will not upload for those students not on the grade roster (e.g. students who dropped).

5. Click the go to grade roster button to access the final grade roster.
6. When the grades are ready to submit change the Approval Status to Approve and click Save. Grades will be posted nightly.
Troubleshooting Moodle to the Grade Roster Process

1. If the final grade roster is not created, this error message will display

   **AMST 3252W 005 (Twin Cities, Fall 2014)**
   This grade roster has not been initialized for this class and cannot accept grading information. Please contact sr-help at srhelp@umn.edu or 612-625-2803 for additional help.

2. If the faculty/instructor is not authorized to submit grades for the course, this error message will display

   **ANTH 3003 001 (Twin Cities, Fall 2014)**
   You are not authorized in PeopleSoft to submit grades for this class. If you feel this is in error, please contact the departmental scheduler or administrator for this class.

3. If the final grade roster is already approved or posted, this error message will display

   **ANTH 3003 001 (Twin Cities, Fall 2014)**
   This grade roster is not open for grade input from instructors. Please contact sr-help at srhelp@umn.edu or 612-625-2803 for additional help.