

Grade Transfer – Quick Guide

This resource is intended for Unit Convenors (those with the Teacher+ Moodle role). It summarises the key requirements and steps associated with the Moodle-SAMIS Grade Transfer process.

For more detailed information please read the complete [Grade Transfer User Guide](#) on the Teaching Hub.

Requirements:

1. Your Moodle course needs to be SAMIS coded (the course settings in Moodle will show you which SAMIS cohort it's linked with). This is the code that defines the SAMIS assessment items that are available to link to.
2. The granularity of assessment items in SAMIS needs to match the granularity of assessment items in Moodle (i.e. If you have 3 assessments in Moodle that you want to transfer grades for, there needs to be 3 corresponding assessment items in SAMIS).
3. Moodle assessment items must be marked out of 100 (both Moodle quizzes and assignments are marked out of 100 by default).

3 Steps to Grade Transfer:

1. Teacher+ associates the relevant Moodle assessment item with the corresponding SAMIS assessment item (this is done via the activity settings and is only visible to the Unit Convenor).

▼ Grade transfer

Select assessment to link to: (Wt: 25%)

Transfer grades from: (Wt: 50%)

Note: Do not put a date in the 'Transfer grades from' setting. Instead, we recommend that you instigate transfer manually (as this provides you with more flexibility).

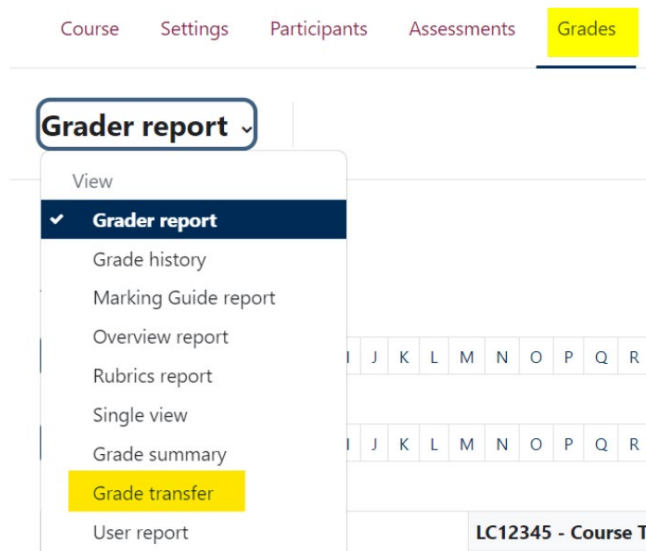
2. Mark as normal. If working with an assignment (rather than a quiz) you will then need to:
 - 2.1. [Lift anonymity](#)
 - 2.2. and [release grades](#) so that students can see their grades and feedback

If you are unclear on the marking process, we'd recommend that you visit [the Teaching Hub](#).

Select	User picture	First name / Last name	Username	Status	Group	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>				Submitted for grading		Grade / 100.00	Edit		

3. Begin the transfer of grades (as follows):

3.1. In the course navigation tabs, click onto the **Grades** tab and then select **Grade transfer** from the drop-down list (as shown in the screenshot below).



3.2. As shown below, under **SAMIS assessment name** choose from the drop-down menu the name of the assessment you would like to instigate Grade Transfer for and press the **View** button.

Grade transfer

Only mapped assessments are listed

SAMIS assessment Name	<div>Select assessment</div> <div>Select assessment (2023/4 - AY) 02</div> <div>(2023/4 - AY) 01</div>
Transfer Status	
	<button>View</button>

Note: If the expected assessment item does not show up double check you have linked it with the SAMIS assessment item (as in step 1).

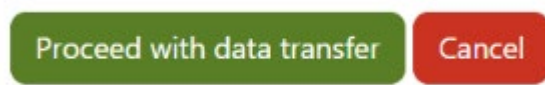
Check you are satisfied with the grades.

3.3. Under **Transfer Status** click onto the **Transfer All** button.

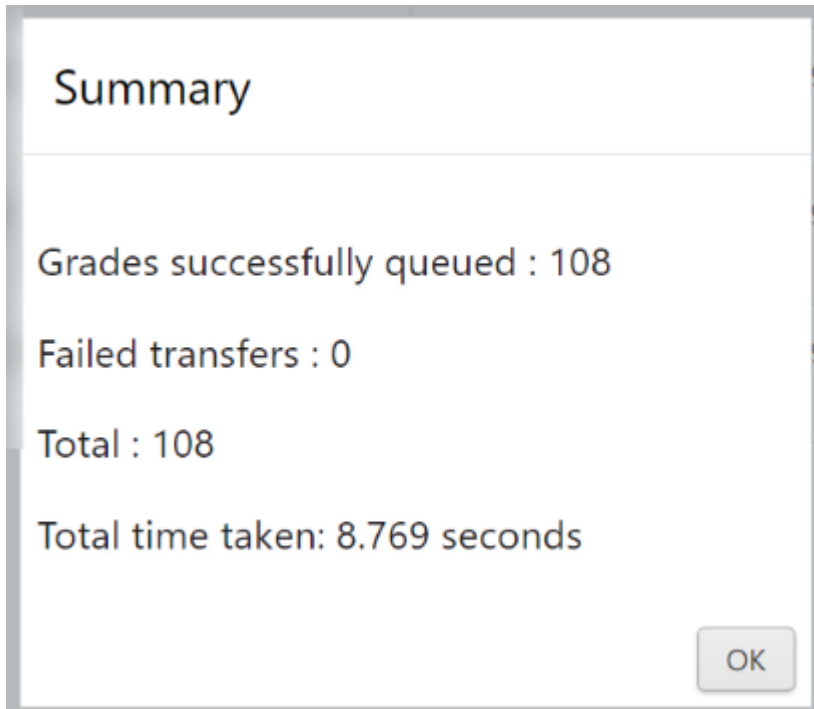
Transfer Status ?	Automated grade transfer is currently not scheduled for this assessment. You can either schedule a transfer in the moodle activity settings or trigger the transfer manually once the Moodle activity has been graded.
	<button>Transfer All</button>

Note: You cannot undo or overwrite a transfer so do not do this step until you are completely happy with the grades being transferred.

You will be asked to confirm your request and select **Proceed with data transfer**.



You will then receive a summary of the grades that have been entered into the queue.



Grade data will be transferred into a queue to await processing. How long it takes for the data to be transferred to SAMIS will depend upon the amount of data in the queue at any given time – as such, it is recommended that you instigate Grade Transfer well in advance of any deadlines and check SAMIS to ensure that the expected grade data has been successfully transferred.